

Policy Information

Series 4000 - Non-Instructional/Business Operation

Use of BOCES Vehicles - Commuting

Policy # 4532, 5.36

POLICY

1997

4532

Non-Instructional/Business
Operations

SUBJECT: USE OF BOCES VEHICLES - COMMUTING

For business reasons, certain employees have been designated to drive a BOCES-owned vehicle to and from their residences. This shall be the only authorized personal use of the vehicle. Individuals driving BOCES vehicles may have occasions when an incidental stop is necessary between business stops. Such use shall not be considered in violation of this policy.

BOCES requires that no personal items other than incidentals be stored in the vehicle. The vehicle is to be locked during times when it is not in use.

BOCES will compute a daily value for the commuting to and from residence and place of employment, which will be included in the employee's W-2 at the end of the calendar year. Such amount will be the minimum allowed by federal income tax laws.

Note: Internal Revenue Service regulations require an employer to maintain evidence which would enable the IRS to determine whether use of the employer's vehicles is in accordance with policy maintained by the employer.

Board Approved
9/16/97

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