University of Maryland, College Park  
Department of Business Services  
University-Owned Vehicle Use Agreement

Employees who operate University-owned vehicles must comply with all policies and procedures covering the use of University-owned vehicles. Disciplinary action may be taken if these policies and procedures are violated.

POLICIES AND PROCEDURES:

1. All drivers must be authorized University employees, be at least 18 years old, and possess a driver’s license that is valid in the State of Maryland.

2. University-owned vehicles may be used only for official business. Use for personal business or pleasure travel is prohibited. Vehicles cannot be operated off-campus without a supervisor’s permission.

3. Passengers are limited to those persons who are properly authorized to participate in a University function with an employee traveling on official business. Under no circumstances will children, other relatives, or friends of staff members be permitted to accompany the staff member in a University vehicle.

4. Seat belts must be used by all vehicle occupants.

5. All traffic and parking laws must be obeyed. Any tickets received must be reported immediately to the employee’s supervisor. The driver is personally responsible for paying any ticket(s) received for moving or parking violations.

6. Any engine, appearance, interior, or mechanical problems must be reported immediately to the employee’s supervisor.

7. Any employee involved in an accident while using a University-owned vehicle must follow the “Procedure for Reporting an Accident in a State Vehicle,” which will be distributed to all employees who operate University-owned vehicles.

8. When the gas gauge of a University-owned vehicle shows one-quarter of a tank of gas remaining, the vehicle must be taken to the Motor Transportation Facility to have the gas tank filled. Upon returning to their building, employees must give the fuel slip to the designated employee.

9. The driver of the vehicle must complete and sign the mileage sheet after each use.

10. Vehicles must be locked and all windows must be completely closed whenever the vehicle is left unattended.

11. All unsecured equipment, personal belongings, and trash must be removed after using the vehicle.

12. Bumper stickers cannot be placed on University-owned vehicles.

13. Operators of University-owned vehicles are personally responsible for vehicles operated by them. Should damage result through misuse or gross negligence, the operator may be required to make restitution to the University.
If these policies and procedures are violated, one or more of the following actions may result:

1. Loss of driving privileges in the Department of Business Services
2. Denial of an increment, salary increase, or promotion within the Department of Business Services
3. Removal from employment

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I have read and received a copy of the above policies and procedures and understand that it is my responsibility to comply with them. If I fail to comply with them, I understand that any of the above disciplinary actions may be taken. I certify that I have accumulated fewer than six points for moving violations, and I give the Department of Business Services permission to verify my driving record with the Motor Vehicle Administration. If my driving record changes, I will inform my supervisor immediately. I also acknowledge that a copy of this signed agreement will be placed in my personnel file.

________________________________    _____________________
Employee’s Signature      Date

________________________________
Employee’s Printed Name

________________________________
Employee’s Unit Name