OPERATORS OF A MOTOR POOL VEHICLE MUST OBEY THE FOLLOWING RULES:

The driver is responsible for obtaining required approval to utilize a University vehicle for a business purpose. A properly authorized Travel Approval Request must be provided for overnight trips and trips outside the State of Maryland (http://www.dbs.umd.edu/travel/).

1. All drivers who operate University vehicles must comply with all policies, procedures, rules, and instructions governing the use of such vehicles.

2. All drivers must possess a driver's license that is valid in the State of Maryland and have fewer than 6 points for moving violations.

3. University vehicles may be driven only by authorized employees, students, and volunteers. Drivers must be at least 18 years old. Each Institution may designate in writing several qualified students or volunteers to serve as non-employee volunteer drivers when the need for such is justified, subject to the following limitations: (a) travel is directly related to the curricula of the Institution; (b) team travel formally represents the Institution; (c) travel is directly related to the business functions of the Institution, where deemed appropriate and necessary by the Institutional administration; and (d) participation is limited to the specific pre-approved need. Volunteers are subject to a driving record review.

4. University vehicles may be used exclusively for official University business. Personal use is prohibited.

5. Passengers are limited to those persons whose presence is directly related to an official University trip and who are properly authorized to participate in a University function.

6. It is the driver's responsibility to ensure the use of seat belts by all vehicle occupants.

7. All traffic and parking laws are to be obeyed. All violation fines are the responsibility of the individual involved. State and University funds must not be used to pay for any type of fine. There is a $35 processing fee charged to the State vehicle driver's employing department for each traffic violation including, but not limited to, photo enforcement, parking, and toll violations. The driver is responsible for payment of the violation as well as any associated fees received from the issuing jurisdiction.

8. All accidents are to be reported to the Police immediately and to MTS at 301.405.5482 within 24 hours even if another vehicle is not involved or there are no apparent injuries or damage. An accident report must be obtained from the Police having jurisdiction where the accident occurred.

9. A monthly travel log must be maintained for each University vehicle. The travel logs shall be retained within departments and made available for audit upon request. (applies to long-term rentals)

10. University vehicles are to be maintained in accordance with manufacturer recommendations. All warranties are to be fully exercised. (applies to long-term rentals)

11. Drivers of University vehicles are personally responsible for vehicles operated by them. Should damage result through misuse or gross negligence, the driver may be required to make restitution to the University.

12. The use of a University fuel/service credit card is restricted to the specific vehicle or vehicles to which it is assigned.

13. University vehicles may not be rented or loaned to outside groups, individuals, or organizations.

14. Smoking is prohibited in USM vehicles.

Notes:

A. Please be advised that MTS is not responsible for any University or personal property left in University vehicles or personal vehicles parked on MTS property.

B. If the vehicle becomes inoperable due to mechanical malfunction, contact MTS at 301.405.5482.

For more information, contact Motor Transportation Services at 301.405.5482. http://www.dbs.umd.edu/motor/