

**Administrative Procedures for Policy #5560.3 (Business)
Regarding Driver Safety for Use of Board Owned Vehicles**

I. General

- A. While operating the vehicle, each driver must follow defensive driving practices and the rules of the road as posted. Failure to observe any of the above may result in suspension of driving privileges. It may also result in progressive discipline.

II. Definitions

A. CCPS Board Owned Vehicle:

1. Assigned Staff Vehicle - Staff vehicle permanently assigned to a designated employee or an office, department, division, or unit for CCPS purposes only during regular duty hours. Staff vehicles-office will not be taken home on a regular basis.
2. Assigned Staff Individual Vehicle - Staff vehicle permanently assigned to a designated employee whose CCPS assignments require that the vehicle be taken home during off-duty hours in order to be used for CCPS purposes. CCPS is reimbursed for personal commuting use based on Internal Revenue Service (IRS) regulations.
3. Motor Pool Vehicles – Vehicles designated for use by Central Office Staff, by request.
4. Head Start-Vehicles - Vehicles designated for use for use by Head Start staff.

- B. Authorized Vehicle Use - Calvert County Public Schools (CCPS) provides a limited number of system-owned vehicles for staff who are conducting official CCPS business. Personal use of vehicles is expressly prohibited. Drivers may be held financially responsible for abusive or improper use of motor pool vehicles. This includes paying up to the deductible insurance limits for vehicle accidents resulting from improper use. Progressive discipline may also be applied, as appropriate.

- C. Motor Pool Reservation - Calvert County Public Schools (CCPS) provides a limited number of system-owned vehicles for staff who are conducting official CCPS business, on a first-come, first-serve basis. Personal use of motor pool vehicles is expressly prohibited. Drivers may be held financially responsible for abusive or improper use of motor pool vehicles. This includes paying up to the deductible insurance limits for vehicle accidents resulting from improper use. Progressive discipline may also be applied, as appropriate.

- D. Frequent-Emergency Use - Unexpected work-related accidents or incidents that occur frequently during off-duty hours that require the employee's immediate response and

use of a vehicle to provide that attention. Examples of such accidents or incidents are major water leaks or no heat in buildings.

- E. Assigned Route - The destination route to perform school or department business and return in the same route to the Central Office.
- F. Geographical Positioning System (GPS) - **An** interconnected system of satellites and receivers that allows for the precise pinpointing of locations anywhere on or directly above the earth.
- G. CCPS Vehicle Safety Program Driver's Handbook - A summary of the CCPS Driver's Safety Program.
- H. Safe Driving Practices - While operating the vehicle, each driver must follow defensive practices and the rules of the road as posted. Failure to observe any of the above may result in suspension of driving privileges.
- I. Tracking – All Board owned vehicles will be monitored regarding assignment and use.

III. Procedures for Driver Safety for Use of Board Owned Vehicles

- A. For CCPS, the following safe driving practices are emphasized:
 - 1. Accident safety: Drivers are expected to know and follow procedures for reporting accidents and safeguarding motor pool vehicles.
 - 2. Cell Phones: Drivers are expressly prohibited from using a cell phone or mobile phone during operations of any motor pool vehicle, unless the vehicle has original equipment manufacturer (OEM) hands-free technology.
 - 3. Driver Attitude: Lack of proper driver attitude often causes drivers to make mistakes due to excessive haste and lack of caution. Planning ahead allows drivers to engage their responsibilities without urge to forego safe driving precautions.
 - 4. Inclement Weather Precautions: Inclement weather creates many hazards such as reduced traction and vision, which require modified defensive driving practices.
 - 5. Observation Skills: Drivers should develop skills, which enable them to detect or anticipate hazards to be avoided.
 - 6. Safe Practicing Practices: Parking lots contain special hazards, such as a lack of traffic controls, visual obstructions, and limited maneuvering room. Drivers must develop parking habits to mitigate these hazards.
 - 7. Seatbelts: In accordance with Maryland Law, as well as good safety practice, all drivers and passengers using CCPS motor pool vehicles are required to use seat belts whenever the vehicle is in use. Drivers are responsible to check and make sure that every passenger has his/her seatbelt secured prior to the departure of each segments of all trips.
 - 8. Transportation of Students: Transportation of students in motor pool vehicles is not permitted without advanced approval from Administration.

9. Vehicle Loading: Vehicles and devices are not permitted to be towed behind the motor pool vehicle and no items are to be loaded on top. Interior loads must not obstruct driving visibility.
10. Vehicle Maintenance and Inspection: Proper vehicle maintenance is essential to safe driving. Drivers must complete a vehicle safety check as listed on the CCPS Motor Pool Vehicle Check-Out/Check-In Report.
11. Motor pool vehicles will be fueled by designated personnel from the School Facilities Department.

B. Emergencies

1. In the event that there are injuries involved in the accident involving a motor vehicle, make sure the local emergency services are notified. In most localities, this can be done by dialing 911, although in some rural areas, it may be necessary to dial the operator and state that you have an emergency to report to the police.
2. All motor pool vehicles are equipped with first aid kits, fire extinguishers and reflecting warning triangles for your safety. The reflective warning triangles are to be set up approximately 100 feet behind the vehicle in the event of an accident or mechanical failure to provide a hazard warning to oncoming motorists.

C. Accident Kits

1. Each motor pool vehicle shall contain an accident kit which is kept in either the glove box, under the driver's seat, or in the rear/trunk of the vehicle. This kit includes proof of insurance, an accident report card, a witness card, and a pencil/pen for recording information.

The law requires that drivers be able to produce proof of insurance any time a vehicle is operated on public roads. Drivers may be required to produce proof of insurance by law enforcement officers at any time. It is usually requested at accidents and during the issuance of traffic citations.

If possible, the driver involved in the accident should take adequate snapshots of the accident scene.

D. Steps to Follow in the Event of an Automobile Accident

1. If necessary and possible, move vehicle onto the shoulder or side of the roadway to prevent further damage and/or injury.
2. Notify local emergency services and police immediately.
3. Place warning signals (reflective triangles) promptly.
4. Report the accident to CCPS Administration Department (443-550-8000) as soon as possible.
5. Keep calm. Be courteous. Remain at the scene of the accident.

6. Make no statement concerning the accident to anyone except the police. Do not accept responsibility, nor assign blame.
7. Obtain names and addresses of all drivers and occupants in all vehicles or pedestrians involved.
8. Take pictures of the accident scene if possible.
9. Before leaving the scene of the accident, check to determine if all related information has been recorded.
10. Notify the CCPS Administration Department (443-550-8000) that you are leaving the scene. If anyone is transported to a hospital, provide their names and the name of the medical facility.

E. Accident Investigation

1. CCPS will investigate the circumstances and causes of any accident that occurs involving a CCPS motor pool vehicle. Driving privileges of the driver involved in the accident may be suspended pending completion of an investigation. Reinstatement of driving privileges will depend on the outcome of the investigation.