

Regulation ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy EI

Responsible Office: ASSISTANT SUPERINTENDENT FOR BUSINESS AND MANAGEMENT SERVICES

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS OWNED AND OPERATED VEHICLE USE

I. PURPOSE

To provide policy for the assignment and utilization of Anne Arundel County Public Schools owned and operated staff vehicles.

II. AUTHORIZATION

The Superintendent or his/her designee will approve all assignment and utilization of Anne Arundel County Public Schools vehicles operated by Anne Arundel County Public Schools employees. Nothing in this regulation prohibits division directed requirements and/or enhancements related to operational standards, implementation of standards required by statute.

III. PROCEDURE

A. Responsibilities

1. The Superintendent or his/her designee is responsible for:
 - a. Authorizing the assignment of AACPS staff vehicles to individual employees or offices/departments/divisions, unless otherwise agreed to by the Board of Education through contract.
 - b. Effecting a payroll deduction plan when employees are assigned a take home vehicle and are charged for personal commuting use.
2. Directors of offices/departments/divisions
 - a. Each department or office will be responsible for the proper use, assignment, and maintenance of vehicles assigned. The supervisor and/or his/her designee of each department or office will have internal procedures for controlling the use of all designated vehicles and will administer these procedures.

B. Use of Vehicles

Anne Arundel County Public Schools staff vehicles are only to be used for official business. Official business activities are defined as activities with purposes that can be reasonably and directly associated with an employee's function within the school system. Employees will be authorized by supervisors or his/her designees to use the vehicles and will comply with the following:

1. License

- a. Drivers of AACPS vehicles must possess a driver's license valid in the State of Maryland or their state of legal residence that is of the proper class, has the proper endorsements for the vehicle being operated, and that meets any minimum qualifications for the individual's job.
- b. Employees licensed in Maryland and operating vehicles owned by the Anne Arundel County Public Schools or Anne Arundel County will be enrolled in the existing Maryland Motor Vehicle Administration system that tracks all license activity and automatically reports all license activity to the employer. Employees not holding a Maryland license are required to produce a copy of their current driving record from the appropriate jurisdiction every two years.
- c. It is the duty of the employee to report in and out of state charges and convictions to their supervisor.

2. Safety

- a. Each and every operator of an AACPS vehicle is required to read and endorse AACPS Fleet Safety Requirement. Copies of this signed requirement will be part of the employee's administrative personnel file.
- b. With exception of transportation personnel, all operators of AACPS vehicles are required to attend a Defensive Driving Course, conducted by the Office of Logistics Support, within 6 months after their initial employment and attend a refresher course every 5 years thereafter. It is the responsibility of the Office of Logistics Support to notify operators when they must attend a refresher course. Transportation personnel will attend or participate in pre and post service training activities as directed by the Supervisor of Transportation.

3. Non-Take-Home Vehicles

- a. Employees may use unassigned/pooled vehicles for official AACPS business only. If the employee is in route it is permissible to stop for lunch, however they may not use this vehicle for personal errands. An employee may use the vehicle while away from his/her regular work location to respond to an emergency as requested by or with the permission of his/her supervisor.
- b. When vehicles are not in use, they will be stored at an assigned location.
- c. Employees are required to follow the internal procedures issued by the supervisor or his/her designee for use of all vehicles.

4. Take-Home Vehicles

- a. Take-home vehicles should be authorized only for employees whose job responsibilities justify this requirement. Such justification includes emergency 24-hour duty or other special requirements.
- b. Annually, each division will assess its operational needs to determine if take-home vehicles are required. The Superintendent, or his/her designee, must approve all take-home vehicles.
- c. All take-home vehicles will be assigned to employees who are residents of Anne Arundel County unless permitted by the Superintendent.
- d. The Office of Logistics Support should be notified of all changes. Notification must include both vehicle number and name of person to whom the vehicle was assigned.
- e. Employees who have take-home vehicles and have no other transportation during work hours may use their assigned vehicle to go to lunch so long as the distance is reasonable, as determined by his/her supervisor, and respond to emergencies with approval of the employee's supervisor.
- f. Employees who are authorized to have a take-home vehicle are responsible for the tax liability associated with this benefit.
- g. By July 1 of each year, the Office of Logistic Support will report to the Payroll and Finance Offices all employee assigned take-home vehicles for taxation purposes.

5. Accident Reporting

A driver of an AACPS vehicle involved in an accident must immediately contact the police and his/her supervisor.

6. Maintenance

Maintenance on staff operated vehicles will be performed in accordance with manufacturer's recommendations. The Anne Arundel County Public Schools Logistics Support Office will do mechanical work, scheduled maintenance and care, and servicing for all vehicles with the exception of the vehicles operated by the Anne Arundel County Public Schools Transportation Division.

Regulation History: *Developed by Superintendent 5/11/05*
 Reviewed by Board of Education 5/18/05
 Issued 5/23/05

Note previous history: *None.*