

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 more 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/student who operates a State-owned vehicle during a period when said employee/student 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.