



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services

Board-Owned Vehicles

I. Policy Statement

- A. The Board of Education of Baltimore County (Board) recognizes that certain employees, as a requirement of their employment or as part of their job functions, are assigned Board-owned vehicles. Justification for the assignment of Board-owned vehicles includes emergency duties, 24-hour on-call duties or other special requirements.
- B. All Board-owned vehicles shall be utilized for business purposes only, unless specifically authorized in advance or in accordance with an employment contract.
- C. All Board employees who operate Board-owned vehicles shall be required to participate in a driver training program.
- D. The Superintendent, or his/her designee, has the authorization to assign vehicles under this policy.

II. Implementation

- A. In order to minimize the risk of potential loss and exposure associated with the operation of motor vehicles, the Board directs the Superintendent to implement a rule governing any driver training requirements and the proper use of Board-owned vehicles.
- B. The Board directs the Superintendent to implement this policy.

Related Policies: Board of Education Policy 4100, *Employee Conduct and Responsibilities*
Board of Education Policy 4101, *Drug-Free Workplace*

Policy Board of Education of Baltimore County
Adopted: 04/05/11
Edited: 07/01/11
Revised: 05/10/16