

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

I. General

- A. While operating Board Owned Vehicles, 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. Procedures for Driver Safety for Use of Board Owned Vehicles

A. Expectations and Training

1. All drivers driving Board Owned Vehicles must attend a CCPS Driving Training Program course.
2. All drivers must complete two (2) Safe School Driving Modules designated by CCPS annually.
3. All drivers must adhere to all driving safety rules and regulations outlined in 5560.3
4. All drivers must participate in a Driver's License Monitoring System as outlined in 5560.4

B. Safe Driving Practices

1. Collision safety: Drivers are expected to know and follow procedures for reporting collisions and safeguarding motor pool vehicles.
2. Cell Phones: Drivers are expressly prohibited from using a cell 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 Driving 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.

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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 for checking and making sure that every passenger has his/her seatbelt secured prior to the departure of each segment of all trips.
8. Transportation of Students: Transportation of students in motor pool vehicles is not permitted without advanced approval from Administration. Transportation of students is permitted in Alternative Transportation Vehicles and Multi-functional School Activity Buses (MFSAB) as outlined in 5560.5.
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 are encouraged to walk around and inspect the vehicle before/after usage for any damage or unsafe conditions of the vehicle.
11. Motor pool vehicles will be fueled by designated personnel from the School Facilities Department.

C. Emergencies

1. In the event that there are injuries involved in the collision involving a motor pool vehicle, make sure the local emergency services are notified. In most localities, this can be one 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.

D. Motor Vehicle Collision Kits

1. Each motor pool vehicle shall contain a collision kit which is kept in either the glove box or under the driver's or passenger's seat of the vehicle. This kit includes proof of insurance, vehicle registration, accident report, and pens/pencils for recording information.

E. Steps to Follow in the Event of a Motor Vehicle Collision

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 emergencies services and police immediately.
3. Place warning signals (reflective triangles) promptly.
4. Keep calm. Be courteous. Remain at the scene of the collision.

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5. Make no statement concerning the collision to anyone except the police. Do not accept responsibility, nor assign blame.
6. Obtain officer name and case ID number.
7. Take as many pictures as possible, especially of the damage to any vehicles and the license plates of all vehicles. Before leaving the scene of the collision, check to determine if all related information has been recorded.
8. Report the accident to CCPS Administration Department (443-550-8000) as soon as possible and notify the CCPS Administration Department (443-550-8000) that you are leaving the scene. Provide the names of anyone transported to the hospital, the name of the medical facility, the Officers' name, and the case number.

F. Collision Investigation

1. CCPS will investigate the circumstances and causes of any collision 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.