

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

VEHICLE USAGE

This administrative regulation is to be used to clarify vehicle usage and appropriate licensure requirements for each classification of vehicle. There are four (4) basic classifications of vehicles owned by BOCES:

CLASS	CAPACITY	DRIVER LICENSING REQUIREMENT
Class 1 - School Bus	Sixteen passenger capacity or more	CDL license and certification as a school bus driver
Class 2 - School Bus	Fifteen passenger capacity or less	Occasional driver status pursuant to BOCES and Department of Motor Vehicle regulations
Class 3 - Passenger Car/Station Wagon/Sports Utility Vehicle	Inspected by the New York State Department of Transportation for student use	Occasional driver status pursuant to BOCES and Department of Motor Vehicle regulations
Class 4 - Passenger Car/Station Wagon/Sports Utility Vehicle	Regular New York State vehicle inspection	Valid New York State driver's license

The first three (3) classifications are the only types of vehicles that can be used to transport students and are reserved for activities that require such transportation. BOCES staff members cannot reserve vehicles in these classifications unless students are to be transported.

The fourth classification, vehicles that are not inspected by the New York State Department of Transportation, may not be used to carry students. These vehicles are generally used by BOCES staff members in connection with activities related to their employment.

Different licensing and other requirements apply according to vehicles driven.

Vehicle usage is monitored by the Operation and Maintenance offices at the Myers and Southern Adirondack Education Centers. Keys to vehicles, log and check forms must be issued by the applicable Operation and Maintenance office prior to any vehicle usage.

For those individuals who have been assigned a BOCES vehicle (Class 4) must record all business and personal mileage. Reports must all be filed with the Assistant Superintendent for Administrative Services at the end of each calendar year, so the appropriate income tax adjustments can be filed with their W-2.