

**Administrative Procedures for Policy Statement #5560 (Business) of the Board of Education
Regarding Multi-Functional School Activity Buses (MFSAB) and Alternate Transportation Vehicles**

I. Purpose

- A. The purpose of these procedures is to ensure the safe, legal and consistent operation of Multi-Functional School Activity Buses and Alternate Transportation Vehicles.

II. Definitions

- A. 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 National Safety Council Defensive Driving classroom 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.

III. Multi-Functional School Activity Buses (MFSAB)

- A. Northern High School, Huntingtown High School, Calvert High School, Patuxent High School, Career and Technology Academy and Calvert Country School will each be assigned one (1) MFSAB.

B. Operational Guidelines

1. An MFSAB is for school system related activities only.
2. Only CCPS employees are permitted to drive an MFSAB.
3. Each passenger and the driver must use a three-point seatbelt or age-appropriate safety belt while the vehicle is in motion.
4. Smoking/vaping is not permitted in the vehicle.
5. MFSABs may have a maximum of 14 passengers plus a driver.
6. Only CCPS students and staff may be transported in the vehicle.
7. MFSABs may only transport CCPS students within Maryland, Virginia, and the District of Columbia.
8. An MFSAB request form must be submitted to the school-based administrative designee for use. These forms will be kept on file.
9. A student permission form for each student signed by each student's parent or guardian is required.

C. Allowable Uses

1. MFSABs are permitted to transport students to and from school-related activities.

Business: 5560.5

Adopted: 2/11/26

Revised:

Reviewed without any changes:

Page 1 of 4

D. Non-Allowable Uses

1. MFSABs shall not be used to transport students from their home or school bus stop to school or from school to the student's home or school bus stop.

E. The vehicle may be checked out to staff based on the following hierarchy:

1. Career Counseling Trips
2. Community Based Instruction (CBI) and Work Based Learning (WBL) Trips (including apprenticeship)
3. CTE Programming-related trips, including NJROTC Activities and other Career Technical Student Organization (CTSO) activities
4. Small Group Extracurricular or Afterschool Activity (such as golf team, Mock Trial)

F. Each vehicle shall:

1. have the name of the school district on each side of the vehicle in letters not less than 2 inches in height or more than 4 inches in height.
2. be equipped with GPS and a four (4) camera system.
3. be equipped with a First Aid Kit, a Fire Extinguisher, and a body fluid clean up kit
4. have an audible back up warning alarm installed behind the rear axle.
5. have a seat belt cutter that is accessible to the vehicle driver.
6. be inspected two (2) times a year through the transportation office.

G. A school administrator will be designated to coordinate use of the MFSAB using the Multi-functional School Activity Bus (MFSAB) Guidelines document. All requests will be completed and stored and maintained with the keys.

H. The administrator will maintain a log for the vehicle assigned to the school.

I. Driver Requirements:

1. Prior to operating any MFSAB vehicle, the employee will have:
 - a. Current criminal background check will be reviewed to ensure there are no disqualifying items as outlined in COMAR 13A.06.07.09
 - b. Current driving record will be reviewed by the Director of Transportation
 - 1) Must meet all the Motor Vehicle Administration's Licensing requirements
 - 2) Must not have more than two current points on their driving record
 - 3) Be 21 years old or older with a minimum of five year's driving experience

Business: 5560.5

Adopted: 2/11/26

Revised:

Reviewed without any changes:

Page 2 of 4

- c. The employee must receive a negative controlled substance test result from the CCPS drug testing company.
- d. Complete the Driver Training Program

J. Driver Training Program.

- 1. The Director and/or Supervisor of Transportation will schedule regular training opportunities.
- 2. The building principal and/or designee will approve employees to drive the MSFAB. Upon approval, the employee will:
 - a. complete the required forms in Employee Records,
 - b. attend the CCPS Initial Driver Training Program (4 hours),
 - c. attend the CCPS Initial Behind the Wheel Training Program (1 hour),
 - d. participate in the Driver's License Monitoring Program outlined in 5560.4, and
 - e. adhere to all driving safety rules and regulations outlined in 5560.3
- 3. After completing of the initial training, all trained employees must complete two (2) safe school driving modules assigned annually by the Supervisor of Human Resources.
- 4. The Department of Transportation will maintain the official list of those who have completed the training.

K. Maintenance and Care of the Vehicles

- 1. The care and maintenance of the vehicles will rest in the Department of School Facilities. MFSAB vehicles require regular maintenance.
 - a. Any maintenance that is part of the warranty will be completed with the manufacturer.
 - b. Each driver will ensure that students pick up trash at the end of each trip, will check the interior, remove the trash from the bus and will dispose of it and will report any damage to the principal and/or designee.
 - c. The CCPS Transportation Driver will take the vehicles to be cleaned quarterly. Student groups may be able to take on this responsibility as a community service project as well.

L. Fuel

- 1. CCPS will provide fuel for the MSFAB. Each vehicle will be assigned a number that corresponds with the school to ensure proper accounting.

IV. Alternate Transportation Vehicles Guidelines

- A. Alternate Transportation Vehicles approved in Code of Maryland Regulations (COMAR) may be purchased by CCPS to transport students to and from school.

Business: 5560.5

Adopted: 2/11/26

Revised:

Reviewed without any changes:

Page 3 of 4

- B. Oversight for these vehicles will be provided by the Director and Supervisor of School Transportation.
- C. These vehicles may be used to transport students who may be enrolled in a program or school outside their geographic zone as determined by their individual plans.
- D. These vehicles will be housed at the Department of Transportation.
- E. These vehicles will be driven by specific employees hired by CCPS as Alternate Transportation Vehicle Drivers.
- F. Driver Requirements: Prior to operating the vehicle, the employee will have:
 - 1. Current criminal background check will be reviewed to ensure there are no disqualifying items as outlined in COMAR 13A.06.07.09
 - 2. Current driving record will be reviewed by the Director of Transportation
 - a. Must meet all the Motor Vehicle Administration's Licensing requirements
 - b. Must not have more than two current points on their driving record
 - c. Be 21 years old or older with a minimum of five year's driving experience
 - 3. The employee must receive a negative controlled substance test result from the CCPS drug testing company.
 - 4. Complete the Driver Training Program
- G. Drivers must meet the qualifications outlined in COMAR and
 - 1. complete the required forms in Employee Records,
 - 2. attend the CCPS Initial Driving Training Program (4 hours),
 - 3. attend the CCPS Initial Behind the Wheel Training Program (1 hour),
 - 4. participate in the Driver's License Monitoring Program outlined in 5560.4,
 - 5. adhere to all driving safety rules and regulations outlined in 5560.3, and
 - 6. after the initial training, must complete two (2) safe school driving modules annually assigned by the Supervisor of Human Resources.
- H. Maintenance and Care of the Vehicles
 - 1. The care and maintenance of the vehicles will rest in the Department of School Facilities. Alternate Transportation Vehicles require regular maintenance.
- I. Fuel
 - 1. CCPS will provide fuel for the vehicles.

Business: 5560.5

Adopted: 2/11/26

Revised:

Reviewed without any changes:

Page 4 of 4