University-Approved Travel & Fleet Management Coronavirus Information

The University has implemented several changes to university travel and vehicle management to decrease the spread of COVID-19. Service and operations will continue to be adjusted as information or circumstances change. Compliance with these policies is important to protect the health and safety of our students, faculty and staff. Failure to follow the policy may result in suspension of vehicle use.

The University follows the guidance of the U.S. Department of State, the federal government Centers for Disease Control and Prevention (CDC), the Governor and State of Maryland Department of Health, regarding travel during the global coronavirus pandemic.

University-Approved Travel

Official University travel is permitted and is subject to review and approval by the appropriate Vice-President or designee. Use caution and judgment when considering any travel.

Fleet Management Information and Policies

Cleaning practices

Each vehicle is thoroughly cleaned using a disinfectant effective against COVID-19 and general purpose cleaners with special attention to "high touch" surfaces/objects. Vehicles are also vacuumed.

During cleaning, staff wear appropriate PPE to protect themselves and prevent virus spread. This includes wearing face covering and gloves. Only one staff member will clean a vehicle to provide social distancing for our staff.

Vehicle use, occupancy and vehicle check in/out

Vehicle Use:
For a driver to utilize a University vehicle, the following procedures must be followed:
   a. The driver must complete the Covid-19 Check In prior to departure.
   b. The driver cannot have symptoms of COVID-19 within 72 hours prior to departure.
   c. The driver will keep a personal trash bag to throw away items, so the vehicle is not contaminated.
   d. The driver will utilize hand sanitizer.

Vehicle Occupancy
Sedan Reservations: Normal occupancy, all occupants must wear a mask.
Van/Bus Reservations: Normal occupancy, all occupants must wear a mask.