

State of Maryland and Salisbury University Policies and Procedures for Drivers of Salisbury University/State Vehicles

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Policy Name: **ALL 3.01**
Policy Name: **Motor Vehicle Operator Policy for Salisbury University/State Vehicles**
Effective Date: **August 20, 2013**
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PURPOSE

The following guidelines for the operation and maintenance of motor vehicles have been adopted in accordance with Salisbury University's desire to provide a safe environment for students, employees, volunteers, visitors and the public. This policy is intended to safeguard people, protect equipment, reduce operating costs, and reduce the frequency and severity of accidents involving Salisbury University/State Vehicles (hereinafter "State Vehicle(s)", "University Vehicle(s)" or "Vehicle(s)" both on and off campus. Driving a State Vehicle is a privilege. Salisbury University has a limited amount of Vehicles and it is the absolute right of Salisbury University to determine the priority of use of the Vehicles. Salisbury University also has the right to deny or revoke driving privileges for any reason including but not limited if the University determines that the individual's use of the State Vehicle could potentially pose a risk to the University or the public. The procedures related to this policy are a part of this policy and may be amended at any time.

Policy

This Policy applies to every University employee, volunteer, student, or any person to whom the University grants the privilege of operating a State Vehicle.

Responsibility

1. Motor Pool

- a. Obtain Motor Vehicle Records (MVRs) & responsible for re-checks.
- b. Maintain approved driver listings.
- c. Responsible for oversight of any driver training review programs that may be implemented.
- d. Track vehicle accidents and maintain statistics
- e. Maintain driver's signed Acknowledgement of review and receipt of "Policies and Procedures for Drivers of State Vehicles."
- f. Conduct random vehicle inspections for damage and care and report findings to Director of Physical Plant.

2. Department

- a. Notify drivers of the terms and conditions of this program.
- b. Insure that only duly authorized drivers operate a vehicle covered under this policy.
- c. Department heads must affirm that authorized drivers are performing a service for Salisbury University, meet the qualification in the SU procedures, and all required authorizations have been received.
- d. Support and enforce the provisions of this and/or subsequent driver programs.

3. Driver

- a. Assume personal responsibility that the vehicle is in proper operating condition, and clear of snow and ice (in winter months) and that visibility is unrestricted.
- b. At all times obey the laws of the road and abide by the provisions within this program.
- c. Assure all passengers adhere to all safety rules.
- d. Report all collisions/accidents and maintenance issues to their supervisor and/or Motor Pool immediately.
- e. Return vehicle in a usable condition for the next driver.

DEFINITIONS

ACCIDENT/COLLISION: Unintentional or other damaging events involving a Salisbury University and/or State vehicle (hereinafter “State Vehicle(s) or “Vehicle(s)”). Car accidents can damage one or more autos, people, structures, or any other property or being. All accidents and damage to State Vehicles shall immediately be reported to the Salisbury University Motor Pool Office.

ALTERNATIVE FUEL: Fuel other than gasoline or diesel such as methanol ethanol and other alcohols; mixtures of 85% or more of these other alcohols with other fuels such as gasoline; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels derived from biological materials, electricity, etc.

ASSIGNED VEHICLE: Any State Vehicle assigned to an individual in accordance with the DBM or Salisbury University assignment criteria.

AUTHORIZED DRIVER: A University employee, volunteer, student, or any person to whom the University grants the privilege of operating a State vehicle and who meets the eligibility criteria to drive a State vehicle as set forth in the *Policies and Procedures for Drivers of State Vehicles*, has certified an understanding of the rules by signing the Acknowledgement Statement, has an acceptable driving record, and has a signed volunteer agreement approved by the appropriate Vice President, if applicable.

BI-FUEL VEHICLE: Vehicles that have two fuel systems, one with an alternative fuel and one with a conventional fuel, and which may operate on one fuel at a time, or, in some medium- and heavy-duty systems, a combination of the alternative and conventional fuels.

COMMUTE MILES: Distance traveled between driver’s home and the driver’s assigned office location.

