

POLICIES/PROCEDURES

GENERAL RULES FOR DRIVERS OF STATE-OWNED VEHICLES

1. All drivers must have a valid driver's license in the State of Maryland. Employees who possess a valid driver's license from another state are responsible for submitting a certified copy of the driving record from the Motor Vehicle Administration in that state to the appropriate school/department administrator at the time the employee begins work at the University. This information should be forwarded to the Office of Risk Management. The employee is subsequently responsible for providing a newly certified copy annually, and/or when a significant change in the record occurs, to the Office of Risk Management, who administers the Vehicle Accident Review Board. The expense of securing an out of state driving record is the responsibility of the employee.
2. University-owned vehicles shall be driven only by University officials and authorized employees.
3. University-owned vehicles shall not be used to conduct personal business, to transport members of the family, e.g., transporting children to or from school, or for pleasure. Passengers in University automobiles must be authorized persons on University business.
4. All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded nor is the vehicle to be operated above safe driving speeds for road conditions. All violation fines shall be the responsibility of the driver involved.
5. All accidents must be reported immediately to the driver's supervisor and within twenty-four (24) hours to the Office of Risk Management, 220 N Arch Street, 14th Floor, Baltimore, MD 21201 and the Departmental Fleet Administrator, even if another vehicle is not involved or there are no apparent injuries or damages. See Fleet Safety section of this manual for more details.
6. A daily travel log shall be maintained in each University-owned automobile on a monthly basis. Logs must indicate all destinations by official and commute mileage even if driven by different individuals. UM and its departments are required to have these logs available for audit purposes.
7. University-owned vehicles are to be efficiently maintained. Vehicles assigned to departments unable to provide scheduled maintenance are to be guided by oil change, lubrication and maintenance recommendations of the manufacturer. All warranties are to be exercised.
8. Operators of University-owned vehicles are personally responsible for vehicles operated by them and may be charged for damage resulting from misuse, abuse, or willful negligence.
9. The use of State of Maryland or University credit cards is restricted to University-owned automobiles and under no circumstances are cards to be left in the custody of service station attendants.
10. As a general rule, snow tires on University-owned automobiles shall be mounted on the vehicle by December 1 and removed by April 1.
11. Willful disregard of these rules will be considered just cause for disciplinary action under applicable personnel rules and State law.

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