

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** DIE-RB, EBI-RA, EEB-RA, GJD-RB  
**Responsible Office:** Chief Operating Officer  
Department of Transportation

### MCPS Staff Vehicles

#### I. PURPOSE

To establish procedures and operational guidelines for the assignment and use of MCPS-owned vehicles

#### II. DEFINITIONS

- A. *MCPS Staff Vehicle - Office* is a staff vehicle permanently assigned to a designated employee or an office, department, division, or unit for MCPS purposes only during regular duty hours. Staff vehicles-office will not be taken home on a regular basis.
- B. *MCPS Staff Vehicle - Individual* is a staff vehicle permanently assigned to a designated employee whose MCPS assignments require that the vehicle be taken home during off-duty hours in order to be used for MCPS purposes. MCPS is reimbursed for personal commuting use based on Internal Revenue Service (IRS) regulations.
- C. A *frequent-emergency use* is defined as unexpected work-related accidents or incidents that occur several times per month during off-duty hours that require the employee's attention and use of a vehicle to provide that attention. Examples of such accidents or incidents are major water leaks or no heat in buildings.

#### III. PROCEDURES

##### A. Responsibilities

- 1. The Chief Operating Officer is responsible for:
  - a) Authorizing the assignment of MCPS staff vehicles to individual employees or offices/departments/divisions/units

- b) Effecting a payroll deduction plan where employees who are assigned a staff vehicle-individual, as detailed in IIB, are charged for personal commuting use
2. The director, Department of Transportation:
- a) Administers the motor pool program
  - b) Is responsible for daily control of the vehicles assigned to the Shady Grove, Clarksburg, Bethesda, Randolph, and West Farm transportation depots
  - c) Recommends the retirement and replacement of vehicles
3. Directors of offices/departments/divisions/units that have permanently assigned staff vehicles - office should have internal procedures for controlling their use that include:
- (a) Safeguarding cars and keys
  - (b) Documenting and reviewing use including dates and purpose for use
  - (c) Requiring approval of the appropriate administrator before the vehicle is used by employees other than those who are regularly authorized
  - (d) Prohibiting personal use
  - (e) Communicating procedures to staff
  - (f) Requiring the employees using the vehicles to certify on an annual basis that they have read and will follow this regulation and the internal procedures for use of these vehicles
  - (g) Making internal procedures and employee certifications available for internal audit review
  - (h) Returning vehicles no longer required to the MCPS motor pool

B. Assignments

1. Assignment of Staff Vehicles - Individual to Staff Members

- a) Permanent assignment of staff vehicles - individual will be made annually by the chief operating officer.
  - (1) No vehicle will be assigned as a benefit of employment.
  - (2) Vehicles are furnished for official business only and are not to be used for other purposes.
- b) The permanent assignment of staff vehicles - individual is based on the employee's need to handle frequent emergencies and/or meetings during off-duty hours, including:
  - (1) Emergency callback
  - (2) Specialized equipment requirements, including emergency radio communications
  - (3) Distance between work locations for supervision of staff
  - (4) Security of after school events, buildings, and grounds
- c) The individual assigned a staff vehicle will be charged \$1.50 per one-way travel or \$3.00 per workday for personal commuting use in accordance with IRS regulations.

2. Assignment of MCPS Staff Vehicles - Office

- a) A staff vehicle is normally assigned to an office, department, division, or unit that needs a vehicle to conduct MCPS business. Criteria for assignment of vehicles are maintained by the Department of Transportation.
- b) No provision in this procedure is to be interpreted as precluding an office/department/division/unit from authorizing the temporary use of a staff vehicle on a take-home basis for employees whose duties include emergency stand-by or call-back status.

- c) Offices/departments/divisions/units that are permanently assigned staff vehicles - office are encouraged to have employees under their supervision use the assigned vehicle for MCPS business in lieu of using personal vehicles and requesting reimbursement.

C. Guidelines for the Use of an Assigned Vehicle

1. No persons other than MCPS personnel or those persons directly associated with MCPS business will travel in MCPS vehicles. However, car pools with MCPS employees using assigned vehicles (as determined according to the criteria for assignment) are *strongly* encouraged whenever feasible.
2. The employee to whom an MCPS vehicle is assigned should keep the vehicle in reasonably clean condition.
3. Employees will not install or have installed any items of equipment (personal or MCPS) in MCPS vehicles. Specialty equipment must be approved by the Department of Transportation. Two-way radios and cell phones required for the performance of duties will be installed by the Department of Transportation or by one of its approved vendors.
4. The employee will deliver the vehicle to the appropriate transportation depot for servicing, in accordance with a schedule established by the Department of Transportation, and pick up the vehicle upon completion of the servicing.  
  
If mechanical failure occurs to the vehicle within a 35-mile radius of an MCPS transportation depot, the Department of Transportation should be notified. Otherwise, a nearby local garage should be contacted for assistance.
5. Drivers of county-owned vehicles must be employees of the school system and must be holders of an appropriate operator's permit.
6. Hitchhikers are not to be transported.
7. Periodically, vehicles will be reassigned or rotated for better utilization of the fleet by assigning low mileage vehicles to higher mileage users.
8. A driver of an MCPS vehicle involved in an accident must immediately contact the police and the MCPS Department of Transportation.

9. Smoking is not permitted in MCPS vehicles.
10. Operators and passengers in MCPS vehicles must use seat belts.

D. Accident Review and Disciplinary Action

1. The Accident Review Board, as established in Regulation EBI-RA: *Review of Preventable Accidents and the Bus Accident Review Committee (BARC)*, will determine preventability of accidents involving all vehicles owned by MCPS and operated by employees of the school system. Recommendations of the Accident Review Board will be forwarded to the Chief Operating Officer for action by the appropriate supervisor.
2. Notification of disciplinary action will be made to supporting services employees in accordance with procedures set forth in Regulation GJD-RB: *Discipline or Discharge of Supporting Services Employees*. Notification to professional employees will be made by the Chief Operating Officer.

*Administrative History:* New Regulation, May 5, 1989; revised April 28, 2000; revised December 28, 2000.

*Note:* Parts of this regulation formerly existed in Regulation DIE-RA: Local Travel.