COMMUTE CHARGE: A bi-weekly charge assessed to non-exempt authorized drivers for commuting privileges.

DBM: The Department of Budget and Management

FLEET MAINTENANCE AND REPAIR SERVICES AGREEMENT: An agreement between a Fleet Maintenance and Repair Services Contractor and the State permitting the State to access a network of maintenance and repair facilities and obtain pricing on vehicle maintenance and repair services for those State vehicles enrolled with the Contractor.

LTVs: Pick-up trucks and vans with a gross vehicle weight of 8,500 pounds or less.

LAW ENFORCEMENT OFFICER: A person who in an official capacity is authorized by law to make arrests.

MOBILE COMMUNICATIONS DEVICE: A mobile communications device is a mobile telephone, email appliance, wireless personal digital assistant, or a device combining two or more of these functions.

OFFICE: The principal office or official duty station to which an authorized driver is assigned as determined by the Agency Head.

POOL VEHICLE: Any State vehicle that is not assigned to an individual.

STATE VEHICLE OR SALISBURY UNIVERSITY VEHICLE: Any motor vehicle titled, rented or leased to the State of Maryland including but not limited to those State Vehicles bought and operated by Salisbury University.

USABLE CONDITION: An authorized driver using a fleet vehicle should return the fleet vehicle in a usable condition for the next authorized driver to use. This should at the minimum include: empty trash, clean any loose debris from inside the vehicle such as leaves, debris, or anything that someone was transporting. Also, vehicle should be returned with a minimum of $\frac{1}{4}$ tank of gas. Basically, all drivers should understand that vehicles may be used hours after they return them and may not be serviced by Motor Pool and therefore should be respectful of the condition that they leave it for the next driver.

UTILITY VEHICLE: A non-tagged vehicle such as a golf cart, "gator", Cushman, etc.

VOLUNTEER: A person who, as a volunteer and not employed by Salisbury University and who is providing a service to or for Salisbury University.

1. INTRODUCTION

1.1 SCOPE

These policies and procedures apply to all State-owned, leased, rented motor vehicles, or utility vehicles used for official Salisbury University business. These policies and procedures are adopted pursuant to State Finance and Procurement Article §3-503 of the Annotated Code of Maryland.

1.2 EXCEPTIONS

Exceptions to any of the provisions of the Policies and Procedures for Drivers of State Vehicles require written authorization from the Director of Physical Plant and/or the Vice President of Administrative and Finance or designee.

1.3 FAILURE TO COMPLY WITH THE POLICIES AND PROCEDURES

Failure to comply with these policies and procedures may subject a University employee, volunteer, student, or any person to whom the University grants the privilege of operating a State vehicle to disciplinary action and/or possible legal action against them. Driving privileges for operating University Vehicles (owned, leased, or rented for University related business) may be revoked at any time at the discretion of Salisbury University for concerns about safety and/or for any other valid reason including, but not limited to, changes in the law or regulations, fleet management and availability issues, accident or violation experience of the person requesting the Vehicle, falsification of records, or any failure to comply with applicable regulations, directions of a supervisor related to use of the Vehicle and/or the law.

2. DRIVER ELIGIBILITY AND USAGE OF STATE VEHICLES

Only authorized drivers are eligible to drive a State Vehicle. The privilege to drive a State Vehicle is contingent upon compliance with the State and Salisbury University Policies and Procedures for Drivers of State Vehicles.

Prior to driving a State Vehicle, the driver shall sign the Acknowledgement Statement of the Policies and Procedures for Drivers of State Vehicles (Appendix 1). A copy of the signed Acknowledgement Statement shall be retained by the Motor Pool Office. Drivers who do not sign the Acknowledgement Statement are NOT authorized to drive State vehicles.

Students. Students may drive State vehicles if they are employed by the University, 18 years of age or older, and their job requires them to drive and they comply with the other criteria for eligible drivers. Students who are not employed by the University may also drive State vehicles if the use is for University purposes. The following procedure must be followed for student usage who are not employed by the University:

- a. The Department must make a written request to Motor Pool (via email or memo) and include the following.
 1. Name of requesting Department
 2. Name of the driver and their current valid driver's license #.

