



University Police Department
 101 Braddock Road
 Frostburg, Maryland 21532-1099
 Phone: 301-687-4223
 Fax: 301-687-7491

To: All New Employees
From : Cynthia R. Smith, Chief of Police
Subject: Driving Record Requirements

The Maryland Department of Budget and Management require all state agencies to obtain a copy of each agency employee's current driving record and that the agency review that record at least annually. No employee is authorized to use a state vehicle unless this requirement has been met. Additionally, no employee with six or more points on their driving record is authorized to operate a state vehicle.

Please complete the form below and return it to the University Police Department, as soon as possible. This information will then be supplied to the Motor Vehicle Administration of your state who will send the required driving record information to the University for all employees who have a driver's license. On the reserve 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. 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."**

(Please print or type all information)

_____	_____	_____
Last Name	First Name	MI
_____	_____	_____
Driver's License Number	State	Employee ID #
_____	_____	_____
Department	On-Campus Phone#	FSU Network User Name

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.

 Employee Signature

 Date