

Policy Information

Series 4000 - Non-Instructional/Business Operation

Owned or Leased Vehicles

Policy # 4530, 5.3

POLICY

1995 4530

Non-Instructional/Business
Operations

SUBJECT: OWNED OR LEASED VEHICLES

Genesee-Livingston-Steuben-Wyoming BOCES owned or leased vehicles may be made available for official travel by the BOCES personnel upon approval of the District Superintendent or designee.

Alternatively, the District Superintendent or designee may approve reimbursement for travel for professional purposes in a private vehicle at a rate approved by the BOCES.

In no case is a BOCES owned vehicle to be approved for personal use unless authorized by the Board of Cooperative Educational Services.

The Board will be kept apprised yearly of the inventory and status of BOCES owned and/or leased vehicles.

Vehicles shall be owned by the BOCES for the following purposes:

a. The use by staff in instructional program, for example:

- field trips
- shuttle trips
- parts supply
- emergency transportation
- teacher and administrative conferences

b. Maintenance of facilities

c. For use by Administrators and Staff for official business, except in those cases already provided for by individual contracts

Board Approved
2/2/94
7/18/95

