

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-16
Subject: OPERATION OF FREDERICK COUNTY PUBLIC SCHOOLS (FCPS) OWNED VEHICLES	Issued: 7/1/83
Preparing Office: Office of the Superintendent	Amended: 5/18/16

I. Policy 307

II. Procedures

A. Assignment of Vehicles

The Superintendent of schools or designee(s) 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 (excluding buses). 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 duties.
- 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.
- Availability of vehicle or budget resources to purchase a vehicle.

With the exception of the vehicle assigned to the supervisor of Security and Emergency Management, all vehicles will be identified with an FCPS seal and vehicle number.

Director responsibilities:

- Determination of what staff positions require vehicles
- Assignment of vehicles to appropriate staff
- Enforcement of regulations associated with vehicle operations
- Efficient allocation of vehicles to meet departmental needs

Transportation department responsibilities:

- Vehicle registrations
- Maintenance and assessment of vehicles
- Supervision of repair shop and garage
- Coordination of accident response and investigations
- Coordination with insurance company and other staff as necessary following an accident
- Purchase of bulk fuel

B. Employee Responsibilities

FCPS vehicles are not permitted to be driven home after normal work hours. A limited number of Transportation department, Maintenance and Operations department, and Security and Emergency Management department staff members, who are on-call, may be authorized to take vehicles home by their department director.

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).

- C. At the end of the scheduled work day, employees will park FCPS vehicles in an assigned parking location as approved by the director of their department.
- D. Human Resources department will provide to the director of Transportation information on each employee who drives an FCPS vehicle. The information will include the following: complete name, home address, date of birth, 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. 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.
 - a. Unauthorized 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 FCPS-related functions.
 2. Temporary use of an FCPS vehicle must be approved by the appropriate director of the department to whom the vehicle is assigned. A temporary user must have a valid driver's license and be over 18 years of age. A valid driving record without points will be required prior to allowing an FCPS vehicle to be driven.
 3. Support employees are responsible for review and compliance with Board Policy 323 *Support Personnel Discipline Policy* as it relates to vehicle operations.
- E. 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 vehicles. (Please refer to Board Policy 112 *Drug-free, Alcohol-free, and Tobacco-free Workplace and School System.*)

With the exception of an emergency, drivers are prohibited from using handheld phones while operating FCPS motor vehicles. The only exception is in the case of an emergency-related call. ¹
 2. Employees driving FCPS' motor vehicles may be responsible for reimbursing FCPS for damages to the assigned vehicle sustained as a result of unauthorized use or gross negligence.

¹ Emergency exceptions include calls to a 911 system, hospital, ambulance service provider, fire department, law enforcement agency or first aid squad (§21-1124.1 and §21-1124.2, Transportation, MD ANN CODE)

3. Operators of FCPS-owned vehicles shall be personally liable for any fines or penalties for traffic violations or accidents incurred, including parking tickets.
4. All accidents must be reported to the Transportation department and the employee's supervisor. The Transportation department will report the accident to the chief financial officer for insurance purposes. Any reports prepared by the Transportation department will be forwarded to the employee's department director for their records. 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 FCPS Regulation 200-11 *Injury Reporting of Employees*.
 - a. It is an expectation that the driver of the FCPS vehicle involved in the accident refrain from discussing the details of what occurred to anyone except the investigating officer or the representatives of FCPS Transportation, or appointed FCPS insurance representatives.
 - b. FCPS 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 chief financial officer.
5. The chief financial officer, the Transportation department, 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. Inspection of Vehicles

The fleet maintenance manager will arrange for 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 vehicle manager.
2. Gasoline, oil, windshield cleaner, and antifreeze should be obtained at the FCPS bus garage or other authorized locations. Procurement 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. Major repairs may not be made without proper evaluation and prior approval of the Transportation department fleet maintenance manager. Emergency out-of-county repairs should first be approved by the fleet maintenance manager.

G. Monitoring of Driving Records/Consequences

The Transportation department will participate with the State Motor Vehicle Administration License Monitoring System to monitor all driving records of employees who operate an FCPS vehicle.

1. A complete driving record will be provided by new employees who are required to drive a vehicle and will be checked prior to employment.
2. An employee who drives an FCPS vehicle may 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.
4. An employee must disclose pre-existing medical conditions or changes in medical conditions which may affect driving.

APPROVED:

Original signed by

Theresa R. Alban
Superintendent