3. Duration and description of condition for vehicle use (i.e. – describe the specific task they will be doing for the University).
4. Sign a Volunteer Agreement form, from Human Resources.
5. Passed the driving record check and must have met any and all other criteria for eligible drivers.
6. Motor Pool will validate and submit the request to the Director of Physical Plant for approval.
7. Motor Pool will notify the Department of the decision.

Volunteers. Volunteers, if authorized, may drive State vehicles. The following procedure must be followed by the Department when requesting vehicles for volunteers who are not employed by Salisbury University:

1. Volunteer must complete a Volunteer Agreement form, from Human Resources.
2. The Volunteer Agreement must be approved and signed by the appropriate Vice President.
3. The Department must make a written request to Motor Pool (via email or memo) and include the following.
 - a. List the name of requesting Department and account code.
 - b. List name(s) of the driver and their current valid driver's license #.
 - c. Describe the duration and description of condition for vehicle use (i.e. – describe the specific task they will be doing for the University).
 - d. The Volunteer must pass the driving record check and must have met any and all other criteria for eligible drivers.
 - e. The Volunteer must have signed the Acknowledgement Statement for the State of Maryland and Salisbury University Policies and Procedures for drivers of Salisbury University/State vehicles.
 - f. Motor Pool will validate and submit the request to the Director of Physical Plant for approval.
 - g. Motor Pool will notify the Department of the decision.

2.1 DRIVER ELIGIBILITY

In order to be eligible to drive a State Vehicle a driver must be at least 18 years of age, have a driver's license valid in the State of Maryland or any State appropriate for the class of vehicle driven, and have five (5) or fewer points on his/her current driving record.

Eligibility shall be immediately suspended for a driver who is charged with any motor vehicle violation for which a penalty of incarceration is possible while driving a State vehicle. Motor vehicle citations for these violations will indicate that the violation is a "Must Appear" violation and that the driver must appear when notified by the Court. Eligibility shall remain suspended until the Accident Review Board has reviewed the occurrence, and a decision regarding further action is made.

Pool vehicle drivers who have had their driving privilege suspended as a result of point accumulation, being charged with any offense for which a penalty of incarceration is possible while driving a State vehicle, or a determination by the Accident Review Board or Vice President of Administration and Finance shall be reimbursed for use of a private vehicle at no more than one-half of the effective State reimbursement rate.

It is each driver's responsibility to immediately notify their supervisor and the Fleet Manager of any change in their eligibility status or when points accumulate to six (6) or more. Failure to do so may result in disciplinary action.

Driver eligibility may also be suspended due to other considerations including but not limited to an accumulation of accidents, severity of an accident, decision by Motor Pool, or by the recommendation of the Accident Review Board.

2.2 DRIVER RECORD REVIEW

The driving record of each authorized driver will be reviewed by Motor Pool when the driver signs the Acknowledgement Statement and when information is received pertaining to an authorized driver's accumulation of points from the MVA's License Monitoring System (LMS) or Direct Access Records System (DARS), or otherwise affecting driver eligibility.

Drivers with out-of-state driver's licenses must provide a certified copy of their driver record to Motor Pool when they sign the Acknowledgement Statement, and annually thereafter. Drivers with out-of-state driver's licenses must notify Motor Pool and their supervisor in the event they accumulate more than five (5) points on their driving record. This notification must occur within three (3) days of the points being assessed.

A disqualified driver may reapply for driver eligibility when their license is reinstated and/or their driving points are five (5) points or less and their driving record can be verified.

2.3 PERMISSIBLE USE OF STATE VEHICLES

State Vehicles are to be used to conduct official Salisbury University business, within a 500 mile radius. Motor Pool reserves the right to deny Fleet vehicle requests if it does not approve the event or deems the usage is unsafe. In these cases, personal/rental vehicles are recommended to be utilized and a request for reimbursement to the Department should be made. Whenever possible, trips should be planned to coincide with other authorized driver travel requirements so that Vehicles are used efficiently and economically.

