

FROSTBURG STATE UNIVERSITY USER'S GUIDE FOR STATE VEHICLES

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 a bus 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 Agile Fleet Reservation System at Frostburg.AgileFleet.com. Access the Agile Fleet Reservation System using your FSU network username once you have been authorized to drive.

The bus must be reserved through the Athletic Department at X4455. Only employees have the right to reserve vehicles.

Advanced planning is highly recommended. When reserving a vehicle, faculty/staff must be registered in the Agile Fleet system. To be entered into the Agile Fleet system a Request to Drive a State Vehicle form must be filed out for the Facilities Management Department. The Request to Drive a State Vehicle can be found here: <https://forms.frostburg.edu/169>. All drivers must have a valid driver's license. An employee having a driver's license with 6 or more points for moving violations shall not operate a State-owned vehicle. Student drivers may not have any points on their license. State-owned vehicles shall be driven only by State officials and authorized employees and students. 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.

Anyone who operates a State-owned vehicle during a period when they know 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.

AUTHORIZATION

Only current employees and students are eligible to request authorization to use FSU Fleet vehicles.

All users of the Agile Fleet reservation system must become a registered driver. To become a registered driver, complete the [Request to Drive a State Vehicle](#) form if you are a Maryland licensed driver or complete the [Out of State Request to Drive Form](#). Out of state drivers must return the completed form to the University Police.

All in-state registered driver's driving records are monitored for points by the MD Department of Motor Vehicles. If an in-state driver incurs points, their Agile Fleet account may be disabled.

Out-of-state drivers will need to re-register at the beginning of the Fall semester each year by completing the [Out of State Request to Drive Form](#) and submitting it to the University Police.

RESERVING A VEHICLE

To reserve a vehicle, the following information is needed

- Date and time of pickup (The time reserved for pickup is the time the car gets picked. Please plan accordingly.)
- Destination
- Reason for travel
- Date and time of return
- Number of people traveling
- Department People Soft Account Number.

Access Agile Fleet at: Frostburg.AgileFleet.com

- Enter: FSU Network Login name & Password
- Review Rules & Regulations. Click Agree.
- Click on Make Reservation Tab.
- Enter who the Request is for. Click Next.
- Enter reservation information. Complete all required fields. Click Next.

- Confirm Request information. Click Submit Request.
- Your reservation will get auto assigned a vehicle if a vehicle is available for your trip.
- You will receive an email notifying you of your approved reservation. It is advisable to have your reservation information printed off or have it available on your mobile device.

Reservations made for the same date and time require a different driver be listed for each reservation.

During the holidays and breaks, all reservation types must be approved. For faculty and students, the approval must come from the Dean of their College. For staff, the approval must come from their direct supervisor.

Vehicles may be reserved for use by recognized student groups for authorized activities; however, the reservation must be made by the advisor, not the student members of the group.

Graduate assistants may reserve a state vehicle with the approval of their supervisor. These reservations are not automatically approved in Agile Fleet and therefore should be made in advance.

CHANGING A RESERVATION

Change requests must be approved and modified by Fleet Administrators. Therefore, if you are requesting a change on a weekend or less than two days notice, it is advised to create a new reservation and cancel the existing reservation.

Access Agile Fleet at: Frostburg.AgileFleet.com

Enter: FSU Network Login name & Password

Review Rules & Regulations. Click Next.

Click on "My Schedule" Tab

Click on the magnifier glass on the left side of your reservation.

Click Request Change in the bottom right corner.

Enter changes needed in the Changes text box.

Click Submit Change Request.

Fleet Administrators will review change.

TO VIEW A RESERVATION

Click on My Schedule tab on the left side of the screen under the Make Reservation tab.

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 of 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 bus 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 (10 passenger capacity), and 1 bus (45 passengers). Vans are only assigned to groups of five or more, or for transportation of equipment. All vans have towing capability. Bus reservations are made through the Athletic Department.

VAN SAFETY

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 canvas course prior to being assigned to drive a van. **Van training is an annual requirement expiring every June 30th.**

PICKUP OF STATE VEHICLES

On the scheduled day of travel, cars and vans are picked up at the Motor Pool kiosk located at Stangle. You will use the kiosk to dispatch the key and fuel credit

card assigned to the vehicle assigned to your reservation.

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

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.

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 cannot be readily checked, and therefore, will not be honored for FSU vehicle assignment or operation.

ADDITIONAL DRIVERS

Additional 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 Fleet Administrator by email at FleetAdministrators@Frostburg.edu.

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 by 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 kiosk check-in procedure any mechanical problems and return all credit cards to the credit card holder attached to your keys. Gas purchase receipts must be deposited in the “fuel receipt box” next to the kiosk. Please write the car number on the fuel receipt.

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.

If you have any questions regarding how to reserve state vehicles or to suggest an improvement to this handbook please call 301-687-4125 or email FleetAdministrators@frostburg.edu

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