

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Policy Statement #5560 (Business) of the Board of Education
Regarding Assignment and Use of Board Owned Vehicles**

- I. Purpose: To ensure the safe and efficient use of Calvert County Public Schools (CCPS) Board owned vehicles.
- 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. Policy Statement
- A. The Board of Education believes that the safe and efficient use of Board owned vehicles supports CCPS departments and provides fiscal savings when employees who earn mileage reimbursement are encouraged to use system vehicles for travel to conferences, state meetings and school visits.
- IV. Delegation of Authority
- A. The Superintendent has the responsibility for developing administrative procedures and for enforcing this policy and procedures by communication them to all relevant parties.
- V. Exceptions
- A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent sections related state laws and/or regulations and the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- VI. Expiration/Review
- A. This policy will be reviewed at the end of three years, or sooner, if approved by majority vote of the Board of Education in public session. Any changes in this policy are subject to all related state laws and/or regulations and the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.
- VII. Effective Date
- A. This policy is effective April 11, 2024.