



# SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.5	Use of College Equipment/Vehicles

College equipment and personal property is intended to be used for College purposes as determined by the Board of Trustees, and not for personal use. Only the Board of Trustees and the President (or his/her designee) are entrusted with determining appropriate usage of College equipment and personal property.

College-owned vehicles are to be used for official College business only. Unauthorized use of College vehicles by employees may result in disciplinary action up to and including termination. Faculty and staff operating a College vehicle must possess the appropriate valid driver's license. The operators of College vehicles must obey all vehicle and traffic laws, posted traffic instructions and other guidelines.

College vehicles shall be used at the discretion of the President or his/her designee.