

**Administrative Procedures for Policy #5560.2 (Business)
Regarding the Use of a CCPS Motor Pool Vehicle**

I. General

- A. 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. Drivers may be held financially responsible for abusive or improper use of motor pool vehicles. This includes paying up to a deductible insurance limits for vehicle accidents resulting from improper use. 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.

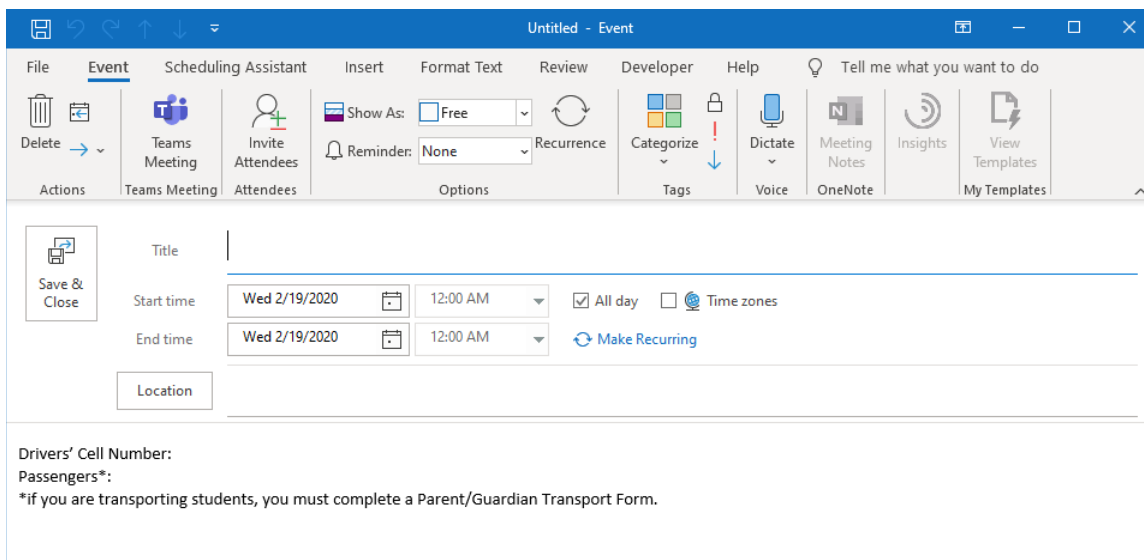
- C. Motor Pool Reservation - Calvert County Public Schools (CCPS) provides a limited number of system-owned vehicles for staff who are conducting official CCPS business, on a first-come, first-serve basis. Personal use of motor pool vehicles is expressly prohibited. Drivers may be held financially responsible 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 the Use of a CCPS Motor Pool Vehicle

- A. Motor pool vehicles are not permitted to be driven home after normal work hours. Exceptions for certain staff may be made by the superintendent/designee.
- 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 that appropriate adjustments are processed by the payroll section of the Finance Department.
- C. Each employee using a motor pool 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.
- D. CCPS motor pool vehicles will not be operated by unauthorized persons. Personal use of CCPS motor pool 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. Motor pool 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 administrative action from operating a CCPS vehicle.
 - 4. Unauthorized use includes the transportation of hitchhikers.

- E. When operating a motor pool vehicle, employees will be required to stay in their assigned or the most direct route between destinations. Motor Pool 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.
- F. Motor pool vehicles are to be used for the following use:
 - 1. Out-of-county events
 - 2. In-county visits to schools, agencies, businesses, home visits, etc.
 - 3. Out-of-state events
- G. Reservations for use of a motor pool vehicle are as follows:
 - 1. From the director of each department, employee must be granted access to the vehicle calendars (Escape 1, Escape 2, Escape 3 or the Caravan) in your system utilized email Outlook or department shared electronic calendar.
 - 2. Open up one or all of the vehicle calendars, select a date that is available for use. Double click on the month and day you would prefer and proceed to fill out our information with your NME, DEPARTMENT on the TITLE line, TIME and DAY you will need the vehicle, the LOCATION where you will be going. Also type in the space under Location, your CELL NUMBER and IF you are transporting anyone.
 - 3. For the remainder of FY 2021, student may not be transported in system-owned vehicles. Only school vehicles (yellow school buses) may be used.
 - a. If the Maryland State Department of Education approves the use of non-school-vehicles in the future and the person(s) being transported is a student or students, the driver of the system-owned vehicle must complete a Parent/Guardian Transport Form (Go to Office 365 under CCPS Parent – Guardian Transport Form or from Administration Office Receptionist) and have it turned in before using the vehicle. Please see the EXAMPLE below for signing up online:



- b. Once you have reserved a vehicle, other system employees will be able to see the reserved time and day you have scheduled. We have four vehicles available. If all vehicles are reserved and you are in dire need of a vehicle, contact the Executive Director of Administration or Director of Transportation.
- c. You may get the keys to the vehicle from the Administration Office Receptionist. After you have used the vehicle and cleaned the interior of all personal belongings and trash, you may return the keys to the Administration Office Receptionist.
- d. Please report any problems with the vehicle to the Administration Office Receptionist.