
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY EEBA: STAFF VEHICLES

INTRODUCTION

Designated Carroll County Public Schools employees are assigned staff vehicles in the performance of their duties based on the needs of the school system. The majority of employees utilizing board owned vehicles do so during their hours of employment; however, a select group of employees may be assigned their vehicles on a twenty-four (24) hour basis.

PURPOSE

These guidelines define assignment and parameters for the use of vehicles owned by Carroll County Public Schools.

ELIGIBILITY

1. The following employees are assigned staff vehicles during normal work hours for use in the performance of their daily duties:
 - a. Maintenance Department personnel performing a variety of maintenance related services throughout the county. These include such positions as plumbers, carpenters, electricians, masons, groundskeeper, technicians and other trades people.
 - b. Materials handlers required to provide inter-office mail delivery services, food supply pick-up and delivery, and furniture and supply delivery to schools and offices throughout the school system.
 - c. Plant Operation employees routinely traveling to various schools providing supervision of custodial employees.
 - d. Bus drivers transporting special education students throughout the county.
 - e. Driver trainers who are required to transport perspective drivers to and from the training location.
 - f. School Facilities and Planning staff responsible for construction and facility management.
 - g. Select employees of the Carroll Springs School, Career and Technology Center, Outdoor School and high schools may, on an intermittent basis, drive vehicles assigned to these facilities.

2. THE SUPERINTENDENT OF SCHOOLS MAY ASSIGN the following employees staff vehicles on a twenty-four (24) hour basis for use in the performance of their duties:
 - a. Pupil Personnel Workers whose responsibility includes the routine transportation of students/parents to or from school or special programs as the liaison between school and home.
 - b. Administrative personnel on call twenty-four (24) hours a day in order to provide for the safe and efficient operation of the school system:
 1. Director of Transportation Services
 2. Transportation Area Supervisors.
 3. Supervisor of Plant Maintenance
 4. Assistant Supervisors of Plant Maintenance

GUIDELINES

1. Employees assigned or who use staff vehicles must participate in the Carroll County Public Schools= driver training program within six (6) months of employment and a refresher course every three (3) years thereafter. The program is scheduled and conducted by the Transportation Services Department driver trainers.
2. Vehicles assigned to employees on a twenty-four (24) hour basis shall be used for business purposes only, except for commuting to and from home or other incidental use as limited by the Internal Revenue Service.
3. Employees assigned vehicles on a twenty-four (24) hour basis who are out for extended periods of time due to illness, vacation, etc. should make arrangements to return their vehicle to the respective department so that temporary reassignment may occur.
4. Employees using staff vehicles only during normal work hours may only use CCPS-owned vehicles for business purposes.
5. No employee may deviate substantially in either time or distance from their customary route of travel.
6. The transportation of non-business related passengers is prohibited without prior approval from the Assistant Superintendent of Administration.
7. Bus drivers may only lay-over or stop at designated areas approved by the Director of Transportation Services.

MAINTENANCE

All vehicles will be maintained in order to ensure safety and vehicle warranty.

Vehicles are maintained by either the mechanics at the Carroll County Maintenance Facility (Transportation, Student Services, other instructional employees) or by the Carroll County Public SCHOOLS Maintenance Facility (all others).

A tickler system has been established which results in notification to drivers when preventive maintenance check-ups/service are due. Vehicles serviced at the County Maintenance Facility use the Petro-Vend card for fuel which triggers preventive maintenance activity. Carroll County Public Schools Maintenance employees must input the odometer reading into the Cartrol System before fueling their vehicle. This information generates a service report.

All persons assigned a county-owned vehicle are responsible for taking their vehicle to the assigned maintenance on the date requested for preventive maintenance service. No vehicle should ever go beyond 7,500 miles without a preventive maintenance check-up/service.

Drivers shall notify their designated maintenance supervisor of any mechanical problems that they detect.

In the event of vehicle breakdown, the driver should contact the designated maintenance facility and appropriate staff will respond to the location as soon as possible.

Maintenance	410-751-3199
CCPS Transportation Services Dept.	410-751-3229

If none of these parties may be reached, the vehicle may be towed to the assigned maintenance facility unless otherwise approved.

Any problems associated with the repairs or maintenance of vehicles should be reported to the appropriate supervisor (Maintenance or Transportation).

FUEL

All fuel for CCPS-owned vehicles should be obtained at designated gas stations or the appropriate assigned maintenance facility.

County maintenance fuel cards should be used only for the vehicle they are assigned.

Drivers of vehicles fueled at the Carroll County Public Schools Maintenance Facility, who do not complete a route schedule, should place vehicle mileage on the gas receipt when fueling. This triggers preventive maintenance service.

INVENTORY

All CCPS-owned vehicles are to be inventoried by the office from which they are assigned.

The inventory should list the number of the vehicle; the person the vehicle is assigned to, the year, make, serial number and tag number.

The school buses owned and contracted by Carroll County Public Schools shall be inventoried to include the following: name and address of contractor, year of bus, make of bus, serial number, tag number, bus number and the bus capacity.

The inventory lists shall be kept up-to-date. The master list shall be submitted to the Budget Officer each July. As vehicles are added or replaced during the year the Budget Officer shall be notified. This master inventory list and updates will be submitted to the insurance company.

ACCIDENTS

Accidents involving CCPS-owned, leased or contracted vehicles shall be reported to the Transportation Services Department.

The driver of the vehicle involved in an accident shall fill out an accident form and submit it to the Transportation Services Department within twenty-four (24) hours of the accident. Accident forms may be found in the accident packet located in the glove compartment.

Accidents that involve another vehicle or any possible injury shall be investigated by the appropriate police. The driver shall not leave the scene of any accident until the police release the driver and vehicle. Accidents that involve fixed objects do not have to be reported to the police; however, an accident report shall be completed.

10/31/2008