

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:

- A. To ensure the safe and efficient use of Calvert County Public Schools (CCPS) Board owned vehicles.
- B. To ensure the safe transport of students in Board owned vehicles when applicable.

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 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 by Head Start staff.
- 5. Alternative Transportation Vehicles – A vehicle that is used to transport students from home to school or school to home as well as to and from school-related activities that is neither a Type I nor a Type II school vehicle (traditional school buses).
- 6. Multi-Functional School Activity Bus (MFSAB) - a fourteen (14) passenger white bus used to transport students to various school activities. These buses cannot transport students from their homes to school or from school to their homes.

- B. Authorized Vehicle Use - 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 - CCPS provides a limited number of system-owned vehicles for staff who are conducting official CCPS business, on a first-come, first-serve basis.

- 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. 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.
- F. CCPS Vehicle Safety Program Driver's Handbook - A summary of the CCPS Driver's Safety Program.
- G. Safe Driving Practices - While operating the vehicle, each driver must follow defensive practices and the rules of the road as posted. 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.
- B. The Board of Education believes that Multi-Functional School Activity Vehicles and Alternate Transportation Vehicles further supports safe and efficient transportation of students as permitted in this policy and provides fiscal savings when smaller district vehicles are utilized.
- C. The Board of Education believes that the 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.

### IV. Delegation of Authority

- A. The Superintendent has the responsibility for developing administrative procedures and for enforcing this policy and procedures by communicating 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

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Adopted: 3/11/21; 4/11/24; 12/11/25

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A. This policy is effective December 11, 2025.

Citations

State Law:

State Reg.: Code of Maryland Regulations (COMAR) 13A.06.07 and 11.19.01, 11.19.02, 11.19.03

Federal Law:

Adm. Reg.:

Neg. Agr.:

Other Citation: