

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IGK

Responsible Office: Curriculum and Instructional Programs

Acquisition and Disposal of Donated or Purchased Vehicles for Career Development Education Programs

I. PURPOSE

To establish guidelines and procedures for acquiring and disposing of donated or purchased vehicles for use in the career development programs

II. GUIDELINES

Only the Montgomery County Students Automotive Trades Foundation, Inc. (ATF) is authorized to accept donated vehicles or purchase vehicles that will be used for instructional purposes. All such acquisitions should be evaluated to ensure that they: (a) complement/supplement the instructional program; (b) provide educational, real-life experiences for students; and (c) are compatible with the curriculum. These vehicles should be disposed of whenever practical when they are of no further use.

Any resale of such vehicles, including salvage vehicles, will be coordinated by the Montgomery County Students Automotive Trades Foundation, Inc. (ATF). The ATF, a licensed used car dealership in the state of Maryland, will be responsible for the inspection, resale, warranty, and disposal of all such vehicles, per motor vehicle regulation.

III. PROCEDURES

A. Acquisition of a Donated Vehicle for Instructional Purposes

1. The vehicle must have a properly executed clear title at the time it is accepted by the ATF.
2. At the time of acquisition by the ATF, the "Assignment of Ownership and/or Bill of Sale" section of the title must be completed properly and show the following:

- a) The new owner is "Montgomery County Students Automotive Trades Foundation, Inc., as 501.C.3 organization"
 - b) Signature(s) of donor(s), date, and exact mileage recorded on title or odometer statement as appropriate
 - c) Clean titles with all liens satisfied
 - d) Complete ATF Donation Information Form
3. The donor will be provided with a numbered ATF donation form signed by an authorized ATF representative. Records of the donation forms will be maintained in the foundation office.
 4. The title will be held by the foundation office until the vehicle is disposed of.
 5. The foundation office will maintain a total inventory. Information must include the make, year, and serial number, since the transactions are subject to review by the state.
 6. The vehicle will be used to support the Automotive Trades Foundation instructional program.
 7. At the time of disposition of the vehicle, the title will be reassigned to the new owner, and records will be maintained by the foundation office.
 8. The foundation office will retain and properly secure a photocopy of the properly executed title and receipt for the vehicle.
 9. The foundation office will note the disposition of the vehicle on the foundation's status report and ATF inventory.

B. Purchase of Vehicles for Use in the Instructional Program

Only the ATF is authorized to purchase vehicles for use in the instructional program. Schools wishing to make any such purchase should contact the foundation coordinator at the ATF office.

C. Resale of Vehicles

The ATF will be responsible for the resale of all vehicles in accordance with the Motor Vehicles Administration's regulations. All expenses or proceeds will go to or be paid by the ATF.

Regulation History: New Regulation December 20, 1988; revised May 14, 1998; revised November 19, 2004.