

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: IGK, IGK-RB
Responsible Office: Curriculum and Instructional Programs
Montgomery County Student Foundations Office

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

I. PURPOSE

To establish guidelines and procedures for acquiring, maintaining inventories, and disposing of, donated or purchased vehicles for use in Montgomery County Public Schools (MCPS) career and technology education (CTE) programs

II. BACKGROUND

The Montgomery County Students Automotive Trades Foundation, Inc. (MCSATF) is a tax-exempt nonprofit organization under Section 501(c)(3) of the Internal Revenue Code, established to promote and advance the interests of automotive education in MCPS. MCSATF, founded in 1978 and administered by leaders from the local business community, is a licensed used car dealership in the state of Maryland. MCSATF is responsible for the acquisition, including inspection and registration; inventory; and disposal, including resale and warranty (if required), of all vehicles used in MCPS CTE classes.

MCSATF collaborated in the development of this regulation and has agreed to abide with its requirements and procedures.

III. PROCEDURES

A. Acquisition of Vehicles for CTE Programs

1. Only MCSATF is authorized to accept donated vehicles or purchase vehicles for use in MCPS CTE programs.

Schools wishing to accept a vehicle donation or purchase a vehicle must

contact the foundation supervisor at the Montgomery County Student Foundations Office (Foundations Office).

2. The Foundations Office evaluates all vehicle acquisitions for CTE programs to ensure that they meet the following criteria:
 - a) compatible with the curriculum of the particular course, the progress and schedule of the class, and the abilities and educational needs of the students;
 - b) supplements the instructional program; and
 - c) provides an educational, creative, and hands-on experience for students.
3. The vehicle should have a properly executed clear title at the time it is accepted by the MCSATF.
4. Vehicle records, including the properly executed title and receipt for the vehicle, will be maintained by the Foundations Office.
5. At the time of acquisition by MCSATF, 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." or "MCSATF".
 - b) Signature(s) of prior owner(s), date of acquisition, and exact mileage is recorded on the title or odometer statement as appropriate.
 - c) Titles are clean with all liens satisfied.
6. All vehicle donors will be provided with a numbered MCSATF *Donation Certificate* signed by an authorized MCSATF representative. Records of the donation forms will be maintained in the Foundations Office.
7. MCSATF will complete all documentation required by the Internal Revenue Service.

B. Inventory of Vehicles in CTE Programs

1. The Foundations Office will maintain an inventory of all vehicles acquired or disposed of by the MCSATF. The MCSATF inventory must include the make, model, year, and serial number of all vehicles, and be made available upon request for review by the Maryland Department of Motor Vehicles (DMV).
2. Vehicles in the MCSAFT inventory will be used to support CTE programs.
3. The title for the vehicle will be held by the Foundations Office until the vehicle is disposed of.

C. Disposal of Vehicles from CTE Programs

1. Vehicles used in CTE programs should be disposed of whenever practical when they are of no further use.
2. Any resale of such vehicles, including salvage vehicles, will be coordinated by MCSATF in accordance with DMV regulations.
3. All expenses or proceeds will go to or be paid by MCSATF.
4. At the time of disposition of the vehicle, the title will be reassigned to the new owner, and records will be maintained by the Foundations Office.
5. The Foundations Office will note the disposition of the vehicle on the foundation's status report and MCSATF inventory.

Regulation History: New Regulation December 20, 1988; revised May 14, 1998; revised November 19, 2004; revised November 23, 2015.