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| FREDERICK COUNTY PUBLIC SCHOOLS | Reg. No. 200-16 |
| Subject: OPERATION OF FREDERICK COUNTY PUBLIC SCHOOLS (FCPS) OWNED VEHICLES | Date of Issue: 7/1/83 |
| Preparing Office: Office of the Superintendent | Amended: 12/8/10 |

I. Policy 307

II. Procedures

A. The superintendent of schools or designee has authorization to assign vehicles owned by the Frederick County Public Schools (FCPS) to selected employees for business uses only. The term vehicle includes automobiles, trucks, and vans. Responsibilities included in the job description must support the use of a vehicle or the estimated amount of travel for business purposes. The following factors will be evaluated when considering the assignment of an FCPS vehicle:

- Relevance of business travel to the employee's job description.
- Number of miles reasonably expected to be traveled during a year to successfully execute the job description.
- Need to transport specialized tools or supplies to successfully execute the job description.
- Need for specialized communication capabilities to successfully execute the job description.
- Availability of vehicle or budget resources to purchase a vehicle.

The overall evaluation should support the conclusion that the assignment of a vehicle is in the best economic interest of FCPS. If provisions of any such job descriptions change after authorization for use of an FCPS vehicle or if the estimated amount-of-business use changes, the executive director of Human Resources will notify the executive director of Fiscal Services of the change. The executive director of Fiscal Services will annually prepare a recommendation to the superintendent as to whether a vehicle should continue to be assigned to the job title. The superintendent will annually review the circumstance and cost effectiveness of all assigned vehicles and will provide the executive director of Fiscal Services an authorized list.

With the exception of the vehicle assigned to the coordinator of security, all vehicles will be identified with an FCPS seal.

B. Assigned vehicles are not permitted to be driven home after normal work hours. Exceptions may be made by the superintendent for those staff designated as primary responders for the Frederick County Emergency Management Plan. A limited number of Transportation Department and Maintenance and Operations Department staff members who are on-call may be authorized to take vehicles home contingent on receiving approval by the superintendent.

In these instances, estimated costs for non-business use of FCPS vehicles will be reported in compliance with current legal provisions of the Internal Revenue Service Code (IRS Code). If an employee does not use an FCPS vehicle for commute purposes for ten (10) days or more, written notice is to be provided to the assistant director of Fiscal Services who will insure that appropriate adjustments are processed by the payroll section of the Finance Department.

- C. At the end of the scheduled work day, employees will park FCPS vehicles at the location of their work assignment or a location assigned by the director of Transportation. The director of Transportation will maintain records of the parking locations for all FCPS vehicles. In the event that a vehicle will not be returned to the designated parking location, the employee assigned to that vehicle will notify the director of Transportation in advance of each such occurrence the reasons the vehicle is not being parked in the designated location and the alternative parking location.
- D. Each employee assigned a 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 Program.
 - 1. FCPS-owned vehicles will not be operated by unauthorized persons. Personal use of FCPS vehicles is not authorized.
 - a. Personal use includes any use, excluding FCPS 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.
 - b. Vehicles will not be used to transport personnel who are not employed by FCPS except when attending educationally related functions.
 - c. Unauthorized persons are those persons not employed by FCPS and any FCPS employee specifically prohibited by law or by administrative action from operating an FCPS vehicle.
 - d. Unauthorized use includes the transportation of hitchhikers.
 - 2. Other employees may be permitted temporary use of assigned vehicles but must show proof of a current valid driver's license to the person assigned to the vehicle. Temporary use must be approved by the appropriate executive director or departmental supervisor.
- E. Employees assigned motor vehicles will be personally responsible for the regular service, maintenance, cleanliness, care, and safe operation of the vehicles. The fleet maintenance manager will arrange for an annual inspection of all vehicles at the FCPS bus garage and may require specific maintenance and/or repair work to be performed.
 - 1. Routine service (oil changes and grease jobs) shall be performed at the FCPS bus garage. Appointments can be made by contacting the garage foreman.
 - 2. Gasoline, oil, windshield cleaner, and antifreeze should be obtained at the FCPS bus garage. Credit cards may be used to purchase these items in emergency situations only and to purchase fuel when commercial vendors do not accept fuel cards.
 - 3. Credit cards are to be used primarily for out-of-county travel. Only gasoline, oil, windshield cleaner, antifreeze (if necessary), and small replacement parts (bulbs, wiper blades, etc.) should be charged to credit cards. Out-of-county emergencies may require more extensive use of credit cards.

