

SUBJECT: USE OF BOCES-OWNED EQUIPMENT AND OTHER PROPERTY BY BOARD MEMBERS/EMPLOYEES

The Board of Cooperative Educational Services shall permit BOCES equipment to be borrowed by Board members and/or staff members only when such use is related to their BOCES responsibilities. Board members and employees will be expected to be familiar with the operation of any equipment they propose to borrow. Employees must secure prior written permission from the Supervisor or Program Director.

Administrative controls shall be established to assure the responsibility for and return of all such equipment.

BOCES owned equipment, vehicles and property shall not be used for personal reasons or gain.

Education Law Section 414

Adopted: 7/10/02