

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: April 5, 2011
TO: **BOARD OF EDUCATION**
FROM: Dr. Joe A. Hairston, Superintendent
SUBJECT: **CONSIDERATION OF THE PROPOSED NEW BOARD OF
EDUCATION POLICY 3128, BOARD-OWNED VEHICLES**
ORIGINATOR: Margaret-Ann F. Howie, Esq.
**RESOURCE
PERSON(S):** Michele O. Prumo, Chief of Staff

RECOMMENDATION

That the Board of Education approves the proposed new Policy 3128,
Board-Owned Vehicles. This is the third reading.

* * * * *

Attachment I – Policy Analysis
Attachment II – Policy 3128

**POLICY ANALYSIS FOR
BOARD OF EDUCATION POLICY 3128
BOARD-OWNED VEHICLES**

Statement of Issues or Questions Addressed

A new policy has been developed at the request of the Policy Review Committee to establish procedures and operating guidelines for the assignment and use of Board-owned vehicles, including the requirement that all employees who are assigned take-home vehicles must participate in driver training.

Cost Analysis and Fiscal Impact on School System

No fiscal impact is anticipated by the addition of this policy.

Relationship to Other Board of Education Policies

1. Board of Education Policy 4001, *Drug-Free Workplace*

Legal Requirements

None

Similar Policies Adopted by Other Local School Systems

1. Anne Arundel County Board of Education, Policy EI, *Anne Arundel County Public Schools Owned and Operated Vehicle Use*
2. Carroll County Board of Education, Policy EEBA, *Staff Vehicles*
3. Dorchester County Board of Education, Policy 750.1, *Vehicle Use Policy*
4. Frederick County Board of Education, Policy 200-16, *Operation of Frederick County Public Schools (FCPS) Owned Vehicles*
5. Prince George's County Board of Education, Policy 3545, *Use of Board of Education Vehicles*
6. Washington County Board of Education, Policy EEBA, *Use of Board of Education Owned Vehicles (Other than School Buses)*
7. Worcester County Board of Education, Policy V-D-A, *Transportation other than by School Bus*

Draft of Proposed Policy

Attached

Other Alternatives Considered by Staff

No other alternatives were considered

Timeline

First reading – February 22, 2011

Public comment – March 8, 2011

Third reading/vote – April 5, 2011

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. EMPLOYEES WHO ARE ASSIGNED BOARD-OWNED VEHICLES SHALL BE REQUIRED TO PARTICIPATE IN A DRIVER TRAINING PROGRAM. STAFF OF THE OFFICE OF TRANSPORTATION ARE EXEMPT FROM THE DRIVER TRAINING PROGRAM REQUIREMENT.
- D. THE SUPERINTENDENT, OR HIS/HER DESIGNEE, HAS THE AUTHORIZATION TO ASSIGN VEHICLES UNDER THIS POLICY.

II. IMPLEMENTATION

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.

RELATED POLICIES: BOARD OF EDUCATION POLICY 4001, *DRUG-FREE
WORKPLACE*

POLICY
ADOPTED: _____

BOARD OF EDUCATION OF BALTIMORE COUNTY