



University Police Department
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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#	_____ Date of Birth
_____ FSU Network User Name		

Proxy Number (5 digit # listed on the back of your FSU ID Card#)

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

GENERAL RULES FOR DRIVERS OF STATE-OWNED VEHICLES

1. All drivers must have a driver's license valid in the State of Maryland.
2. An employee having a driver's license with 6 or more points for moving violations shall not operate a State-owned vehicle. Student's having a driver's license with one or above points for moving violations shall not operate a State-owned vehicle.
3. State-owned vehicles shall be driven only by State officials and authorized employees. Exceptions to this rule must have written authorization from the Department of Budget and Fiscal Planning.
4. State-owned vehicles shall not be used to conduct personal business, to transport members of the family, e.g., transporting children to and from school, or for pleasure. Passengers on State automobiles must be authorized persons on State business.
5. No person may drive or ride in the front seat of a State motor vehicle unless properly restrained by the occupant restraint device. It shall be the driver's responsibility to ensure that the passengers use the available restraint devices.
6. All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violation fines shall be the responsibility of the driver involved.
7. Accidents: In the event of an accident, immediately contact the police agency in whose jurisdiction the accident occurred. All accidents are to be reported to agency headquarters (FSU Police) within 48 hours, even if the vehicle is not involved or there are no apparent injuries or damages.
8. A daily travel log (MFOMS-1) shall be maintained in each State-owned vehicle on a monthly basis. Logs must indicate all destinations by official and commute mileage, even if driven by different individuals. Agencies are required to have these logs available for audit purposes.
9. State-owned vehicles are to be properly maintained. Vehicles assigned to agencies unable to provide scheduled maintenance are to be guided by oil change, lubrication and maintenance recommendations of the manufacturer. All warranties are to be exercised.
10. The driver of a State-owned vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys to be left with the vehicle.
11. Operators of State-owned vehicles are personally responsible for vehicles operated by them. Should damage to a State-owned vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.
12. The use of State of Maryland credit cards is restricted to State-owned automobiles and under no circumstances are to be left in custody of service station attendants. All fuel receipts are to be turned in with the vehicle.
13. Whenever possible, trips should be planned to coincide with other employee travel requirements so that vehicles are used efficiently and economically.
14. Any employee who operates a State-owned vehicle during a period when said employee knows or should know that his/her driver's license is suspended or revoked may be subject to disciplinary action up to and including dismissal from State service for willful misconduct. The Agency Head shall concur in any such disciplinary action prior to its imposition.
15. Willful disregard of these rules will be considered just cause for disciplinary action.

