I.3 Vehicle Policy  
(Revised, approved by the Associate Vice President April 2, 2008)

This policy establishes guidelines for using state, personal and FM pool vehicles when carrying out FM job duties. It is intended to conform to all applicable UM/UMS policies, procedures and guidelines, including those specifically related to vehicles, referenced at the end of this document.

Failure to abide by any provision of this policy will result in administrative sanctions up to and including removal from University service.

I. Types of Vehicle Usage in FM

A. Daily transportation of employees, tools and materials to job sites on campus, usually in state vehicles assigned to shops/units.
B. Regular/occasional transportation of employees/materials on campus beyond walking distance, using personal vehicles and, when approved, FM pool vehicles.
C. Transportation of employees to job sites more than 50 miles (round trip) from campus, using FM pool vehicles and personal vehicles when appropriate.
D. Transportation of employees to meetings and other events off-campus, using FM pool vehicles and personal vehicles when appropriate.

II. General Transportation Guidelines

A. Traffic on campus is often congested and parking is limited. Walking is usually faster, healthier and less expensive. You are encouraged to walk.
B. When going to a distant location on campus, your personal vehicle is usually the best method of transportation. You may claim mileage reimbursement (section V).
C. To enable you to park in congested areas of campus, several administrative permits are assigned to each department (section V).
D. For authorized business more than 50 miles round trip off-campus, state vehicles may be used if available (section V).

III. General Driving Rules

A. Employees who operate state-owned vehicles must comply with all applicable federal, state and local driving laws, policies and regulations. Fines are the personal responsibility of the driver. Seatbelts must be worn at all times by all vehicle occupants.
B. State vehicles may be used only to accomplish authorized State business.
C. Driver must be authorized University employee, must be at least 18 years old, and must possess a driver’s license valid in the State of Maryland, with fewer than 6 points for moving violations. Supervisors are responsible for ensuring drivers are qualified and prepared to drive safely.
D. Students may drive state vehicles only if part of their regular job duties, upon presentation of written proof of the above.
E. Driver is responsible for taking every precaution to ensure the safety of vehicle, its contents and passengers. Passengers must be authorized adults. It is the driver’s responsibility to ensure that passengers behave appropriately (including wearing seatbelts). Smoking is not permitted in vehicles.
F. FM employees in state vehicles represent the State and UMCP; therefore, they are responsible for conducting themselves professionally at all times. FM vehicles must be used safely at all times.
G. The only signs/decoration permitted on state vehicles are those supporting the University or encouraging safe driving.

IV. Monthly Vehicle Inspection Program for FM vehicles

A. Vehicle inspections are to be performed monthly by the main driver of the vehicle or other person designated by the supervisor. If a work order is needed, put time on the “shop ticket”. Driver performs inspection and forwards completed checklist to supervisor.
B. Supervisor checks that information is complete and correct, signs approval and forwards checklist to Manager, Fleet Services.
C. Deadline is the 5th of the month (or the first workday after the 5th).
D. Fleet determines what maintenance and repairs need to be done, and ensures they are performed in a timely manner.

V. Using your Personal Vehicle when on FM business

A. If your duties take you beyond walking distance, you may claim reimbursement for using a personal vehicle.
B. Use must be documented on standard reimbursement forms; contact FM Human Resources for more information. Your commute is not reimbursable.
C. Rules for Private Mileage Reimbursement (from USM policy): “The State is not required to provide a State vehicle to employees who refuse to use their own vehicles to perform their assigned duties…Authorized persons required to use a privately owned motor vehicle for official University business will be reimbursed in accordance with the current officially approved rate... Should an employee prefer to use a privately owned vehicle when an Institutional vehicle is available, and the trip exceeds 50 miles, the employee will be reimbursed at one-half the rate allowed for the use of privately owned vehicles.” Full text at http://dbs.umd.edu/travel/policy/umtravel/pocket.php.
D. When parking your personal vehicle, make sure your pass enables you to park there. You will not be reimbursed for parking fines.
E. Administrative Permits
   1. Permits are assigned to departments and issued to employees for temporary use on campus. The permit is hung behind your regular permit.
   2. The permit allows you to park in any lot, but not at: meters; service or courier spaces: in fire lanes; in designated handicapped spaces; or in any space not designated for parking. A list of exclusions is on the permit. Employees are responsible for the security of the permit while in their possession.

VI. FM Vehicle Pool
   A. In addition to vehicles assigned to shops/units, a small vehicle pool is available for use by FM staff when approved. Vehicles may be signed in/out at Work Control.
   B. Vehicles must be signed in and out in writing for a specific time period. Campus use is typically limited to 4 hours.

VII. Parking
   A. On campus, state vehicles should be parked in designated “Service Vehicles” spaces. If there are no spaces available, state vehicles may be parked in any lot, but not at meters or in fire lanes or handicapped spaces. Only if absolutely necessary, state vehicles may be parked temporarily on the edge of a sidewalk or grassy area, and must be moved as soon as possible. Under no circumstance may vehicles be parked in such a way that they block handicapped access or curb cuts, or prevent passage along sidewalks.
   B. In the Service Compound, state vehicles should be parked only in their assigned numbered spaces. Using these spaces makes vehicles easy to find when needed, and increases space available for staff parking in the lots.

VIII. In the Event of an Accident
   A. State regulations require a police report for all accidents involving state vehicles. First, move the vehicle(s) to a safe area out of traffic. Then, if the accident occurs on campus, notify UMCP Police at #5-3555. If off campus, notify the Maryland State Police.
   B. Before leaving the accident scene or as soon as possible thereafter, the FM driver must complete the forms in the on-board accident kit, and give to Fleet Services within one business day. Other paperwork may be required.
   C. If vehicle is not drivable, or driver is unsure, notify FM Fleet Services, #5-7071 or #5-2222.
   D. Accident-related damage resulting from misuse, negligence or driver error is the employee’s responsibility.

Reference Documents:
   - Consolidated USMH & UMCP Policies and Procedures Manual, VI-9.00(A) UMCP Traffic Regulations (www.inform.umd.edu/PRES/policies)
- University System of Maryland Bylaws VIII-11.00 – Policy on University System Travel
- Department of Business Services Web Site: http://dbs.umd.edu/travel/policy/umtravel/pocket.php
- Consistent Treatment of Lunches and Breaks with Related Guidelines for Use of State Vehicles (1-06-06). This document clarifies the limits http://www.facilities.umd.edu/Policies/PDFs/Lunch%20and%20Break%20Guidelines%20executed%2003-10-06.pdf

Signature on original

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