

**FROSTBURG  
STATE  
UNIVERSITY  
USER'S GUIDE  
FOR STATE  
VEHICLES**

# FROSTBURG STATE UNIVERSITY

## USER'S GUIDE FOR STATE VEHICLES

*This user's guide has been prepared to inform the campus community of the correct procedures for reserving, checking out, and using state vehicles. It is written in plain language, so as to be as clear as possible for the majority of users and situations. Because it is an informational guide only, it does not supersede provisions of state law, USM or FSU policy, or any other governing laws or regulations. If you have a special need, question, or situation not covered by this guide, please do not hesitate to ask. We hope all users will take a few minutes to review the material provided, and then place the guide in a handy spot for future reference.*

### **REQUESTS FOR STATE VEHICLES**

Vans or sedans are to be reserved via the IPool fleet reservation system at [www.frostburg.edu](http://www.frostburg.edu). Proceed to the faculty/staff page and click on State Vehicle Reservations. Buses must be reserved through the Athletic Department at X4455.

Advance planning is highly recommended. When reserving a vehicle, faculty/staff must be in the IPool system. To be entered into the system, a certified driving record along with an authorization to drive form must be on file with the University Police Department prior to reserving.

To reserve a vehicle, the following information is needed: date and time of pickup, destination, reason for travel, and date and time of return. If a vehicle is not available, re-booking the reservation may be attempted up to the desired departure time. For multiple reservations reserved for the same day & time require a different driver listed for each reservation.

Vehicles may be reserved for use by recognized student groups; however, the reservation must be made by the advisor, not the student members of the group. Graduate assistants may reserve state vehicles on the same basis as faculty and staff.

### **TRAVEL LIMITS ON STATE VEHICLES**

Travel beyond 900 total miles will be subject to a .585 cent per mile charge. This travel limit is inclusive all incidental travel (mileage involved in obtaining meals, to and from lodging, side trips, etc.), as well as roundtrip travel to and from the main destination.

## **ASSIGNMENT AND USE OF STATE VEHICLES**

Generally priority in assignment of state vehicles will be given for use beyond the Frostburg/Cumberland area on a first-come, first-serve basis. However, the following stipulations apply:

- 1) Upon at least one week's notice, Enrollment Services will give priority consideration for two cars.
- 2) Upon at least one week's notice, Education Professions will be given priority for one car.
- 3) Upon at least one week's notice, priority will be given for two cars for instruction beyond the Frostburg/Cumberland area.
- 4) Upon at least one week's notice, the Biology Department will be given priority for one van.
- 5) The university's three buses may only be reserved through the Athletic Department secretary.
- 6) Reservations for any vehicle may not be made more than six months in advance.
- 7) Reservations are subject to cancellation, in view of the priorities detailed above, breakdowns, or other unforeseen circumstances.
- 8) Exceptions may be made only by the president or the president's designee.

## **FLEET SIZE**

The fleet is comprised of 11 sedans (5 passengers each), 6 vans, 1 van with tow (10 passenger capacity), and 3 buses (2 @ 30 passengers, 1 @ 45 passengers). Vans are only assigned to groups of five or more, or for transportation of equipment. Buses reservations are made through the Athletics Department (301-687-4455.)

### **VAN SAFETY**

The University Executive Committee has adopted a van safety program, based on a National Highway Transportation Safety Administration advisory. Vans are not to carry more than 10 individuals (9 passengers plus the driver). In addition, drivers must have either a CDL license or must have passed the van safety drivers course presented by the FSU Safety Office.

All van drivers must have a certified driving record on file with the University Police Department in addition to passing the van safety course prior to placing a reservation.

To schedule van safety training contact Mr. Jim King, Human Resources Department, at 301-687-4897.

### **PICKUP OF STATE VEHICLES**

On the scheduled day of travel, cars and vans are picked up at the University Police Building. Please print and bring your IPool reservation confirmation slip with you. You must have in your possession a valid driver's license. You will be issued a log book, keys, and credit cards, if needed. On multi-day trips, each day must be logged in the book, along with any gas purchases.

Vehicles are held for one hour beyond the scheduled pick up time and then released. If a user fails to pick up a vehicle or cancel a reservation twice within the same academic year, the user's supervisor will be notified.

### **EARLY PICKUP**

Early pickup of state vehicles, i.e. the night before travel begins, is not permitted or adjusted through the police dispatcher. To change the time and dates of the reservation, re-enter the IPool system, access review reservations, click on the reservation number to make changes.

### **FACULTY/STAFF AND VOLUNTEER DRIVERS**

Faculty, staff and volunteer drivers must hold a valid driver's license and not have six or more "points" against that license. Drivers must have a current certified driving record along with authorization to drive form on file at the University Police department prior to traveling.

