

POLICY TITLE: Staff Vehicles		
ADOPTION/EFFECTIVE DATE: 11/24/2003	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

The Board of Education recognizes that certain employees are “on-call” twenty four hours per day, seven days per week to respond to various activities, events, and emergencies associated with school system business. The County Superintendent and her/his professional assistants shall be provided with the transportation necessary for the effective and efficient performance of their official duties. The Superintendent may, at her/his discretion, provide a vehicle, a monthly allowance, or mileage reimbursement as appropriate to eligible employees for the purposes of conducting school system business. The Superintendent may, at her/his discretion, revoke the assignment of a staff vehicle for non-compliance with the policy and/or operating procedures.

Vehicles may be provided and assigned only to Senior Staff members, Administrative staff assigned to the Transportation Department and to the Facilities Management Department, Safety and Security staff, the Director of Public Information, and Pupil Personnel workers. At least one pool vehicle will be assigned to the Human Resources Department for use in recruiting and departmental functions. Employees operating an assigned vehicle must hold a drivers license valid in Maryland.

Board Approval Acknowledged By:

Patricia L. Skebeck, Secretary and Treasurer
Board of Education of Harford County

Policy Action Dates		
ACTION	DATE	
Adopted	11/24/2003	

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: Unknown		JOB POSITION OF LAST EDITOR/DRAFTER: Unknown
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: N/A		JOB POSITION OF DESIGNEE: N/A
REFERENCE 1 TYPE: Legal	REFERENCE 1 NO. Section 4-203 (b), c (1-2)	REFERENCE 1 DESCRIPTION: Annotated Code of Maryland, Article 13, Education Article
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO NOVEMBER 1, 2005: General Administration .02.09.088		