



NON-INSTRUCTIONAL SERVICES: Non-Instructional Services

Board-Owned Vehicles

I. Purpose

- A. To establish procedures for the assignment and use of Board of Education of Baltimore County (Board)-owned vehicles.
- B. As used in this rule, a Board-owned vehicle is a vehicle owned or leased by the Board and used only for the official business of the Baltimore County Public Schools (BCPS) and only by those employees authorized by the Superintendent or his/her designee.

II. Scope

- A. All employees who drive Board-owned vehicles.
- B. All employees whose job descriptions require possession of a valid driver's license or a commercial driver's license.

III. Procedures

- A. Responsibilities
  - 1. The Superintendent, or designee, is responsible for authorizing the assignment of Board-owned vehicles to employees based on job requirements or functions.
  - 2. The Director, Office of Transportation:
    - a. Oversees the assignment and use of Board-owned vehicles; and
    - b. Monitors all Board-owned vehicles and recommends the replacement of these vehicles following the guidelines established by Baltimore County Government.
  - 3. Executive directors/office heads who have Board-owned vehicles assigned to their department or office must have internal procedures for controlling the use of Board-owned vehicles that include:
    - a. Safeguarding cars and keys;
    - b. Maintaining a log of vehicle use;
    - c. Requiring approval of the appropriate administrator before the vehicle is used by employees other than those who are regularly authorized;

- d. Ensuring employees who drive Board-owned vehicles are compliant with all training requirements set forth by this rule;
- e. Prohibiting personal use; and
- f. Notifying the Office of Transportation when the Board-owned vehicle is no longer required.

B. Driving Record Authorization

Only those employees who drive a Board-owned vehicle shall be required to submit driving record authorization.

- 1. Drivers licensed in Maryland shall provide to the Director of Transportation his/her complete name, birth date and valid driver's license number and state of issuance in order to be added to the Motor Vehicle Administration's Flag Program.
- 2. Drivers licensed outside of the State of Maryland shall:
  - a. Annually disclose a driving record from the applicable state department of motor vehicles for the past three years; and
  - b. The employee is responsible for obtaining a copy of his/her driving record and providing a copy to the Director of Transportation.

C. Motor Vehicle Violations

- 1. Employees subject to this rule shall report motor vehicle violations to his/her immediate supervisor as follows:
  - a. All in and out of state motor vehicle violations and convictions within 24 hours if the violation hinders the ability of the employee to perform his/her job duties and responsibilities by affecting the status of the employee's driver's license; and
  - b. All alcohol or controlled substance-related violations within 24 hours, or prior to the start of the next scheduled work day following the charges, whichever occurs first.

D. Guidelines for Use

- 1. The transportation of non-business related passengers is prohibited without prior approval from the employee's immediate supervisor.
- 2. The employee or office to whom the Board-owned vehicle is assigned shall keep the vehicle in reasonably clean condition.
- 3. The employee or office to whom the Board-owned vehicle is assigned must report any damage to the vehicle to the Office of Transportation. The Office of Transportation will report to the

employee's supervisor when these incidences occur. The employee's supervisor has the authority to take disciplinary action up to and including loss of the use of the vehicle for excessive or frequent damage.

4. Employees or offices will not install or have installed any items or equipment in Board-owned vehicles.
5. Employees or offices are responsible for delivering the vehicle for servicing, in accordance with a schedule established by the Office of Transportation.
6. Drivers of Board-owned vehicles must have a valid driver's license for the class of vehicle assigned.
7. A driver of a Board-owned vehicle involved in an accident must immediately contact the police and the Baltimore County Public Schools' (BCPS) Office of Transportation.
8. Use of tobacco products is not permitted in Board-owned vehicles.
9. Drivers must comply with all motor vehicle operating and parking laws.
  - a. Drivers may not exceed posted speed limits or operate a Board-owned vehicle above safe driving speeds for road conditions.
  - b. Any fines or fees for any motor vehicle violation while driving a Board-owned vehicle will be the responsibility of the driver.
10. Board-owned vehicles may not be used for personal business, except for incidental uses during the business day. If an emergency requires the use of a vehicle for personal reasons, the employee must seek approval from his/her immediate supervisor.
11. The school system will comply with all IRS regulations pertaining to employee use of Board-owned vehicles.

E. Training

1. Each employee who is assigned a Board-owned vehicle, except those employees in bus driver positions, is required to attend a defensive driving course, overseen by the Office of Risk Management, within 90 (ninety) days after being assigned a Board-owned vehicle and attend a refresher course every 5 years thereafter.
2. It is the responsibility of the Office of Risk Management to notify employees when they must attend a refresher course.

IV. Compliance

- A. There shall be no exception to this Rule unless in the case of an unforeseen bona fide emergency or authorized by the Superintendent.
- B. If the Superintendent or his/her designee, upon investigation, has established that an employee has violated this rule, the Superintendent or designee may invoke one or more of the following:
  - 1. Loss of use of vehicle on a temporary basis;
  - 2. Loss of use of vehicle on a permanent basis;
  - 3. Assessment of charges for use deemed inappropriate; and/or
  - 4. Disciplinary action up to and including termination.
- C. Any employee who is authorized to drive a Board-owned vehicle and who is convicted of or receives probation before judgment for an alcohol or controlled substance traffic offense, will lose his/her driving privileges for Board-owned vehicles and may be subject to disciplinary action up to and including termination.
- D. Any employee whose job description requires possession of a valid driver's license or requires a commercial driver's license and who is convicted of or receives probation before judgment for any criminal offense, moving violation or citation may be subject to disciplinary action up to and including termination.
- E. The Superintendent or his/her designee, reserves the right to restrict, suspend or remove vehicle privileges under this rule at any time and for any reason.

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

Rule Superintendent of Schools  
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