### **STUDENT DRIVERS**

Approval for authorized student drivers for official university business must have a certified driver record and authorization to drive form on file with the University Police Department. Authorization will expire every twelve (12) months. A department requesting such approval should be aware of the need for advance notice amounting to as much as two weeks before the student can be cleared.

Students generally have shorter driving histories than faculty and staff. Therefore, no student who has a current assessment of any number of "points" for moving violations against his or her license will be cleared to drive state vehicles. Exceptions to this requirement may be made by the Chief of Police after a review of an individual's driving history.

### **OUT-OF-STATE DRIVER'S LICENSE**

University vehicles may only be operated by individuals who driving license have been checked for "points", or an equivalent rating system. Maryland license checks automatically include points. Unfortunately, other states will only verify to Frostburg State University the validity of a license, not the number of points a licensee may have. Therefore, it is the responsibility of students, faculty, staff or volunteers who have licenses from other states and who wish to drive FSU vehicles to submit a certified copy of their home state driving record.

International driver's permits and licenses issued by most other counties can not be readily checked, and therefore, will not be honored for FSU vehicle assignment or operation.

### **RELIEF DRIVERS**

Relief drivers must meet the same qualifications as the driver to whom the vehicle was checked out. Any questions concerning eligibility to drive should be resolved by the university employee responsible for the trip, prior to leaving.

### **PASSENGERS IN STATE VEHICLES**

Passengers in state vehicles are limited to those persons who are properly authorized to participate in a university function with an employee traveling on official business. Blanket authorization is extended to full-time and contingent employees of the university, guests of the university whose presence as a passenger is directly related to the employee's official business trip, to the employee's spouse, and to FSU students. Any circumstances not covered by the blanket authorization will be the responsibility of the Vice President of the area in question. Children or pets of faculty or staff members are not permitted to accompany the member in a university vehicle.

## **ACCIDENTS**

In the event of an accident, immediately contact the police agency in whose jurisdiction the accident occurred. On campus, that is the University Police. If the accident happens elsewhere and a different police agency responds, notify University Police as well. Do not wait until you return to campus to report an accident, even if it is a minor one.

Serious accidents may necessitate a university response. Be prepared to furnish as much accident data as possible, especially if there are injuries to students or university employees. Such additional accident data would include, at a minimum, the names of those involved and the medical facility to which they were taken.

If possible, get the name and agency of the investigating officer, as well as the copy of the accident report.

Insurance or liability related statements are not to be made by drivers, except insofar as to identify the State of Maryland as the insurer, and to refer interested parties to the Assistant Vice President for Finance and Administration at 301-687-4331.

## **ALCOHOLIC BEVERAGES**

FSU vehicles may not be driven by anyone with measurable blood alcohol content. In this context, the term measurable means .02% Blood Alcohol Content. If university business includes entertainment involving alcoholic beverages, a designated driver or a private vehicle should be used.

Alcoholic beverages may not be consumed or possessed in any vehicle that is owned, rented or leased by Frostburg State University, without the specific approval of the president or the president's designee.

## **BREAKDOWNS**

In the event of a breakdown, move the vehicle to a safe location, and call University Police at 301-687-4222, collect if necessary. University Police will in turn contact the Facilities Department, which will determine the next step. Do not authorize repairs or towing without approval from Facilities Department.

### **GAS CREDIT CARDS**

Gasoline company credit cards are for the purchase of required vehicle fuel, oil, and other necessary automotive fluids and windshield wipers. Any other parts or repair purchases must first be authorized by the Facilities Department (see breakdowns). Under no circumstances may gas credit cards be used to purchase non-automotive items such as food or beverages, or to purchase gasoline or other automotive supplies for private vehicles. All fuel credit card purchases require a receipt.

### **OCCUPANT RESTRAINT DEVICES**

By Maryland law, seatbelts must be worn by all front seat passengers. University policy also requires that all rear seat passengers wear seatbelts. This applies to vans as well as cars.

### **SMOKING**

Smoking in vehicles owned or leased by FSU is prohibited.

### **RETURNING STATE VEHICLES**

State vehicles must be returned in at least "broom clean" condition. Paper and other trash should be removed and any food or drink spills should be cleaned up prior to checking in the vehicle.

A \$25.00 fee will be assessed against the last user's department if extraordinary cleaning is necessary prior to next use.

When checking in the vehicle, make sure that all gas purchases are logged properly, note any mechanical problems, and return all credit cards, gas purchase receipts, keys, and log book to the police dispatcher.

### **LATE RETURN**

Late return of university vehicles, i.e. the morning after travel ends, is no longer permitted. This is due to the negative impact of late return on servicing the vehicle and on the next user.

