Fleet Management Coronavirus Information

The University has implemented several changes to vehicle management to decrease the spread of COVID-19. Service and operations will continue to be adjusted as information or circumstances change. Fleet Management processes reflect guidance from the CDC and the University System of Maryland.

Travel is restricted to essential travel only. Refer to your supervisor for guidance on essential vs. nonessential travel.

The Athletic Department will adhere to their own travel policy as aligned with the Mountain East Conference.

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.

Disinfecting cleaner is available at the vehicle kiosk station. Drivers should clean the kiosk keyboard, key box door and vehicle keys prior to use and prior to checking in keys.

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: As a social distancing measure, only one person should occupy a sedan.

Van/Bus Reservations: In order to utilize a Van or Bus, the following protocol must be followed:
a. Vans and the Bobcat Bus will be utilized at 50% occupancy
b. All occupants must wear a mask

Vehicle Check In/Out
When checking a vehicle in or out only one driver can be in the vehicle kiosk building (the former University Police station) at a time. Drivers should wait outside at an appropriate social distance while the vehicle kiosk is being used.

Disinfecting cleaner is available at the vehicle kiosk station. Drivers should clean the kiosk keyboard, key box door and vehicle keys prior to use and prior to checking in keys.

Compliance with this policy is important to protect the health and safety of our students faculty and staff. Failure to follow the policy may result in suspension vehicle use.