Rev. 2/22/2019

CARROLL COUNTY PUBLIC SCHOOLS
MILEAGE CALCULATIONS FROM CENTRAL OFFICE TO SCHOOL LOCATIONS

Mileage from Central Office to each school, calculated by the transportation department, may be used in computing your monthly mileage.

| Elementary School | Mileage One Way |
|---|---|
| Carrolltowne | 16 |
| Cranberry Station | 1 |
| Ebb Valley | 10 |
| Eldersburg | 15 |
| Elmer Wolfe | 14 |
| Freedom | 15 |
| Friendship Valley | 3 |
| Hampstead | 9 |
| Linton Springs | 12 |
| Manchester | 9 |
| Mechanicsville | 9 |
| Mt. Airy | 17 |
| Parr's Ridge | 17 |
| Piney Ridge | 15 |
| Robert Moton | 3 |
| Runnymede | 9 |
| Sandymount | 6 |
| Spring Garden | 12 |
| Taneytown | 13 |
| Westminster | 3 |
| William Winchester | 2 |
| Winfield | 12 |
| Carroll Springs | 1 |
| Outdoor School | 6 |

| Middle School | Mileage One Way |
|---|---|
| East | 1 |
| Mt. Airy | 17 |
| North Carroll | 10 |
| Northwest | 13 |
| Oklahoma Road | 16 |
| Shiloh | 9 |
| Sykesville | 17 |
| West | 2 |

| High School | Mileage One Way |
|---|---|
| Century | 12 |
| Francis Scott Key | 9 |
| Liberty | 15 |
| Manchester Valley | 10 |
| South Carroll | 13 |
| Westminster | 3 |
| Winters Mill | 1 |
| CCC&TC | 3 |
| Gateway | 3 |

1. Each employee shall have a designated work/home school station. Such work/home school station shall be the one in which the employee spends the greatest part of their work day.

2. Reimbursement is provided for business-related mileage in excess of normal commuting mileage.

3. What are commuter miles? It's the mileage from your home to your work location and back home again. This is the mileage that you travel each day and is identified as your "normal commuting mileage".

4. We're asking that everyone list their "less commuter mileage", in the column on their mileage forms, so we can verify that it has been subtracted (this is when you travel from your home, to your meeting/conference/or training and return back to your home.)

5. If you are a Central Office employee and leave from Central Office, please list CO first, then your destination(s) and if you return to Central Office, your last entry would be CO (you would not have any commuter miles to list if you leave and return from Central Office.)

6. If you are a school based employee and leave from your home school, please list your home school first, then your destination(s) and if you return to your home school, your last entry would be your home school (you would not have any commuter miles to list if you leave and return from your home school.)

7. Mileage for evening meetings will be recorded from the point of departure (you would not have any commuter miles to list.)