***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Finance **CODE: B-5**

SUBJECT: Personal Use of Hospital Equipment & Vehicles **EFFECTIVE:**

**COORDINATOR: Business Manager**

Hospital property (vehicles and equipment) is intended for hospital business and operation and is not for personal use. Additionally it is important to limit the liability of the hospital by only using hospital property for its intended purpose.

Hospital equipment is not to be used for personal reasons.

Exceptions: Any exceptions to this policy should be approved by the Administrative Committee. A rate per kilometer should be charged to the user in accordance with the cost of maintenance and insurance.

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_