



NYAPT

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

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Our future is riding with us!

RESOLUTION NO: 2015-003

SUBJECT: DIRECTOR, OFFICER AND EMPLOYEE ETHICS

ADOPTED: June 6, 2015

The New York Association for Pupil Transportation (NYAPT) recognizes that sound, ethical standards of conduct serve to increase the effectiveness of NYAPT, its board of directors, the staff and members. Actions based on an ethical code of conduct promote public confidence and advance the attainment of the Association's goals.

NYAPT therefore adopts the following code of ethics for the guidance of NYAPT board members, officers and employees. NYAPT hereby commits to:

- **ASSURING** NYAPT's mission and purpose is carried out to the fullest extent possible;
- **REPRESENTING** all members of NYAPT with vigor, equally and without favor;
- **ACCEPTING** all responsibilities as a means of unselfish service, while not using their positions for personal gain;
- **ACTING** as a team with mutual respect and in furtherance of NYAPT's interests and those of its members;
- **PRESERVING** the obligation of having all issues considered fairly and without bias;
- **UPHOLDING** the principles of due process and individual dignity, and protecting the civil and human rights of all;
- **MAINTAINING** high standards and the effectiveness of education through research and continuing professional development; and,
- **ADHERING** to all national, state and local laws and regulations pertaining to education and school transportation

NYAPT BOARD OFFICER ETHICS REGULATION

NYAPT hereby promulgates these rules of ethical conduct for Board members, officers and employees. These rules shall not conflict with, but shall be in addition to any applicable rules pertaining to associations such as NYAPT.

DEFINITIONS

1. "Officer or Employee" means an officer or employee of NYAPT, whether paid or unpaid, including members of the Board.
2. "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the taxpayers or a lawful class of taxpayers. An officer or employee is deemed to have an interest in any private organization when (s)he or his/her spouse, or a member of his/her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.

STANDARDS OF CONDUCT

Every NYAPT officer and employee shall be subject to and abide by the following standards of conduct:

1. *Gifts:* (S)he shall not directly or indirectly solicit any gift or accept or receive any gift having more than an incidental value or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/ her in the performance of his/her official duties or was intended as a reward to any official action on his/her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

Nothing herein should be construed as prohibiting the traditional exchange of holiday gifts between officers or employees, provided discretion is used to ensure that gifts having an incidental value are not accepted by any officer or employee. Gifts from children that are principally sentimental in nature and having an incidental value may be accepted in the spirit in which they are given.

2. *Confidential Information:* (S)he shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/ her personal interest. In addition, he/she shall not disclose information regarding any matters discussed in an executive session of the Board whether such information is deemed confidential or not.
3. *Representation Before the Board:* (S)he shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the district. This section shall also apply to any spouse, parent, child, or step-child of the officer or employee.
4. *Disclosure of Interest:*
 - (a) Whenever a matter requiring the exercise of discretion comes before him/her, either individually or as a member of the Board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself/herself, a relative, or any private organization in which he or she is deemed to have an interest, the officer or employee shall disclose in writing the nature of the interest.

(b) The disclosure shall be made when the matter requiring disclosure first comes before the officer or employee, or when the officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.

(c) The disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the Board. Any disclosure made to the Board shall be made publicly at a meeting of the Board and must be included in the minutes of the meeting.

5. *Investments in Conflict With Official Duties:* (S)he shall not invest or hold an investment directly in any financial, business, commercial or other private transaction that creates a conflict or would otherwise impair the person's independence of judgment in the exercise or performance of his or her official duties.

6. *Private Employment:* (S)he shall not engage in, solicit, negotiate for or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties for NYAPT.

DISTRIBUTION OF CODE OF ETHICS

The NYAPT Executive Director shall cause a copy of this Code of Ethics to be distributed to every officer and employee. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

PENALTIES

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's Code of Ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

CONSENT

In addition, each member of the Board of Director, including Officers, Directors and Alternate Directors shall attest that they have read and understand the contents of the resolution and policy.

Adopted June 6, 2015

NYAPT BOARD OF DIRECTORS

I have received a copy of this resolution, have read its contents and understand its contents.

SIGNATURE: _____ / / _____

NAME

POSITION