

**SUBJECT: OWNED OR LEASED VEHICLES**

BOCES owned or leased vehicles may be made available for official travel by 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 BOCES.

**Maintenance of a Vehicle Inventory**

The Assistant Superintendent for Administrative Services through the Operations and Maintenance Department will keep an inventory of all BOCES owned vehicles for the purpose of making recommendations regarding the maintenance of vehicles, and replacement by sale or disposal.

**Adopted: February 13, 2002**