Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4520 – OWNED OR LEASED VEHICLE POLICY

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 or through negotiated contract.

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

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

Maintenance of a Vehicle Inventory

The Assistant Superintendent for Finance and Operations, through the Purchasing Agent, 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: 7/13/1999
Revised: 3/18/2009
Revised: 9/21/2011
Reviewed: 8/20/2014
Revised: 8/16/2017
Revised: 8/19/2020
Revised: 8/16/2023
Reviewed: 9/9/2026