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.
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.

Vans or sedans are to be reserved via the IPool Fleet Reservation System at https://www.frostburg.edu/about-frostburg/Administrative-Offices/facilities-management/state-vehiclesipool.php. 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 registered in the IPool system. To be entered into the I-Pool system an Authorization to Drive form must be on file with the Facilities Management Department. All drivers must have a driver’s license valid in the State of Maryland. An employee having a driver’s license with 6 or more points for moving violations shall not operate a State-owned vehicle. 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.

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.

No person may drive or ride in a State motor vehicle unless properly restrained by the occupant restraint devices. It shall be the driver's responsibility to ensure that the passengers use the available restraint devices.

All traffic laws 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.

A daily travel log (MFOMS-1) shall be maintained in each State-owned vehicle. 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.

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.
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.

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.

Willful disregard of these rules will be considered just cause for disciplinary action.

**RESERVING A VEHICLE**

To reserve a vehicle, the following information is needed

- Date and time of pickup
- Destination
- Reason for travel
- Date and time of return
- Number of people traveling
- Department People Soft Account Number.

Access I-Pool at: [https://ipool.frostburg.edu/ipoolbin/action_ci](https://ipool.frostburg.edu/ipoolbin/action_ci)

- Enter: FSU Network Login name & Password
- Review Rules & Regulations. Click Next
- Click on Reservations Icon
- Enter reservation information. All fields are required. Click Next
- Select vehicle (sedan or van) Click Next.
- Equipment Availability screen will appear. System will advise if equipment is available or not available.
- Click Next (if available) to Confirm reservation.
- **Print off confirmation sheet. Bring confirmation sheet with you to check out vehicle. Drivers are required to bring their reservation confirmation sheet & driver’s license with them when checking out the vehicle.**

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.
**Changing a Reservation**
Access I-Pool at: [https://ipool.frostburg.edu/ipoolbin/action_ci](https://ipool.frostburg.edu/ipoolbin/action_ci)
Enter: FSU Network Login name & Password
Review Rules & Regulations. Click Next.
Click on “Review Reservations” Icon
Click on the check mark next to reservation number. Screen will appear, make change, click on check mark (at top left hand corner) to save. If change is not valid, system will notify will not allow the change.

**To View a Reservation**
Click on “View Can” next to reservation number to view data.

**Cancel a Reservation**
Click on the X to cancel reservation

**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 round-trip travel to and from the main destination. Whenever possible, trips should be planned to coincide with other employee travel requirements so that vehicles are used efficiently and economically.

**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:

- Upon at least one week’s notice, Enrollment Services will give priority consideration for two cars.
- Upon at least one week’s notice, Education Professions will be given priority for one car.
- Upon at least one week’s notice, priority will be given for two cars for instruction beyond the Frostburg/Cumberland area.
- Upon at least one week’s notice, the Biology Department will be given priority for one van, usually the one equipped with towing ability.
- The university's two buses may only be reserved through the Athletic Department secretary. Users will be required to pay the cost of the driver.
- Reservations for any vehicle may not be made more than six months in advance.
- 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.
- Exceptions to these guidelines may be made only by the president or the president’s designee.
FLEET SIZE
The fleet is comprised of 10 sedans (5 passengers each), 9 vans (12 passenger capacity), and 1 bus (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.

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 completed the van driver safety course. All van drivers must have a certified driving record on file with the Facilities Management Department in addition to taking the van safety course prior to being assigned to drive a van.

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. You must have in your possession your valid driver’s license. You will be issued a log book, keys, and fuel 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 two hours beyond the scheduled pick up time and then released.

When Frostburg State University is closed or delayed due to the weather conditions, state vehicles will not be dispatched.

EARLY PICKUP
Early pickup of state vehicles, i.e. the night before travel begins, is not permitted and cannot 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.

STUDENT DRIVERS
Students generally have shorter driving histories than faculty and staff. Therefore, students having a driver’s license with one or above points for moving violations shall not operate a State-owned vehicle. 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. 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.
**International Driver’s License**
International driver’s permits and licenses issued by most other counties 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/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 not 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 to 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.**

**FUEL CREDIT CARDS**
Fuel 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.**

The use of State of Maryland credit cards is restricted to state-owned vehicles and under no circumstances are to be left in the custody of service station attendants. All fuel credit card purchases require a receipt that is to be turned in with the vehicle.

**OCCUPANT RESTRAINT DEVICES**
By Maryland law, seatbelts must be worn all passengers. 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.

**PARKING**
Parking of State Vehicles at airports is prohibited.
**Cellular Phones**
Employees driving State vehicles are required to comply with all State and local Laws regarding the use of mobile communications devices while driving. If a mobile communications device must be used by an employee while driving a State vehicle, a hands-free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, employees should not make or receive calls while driving. Only in the case of an emergency is the use of a hand-held mobile communications device without a hands-free device permitted.

**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 check-out form any mechanical problems and return all credit cards, gas purchase receipts, keys, and log book to the police dispatcher

**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.
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 301-687-4125 or email jlmorgan@frostburg.edu

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