4. Major repairs may not be made without proper evaluation and prior approval of the fleet maintenance manager. Repair work assigned to local commercial garages requires that a purchase order number be obtained from the appropriate cost center prior to repairs being made. Emergency out-of-town repairs should first be approved by either the fleet maintenance manager or executive director of Fiscal Services. Credit cards may be used for major repairs only after the proper authorization is given.
- F. Operators of FCPS-owned vehicles shall exercise good driving conduct, anticipating weather, road, and traffic conditions and shall observe all laws governing the operation of motor vehicles in the prevailing jurisdictions. Operators of FCPS-owned vehicles will submit all required reports, receipts, and records incidental to the operation of the assigned vehicle.
1. In accordance with the FCPS tobacco-free policy, tobacco use is prohibited in FCPS-owned or leased vehicles.
 2. Drivers are prohibited from using handheld phones while operating a motor vehicle other than to initiate or terminate a call, or to turn the phone on or off. This means conversations on cell phones may only occur using hands-free devices. For safety reasons, it is recommended that hands-free cell phone use be limited and of short duration while driving. The only exceptions are calls made to any of the following:
 - a. 911
 - b. Hospital
 - c. Ambulance service provider
 - d. Fire department
 - e. Law enforcement personnel
 - f. First-aid squad
 3. Bus drivers may not use a cell phone when the school bus is in motion and/or transporting students with or without a hands-free device. When use of a cell phone is necessary for school bus drivers while transporting students, the phone may be operated by an adult passenger on the bus or when the bus is parked.
 4. Employees assigned motor vehicles may be responsible for reimbursing FCPS for damages to the assigned vehicle sustained as a result of unauthorized use or gross negligence.
 5. Operators of FCPS-owned vehicles shall be personally liable for any fines or penalties for traffic violations or accidents incurred, including parking tickets.
 6. Under Maryland motor vehicle law the driver of a vehicle in an accident in which death or personal injury is sustained must file a written report of such accident to the Maryland Motor Vehicle Administration. No report need be submitted when the accident has been investigated by the police and an accident report has been filed with the Maryland State Police. However, a report must always be filed with the designated FCPS supervisor, the FCPS insurance company, the Office of the Executive Director of Fiscal Services, and the Transportation Department.

7. The following procedures should be followed if an employee is involved in an accident with an FCPS-owned vehicle without suffering personal injury.
 - a. Notify the police. Request emergency medical vehicles and service if injuries are sustained by anyone.
 - b. Notify the Transportation Department (after hours notify the immediate supervisor). The Transportation Department will respond to the scene, if possible.
 - c. Do not accept responsibility for the accident or discuss it with anyone except the investigating police officer or the representatives of the FCPS Transportation Department.
 - d. Accident report forms should be completed as accurately as possible. This form is available from the Transportation Department and a supply should be kept in the glove box of the assigned vehicle. The designee of the director of Transportation will complete this form if they are on the scene. It is the primary responsibility of the driver to see that the report is completed and filed with the director of Transportation who will forward copies to the Maryland Motor Vehicle Administration, the Office of the Executive Director of Fiscal Services, and the FCPS insurance carrier.
 - e. The executive director of Fiscal Services, the director of Transportation, and the FCPS insurance carrier will coordinate the repair of all FCPS vehicles and the settlement of all claims arising out of any accidents involving FCPS vehicles.
 - f. In the event an FCPS employee is injured in an accident involving an FCPS-owned vehicle, a first report of injury or illness should be filed as directed under Regulation 200-11, "Reporting of Injury to Board of Education Employees."
- G. When FCPS-owned vehicles are considered for use in attending meetings, conventions, recruiting, or other official functions at a distant location the following circumstances should be considered:
 1. The employee's need for transportation at the distant location.
 2. The availability of public transportation to and from the site of the function.
 3. The comparison in terms of time and money using alternate methods of transportation.
- H. An employee assigned an FCPS-owned vehicle attending an official meeting, convention or other official function accompanied by his family may elect to drive his personal vehicle with mileage reimbursement rather than his assigned vehicle.
- I. The Transportation Department will participate with the State Motor Vehicle Administration License Monitoring System to monitor all driving records of employees assigned to operate an FCPS vehicle.
 1. Driving records of new employees who are assigned vehicles or who are required to drive a vehicle will be checked prior to employment.

2. An employee who drives an FCPS vehicle will be suspended from driving the vehicle for one (1) year if he/she accumulates more than three (3) points in a twelve (12) month period or six (6) points in a twenty-four (24) month period or if his/her driver's license is suspended, revoked, or terminated.
3. If driving a vehicle is part of the employee's job, the accumulation of points or the suspension, revocation, or termination of a driver's license may result in termination of employment.

Approved:

Original signed by

Linda D. Burgee
Superintendent