

**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 board-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 limit for vehicle accidents resulting from improper use. It may also result in progressive discipline.

II. Definitions

- A. 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.
- B. Driver's Training Program: The CCPS program that all employees must attend in order to be approved to operate any system vehicle including the initial driver training program including any required Safe Schools Modules and Behind the Wheel training, completing the required forms in Records, and participating in the license monitoring program.
- C. 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.
- D. 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.
- E. 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 commuting 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.

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Reviewed without any changes:

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- C. Each employee assigned a vehicle will complete the required Driver's Training Program and submit Motor Vehicle Administration License Monitoring System (LMS) form in Records for approval. 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. 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.
- E. CCPS motor pool vehicles will not be operated by unauthorized persons.
- F. Personal use of CCPS motor pool vehicles is not authorized.
 - a. 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 are not considered to be personal use.
 - b. 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.
- G. Motor pool vehicles will not be used to transport personnel who are not employed by CCPS except when attending educationally related functions.
- H. Motor pool vehicles will not be used to transport persons not employed by CCPS, persons who are hitchhikers, and, any CCPS employee specifically prohibited by law or by administrative action from operating a CCPS vehicle.
- I. Students are not to be transported in motor pool vehicles.
- J. When operating a motor pool vehicle, employees will be required to use the most direct route between destinations.
- K. Motor pool vehicles may be equipped with a Geographical Positioning System (GPS). Information from GPS will be used to monitor the safe use of all Board owned vehicles.
- L. Motor pool vehicles are to be used for the following use:
 - a. Out-of-county events
 - b. In-county visits to schools, agencies, businesses, home visits, etc.
 - c. Out-of-state events
- M. Motor Pool Reservations for Use:
 - a. Approved CCPS drivers will be assigned to a reservation group, enabling each approved driver to use the systemwide electronic calendar to reserve one of the following vehicles: Escape 1, Escape 2, Escape 3 or the Caravan.
 - i. Once you have reserved a vehicle, other system employees will be able to view the reserved time and day you have scheduled.

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- ii. Keys must be obtained and returned to the Administration Office Receptionist.
- iii. Upon returning the vehicle to the appropriate space in the parking lot, clean the interior of all personal belongings and trash, lock the vehicle, return the keys and report the fuel level to the Administration Office Receptionist.
- iv. Report any problems with the vehicle to the Administration Office Receptionist.