

**Administrative Procedures for Policy #5560.1 (Business)
Regarding Assignment and Use of Board Owned Vehicles**

I. General

- A. The Superintendent of Schools/designee has authorization to assign vehicles owned by the Calvert County Public Schools (CCPS) to selected employees for business use only. Responsibilities included in the job description must support the use of a vehicle.

The following factors will be evaluated when considering the assignment of a CCPS vehicle.

1. Relevance of business travel to the employee's job description.
2. Number of miles reasonably expected to be traveled during a year to successfully execute the job description.
3. Need to transport specialized tools or supplies to successfully execute the job description.
4. Need for specialized communication capabilities to successfully execute the job description.
5. Availability of vehicle or budget resources to purchase a vehicle.
 - a. Need to respond to emergency.

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 the Assignment and Use of Board Owned Vehicles

- A. Assigned vehicles are not permitted to be driven home after normal work hours and must be parked, when not in use, at the office/department of the employee who has an assigned vehicle. Exceptions may be made by the superintendent for those staff designated as primary responders for the Calvert County Emergency Management Plan. A limited number of Transportation Department and Department of School Facilities staff members who are on-call to respond to an emergency may be authorized to take vehicles home contingent on receiving approval by the Superintendent.
- B. In these instances, estimated costs for non-business use of CCPS vehicles will be reported in compliance with current legal provisions of the Internal Revenue Service Code (IRS Code). If an employee does not use a CCPS vehicle for commute purposes for ten (10) days or more, written notice is to be provided to the Chief Financial Officer who will ensure the appropriate adjustments are processed by the payroll section of the Finance Department.
- C. Each employee assigned a vehicle will provide to the Director of Transportation their complete name, home address, and valid driver's license number. Each employee will be added to the Motor Vehicle Administration License Monitoring System (LMS) Program.

Business 5560.1

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Page 2 of 3

Employees residing outside the state of Maryland must provide their complete driving record to their Supervisor/Director at least once per year. The Supervisor/Director will forward the complete driving record to the Director of Transportation.

- D. CCPS-owned vehicles will not be operated by unauthorized persons. Personal use of CCPS vehicles is not authorized.
 - 1. Personal use includes any use, excluding CCPS business, not coincidental to what would be the normal daily routes followed to and from work by the employee. Minor personal deviations from normal commuting patterns will not be considered to be personal use.
 - 2. Vehicles will not be used to transport personnel who are not employed by CCPS except when attending educationally related functions.
 - 3. Unauthorized persons are those persons not employed by CCPS and any CCPS employee specifically prohibited by law or by administration action from operating a CCPS website.
 - 4. Unauthorized persons use includes children and/or CCPS students.
 - 5. When operating a CCPS-owned vehicle, employees will be required to stay on their most direct route to and from their appointed destination(s).
- E. Board owned vehicles may be equipped with Geographical Positioning System (GPS). Information from GPS will be used to monitor the safe use of all Board owned vehicles and the following of all applicable procedures.