

BOCES-OWNED AUTOMOBILES REGULATION

A. If, in the judgment of the District Superintendent it is beneficial to the BOCES mission, a BOCES vehicle may be exclusively assigned to a specific BOCES employee with the approval of the Board of Education. Examples include, but are not limited to, those instances where the employee has responsibility for the operation, maintenance or security of BOCES operated facilities, is regularly on call outside of normal business hours, or is responsible for regularly serving non-component districts located throughout New York State.

The following will apply in these instances:

- The BOCES shall maintain, license and insure the assigned automobile.
- The employee shall be responsible for the cleanliness of the vehicle.
- The employee will be authorized to drive the vehicle in the performance of official duties and to and from home and work.
- The employee shall comply with all reporting regulations promulgated by the Internal Revenue Service in accordance with the “commuting rule”. (IRS Reg. section 1.61-21(f))
- The employee shall maintain a valid drivers’ license, and shall immediately (within 3 business days) notify the District Superintendent in writing if convicted of any moving violation or vehicle related criminal offense.
- The employee is prohibited from using the assigned vehicle for personal use other than the aforementioned commuting and de minimis personal use.

B. A BOCES-owned vehicle may be driven to the home of a BOCES employee when efficiency justifies such use as a part of travel for official duties. Such use will be allowed only with the written permission of the District Superintendent. The District Superintendent may be allowed such use with the written permission of an Assistant District Superintendent.

C. A log of the use of BOCES-owned vehicles shall be maintained in the office of the District Superintendent and made available for inspection.

Adopted: April 15, 2010