

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

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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 bookmark the guide for future reference.

USE OF STATE OWNED FLEET VEHICLES

Frostburg State University maintains a small fleet of sedans, vans, and buses that are to be used solely to support the mission of the university. To that end, the fleet may be used for official state travel, academic field trips, teaching, advising, recruiting, and representation of Frostburg State University at sanctioned athletic or academic contests, conferences, or community service activities. University vehicles may not be left overnight in airport parking lots.

REQUESTS FOR STATE VEHICLES

Vans or sedans are to be reserved via the IPool Fleet Reservation System at www.frostburg.edu. Proceed to the faculty/staff page and click on State Vehicle Reservations. Access the IPool Reservation System using your FSU network user name. Buses must be reserved through the Athletic Department at X4455. Only employees have the right to reserve vehicles.

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.

To reserve a vehicle, the following information is needed: date and time of pickup, destination, reason for travel, and date and time of return, number of people traveling and your department People Soft Account Number. If a vehicle is not available, re-booking the reservation may be attempted up to the desired departure time. Multiple reservations reserved for the same day & time require a different driver be listed for each reservation.

Vehicles may be reserved for use by recognized student groups under the circumstances listed later; 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 per mile charge based on the current mileage reimbursement rate. 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.

PRIORITY IN ASSIGNMENT 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-served 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, usually the one equipped with towing ability.
- 5) The university's three buses may only be reserved through the Athletic Department secretary. Users will be required to pay the cost of the driver.
- 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. Users will be notified of the cancellations as far in advance as possible.
- 8) Exceptions to these guidelines may be made only by the president or the president's designee.

FLEET SIZE

The fleet is comprised of 11 sedans (5 passengers each), 5 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. Bus reservations are made through the Athletic 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 attended & completed the van driver safety 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 attending the van safety course prior to being assigned to drive a van.

To schedule Van Safety Training contact the University Safety Officer 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 your 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 on the line for that day.

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 and can not be adjusted through the police dispatcher. To change the time and dates of the reservation, re-enter the IPool system, access Review Reservations, and 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

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, and an extremely good case is made for the exception.

Student drivers of university vehicles must have a certified driving record and Authorization to Drive form on file with the University Police Department. **Authorization for student drivers will expire every twelve (12) months.** A department requesting approval for a student driver should be aware of the need to make their requests as much as two weeks before the student can be assigned to drive.

OUT-OF-STATE DRIVER'S LICENSE

University vehicles may only be operated by individuals whose driving license has 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 Fleet vehicles to submit a certified copy of their home state driving record.

International driver’s permits and licenses issued by most other countries 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. Guide dogs are allowed.

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 immediately as well. **Do no 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 a copy of the accident report, or at least, the report number.

Insurance or liability related statements are not too 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 the 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 that must be turned in at the time the vehicle is returned to the university.

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.

TEXTING

By Maryland Law, it is illegal to use any device to communicate via a text message while driving.

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. Sedans shall not be used to transport any animal or noxious smelling cargo, vans that are used for that purpose must be cleaned so as to remove any hair or odor prior to returning the vehicle.

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

When checking in the vehicle, make sure that all gas purchases and the ending odometer reading are logged properly, Note on the line for that day 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. Failing to comply with this requirement will result in the immediate loss of privilege and possible disciplinary action being taken.

PARKING TICKETS

Parking tickets issued to state vehicles are the personal 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. No ticket may be paid by any Frostburg State University Department, group or organization.

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 call 301-687-4205 or the Chief of Police at 301-687-4328.

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