### **MOVING VIOLATIONS**

Drivers who receive moving violation citations while operating FSU vehicles are required to report the citations to University Police when returning the vehicle. The Chief of Police will review each citation and determine:

- 1) If further information is required from the issuing agency
- 2) If the apparent violation is of such magnitude as to result in immediate loss of privilege to operate university vehicles.

Examples of citations that could result in loss of privilege include, but are not limited to: failure to stop at scene of an accident, speeding in excess of twenty miles over the posted speed limit, driving while intoxicated, driving while under the influence, or reckless driving. The decision of the Chief of Police may be appealed to the Vice President of Administrative Services. This applies to *all drivers* of university vehicles, including student and volunteer drivers.

### **PARKING TICKETS**

Parking tickets issued to state vehicles are the responsibility of the operator. In the event that a parking ticket is not paid, the university will regard the ticket and any late fees as the responsibility of the person to whom the vehicle was issued at the time the violation occurred.

### **VIDEO OR PHOTO CITATIONS**

The university presumes that automated, video citations issued to state vehicles are the responsibility of the person to whom the vehicle was issued at the time the violation occurred.

***We ask all users to refrain from calling the University Police emergency lines with questions regarding state vehicle usage. If you have a question regarding how to reserve state vehicles or to suggest an improvement to this handbook please contact Karen Clark at 301-687-4205, or Brian Shanley at 301-687-4328.***

Updated 8/4/08

**STATE OF MARYLAND  
Department of Budget and Fiscal Planning**

**TO: ALL DRIVERS OF STATE-OWNED AUTOMOBILES**

On the reverse side is a copy of the General Rules for Drivers of State-owned Automobiles. Drivers are requested to carefully read all of the rules, sign the acknowledgement at the bottom of this page, and return same to the University Police Department.

State-owned automobiles shall be operated only by the drivers who have signed this acknowledgement.

Drivers of State-owned automobiles who are found in violation of these rules are subject to disciplinary action as underlined at the bottom of the "GENERAL RULES."

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**ACKNOWLEDGEMENT**

**The undersigned certifies that he/she has read all the General Rules for Drivers of State-owned Automobiles.**

**I am aware that a violation of these rules would be just cause for disciplinary action.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

(Please print or type)

NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_

ADDRESS (Local) \_\_\_\_\_ Phone \_\_\_\_\_

(Home) \_\_\_\_\_

MD DRIVER'S LICENSE # \_\_\_\_\_ CLASS \_\_\_\_\_ RESTRICTIONS \_\_\_\_\_

FACULTY \_\_\_\_\_ STAFF \_\_\_\_\_

Department: \_\_\_\_\_

STUDENT \_\_\_\_\_

Authorized by:

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Department: \_\_\_\_\_

**FSU LOGON USER NAME: \_\_\_\_\_@frostburg.edu**

## **GENERAL RULES FOR DRIVERS OF STATE-OWNED VEHICLES**

1. All drivers must have a driver's license valid in the State of Maryland.
2. An employee having a driver's license with 6 or more points for moving violations shall not operate a State-owned vehicle. Student's having a driver's license with one or above points for moving violations shall not operate a State-owned vehicle.
3. State-owned vehicles shall be driven only by State officials and authorized employees. Exceptions to this rule must have written authorization from the Department of Budget and Fiscal Planning.
4. State-owned vehicles shall not be used to conduct personal business, to transport members of the family, e.g., transporting children to and from school, or for pleasure. Passengers on State automobiles must be authorized persons on State business.
5. No person may drive or ride in the front seat of a State motor vehicle unless properly restrained by the occupant restraint device. It shall be the driver's responsibility to ensure that the passengers use the available restraint devices.
6. 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.
7. All accidents are to be reported to agency headquarters within 48 hours, even if another vehicle is not involved or there are no apparent injuries or damages.
8. A daily travel log (MFOMS-1) shall be maintained in each State-owned vehicle on a monthly basis. Logs must indicate all destinations by official and commute mileage, even if driven by different individuals. Agencies are required to have these logs available for audit purposes.
9. State-owned vehicles are to be properly maintained. Vehicles assigned to agencies 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.
10. The driver of a State-owned vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys to be left with the vehicle.
11. Operators of State-owned vehicles are personally responsible for vehicles operated by them. Should damage to a State-owned vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.
12. The use of State of Maryland credit cards is restricted to State-owned automobiles and under no circumstances are to be left in custody of service station attendants. All fuel receipts are to be turned in with the vehicle.
13. Whenever possible, trips should be planned to coincide with other employee travel requirements so that vehicles are used efficiently and economically.
14. Any employee who operates a State-owned vehicle during a period when said employee knows or should know that his/her driver's license is suspended or revoked may be subject to disciplinary action up to and including dismissal from State service for willful misconduct. The Agency Head shall concur in any such disciplinary action prior to its imposition.
15. Willful disregard of these rules will be considered just cause for disciplinary action.