- a. Except in the case of State Officials who receive Executive Protection from and are provided driver services by the Maryland State Police, State Vehicles including Salisbury University Vehicles shall not be used for personal reasons, including but not limited to transporting friends or members of the family (e.g. transporting children to and from school).
- b. State Vehicles are not to be used to attend celebratory events such as Balls, Parties, Formals, etc. Personal vehicles are to be utilized and mileage reimbursed by the Department, if approved by the Department.
- c. State Vehicles are not permitted to be left at airports, train stations, or bus stations while the driver and or occupants travel to other destinations overnight.
- d. There shall be no smoking in State vehicles.

- e. Passengers in State automobiles are limited to persons being transported in connection with State business. Family members are not permitted in state vehicles due to insurance restrictions/coverages.
- f. Due to individuals with pet allergies, no pets or service animals are permitted in State vehicles. Individuals with a need to use a vehicle for University purposes and with the approval of their budget administrator may either rent a vehicle or use their own vehicle and submit an expense account to their budget administrator.
- g. Vehicles are not permitted to be driven off road. Departments must rent or use personal vehicles for these purposes. Vehicles are not to be driven on grass or landscaped areas.
- h. Vehicles are only to park in designated or authorized areas or spaces. Those driving on-Salisbury University campus ("Campus") shall park in areas according to the map in Appendix 2. When working on and around the Campus, drivers shall not park in loading and unloading zones, HCP spots, in front of dumpster, on lawns or landscaped areas, etc.
- i. Vehicles, to include utility vehicles, are not permitted in the pergola or Secret Garden.
- j. Vehicles are only permitted to park in other areas on Campus when performing work that requires the vehicle to be there i.e. - outside event set-ups, light pole replacement, trash/recycling emptying, etc. **Vehicles are never to block building entrances or sidewalks or in designated fire zones (ie- blocking fire hydrants).**

2.4 VEHICLE MILEAGE LOG

- a. A Vehicle Mileage Log shall be maintained in each State Vehicle or LTV on a monthly basis.
- b. All drivers must complete a Vehicle Mileage Log, indicating all destinations by official and commute mileage. The University is required to maintain these logs for audit purposes. A Vehicle Mileage Log is included as Appendix 3.
- c. Vehicle Mileage logs are not required for vehicles using the campus fuel system where mileage is inputted at each fill up.

2.5 SAFETY

All drivers shall operate State Vehicles in compliance with the Motor Vehicle Laws of the jurisdiction in which the vehicle is being driven and in a manner that reflects concern for safety and courtesy towards the public. All drivers shall also be in compliance with the Salisbury University "Traffic Rules and Regulations".

- a. An authorized driver shall operate a State Vehicle in accordance with any license requirements or restrictions, such as corrective lenses, daytime only, etc.
- b. The driver of a State Vehicle should take every precaution to ensure the safety of passengers. No person may ride in a State vehicle unless properly restrained by a seat belt or, in the case of applicable children, an appropriate child safety seat. It shall be the driver's responsibility to ensure that all passengers are properly restrained.

- c. 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 traffic and parking violations and fines, including any late fees or penalties, are the responsibility of the driver involved. Failure to promptly pay a violation or fine may result in disciplinary action.
- d. Employees driving State vehicles are required to comply with all state and local laws regarding the use of a mobile communications device 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. ***This Policy does not apply to law enforcement officers when driving law enforcement vehicles or operators of authorized emergency vehicles.***
- e. The driver of a State 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 be left with the vehicle.
- f. Authorized drivers of State Vehicles are personally responsible for Vehicles operated by them. If a State Vehicle is damaged as a result of misuse or gross negligence, the operator of the vehicle may be required to make restitution to the State. If a State Vehicle is damaged beyond repair as a result of misuse or gross negligence the operator of the vehicle may be required to make restitution of the difference between the amount obtained as salvage value and the amount of the then current wholesale value of the vehicle as reported in the *National Auto Research Black Book Used Car Market Guide, MD Edition*.
- g. Drivers of State Vehicles are prohibited from driving while under the influence of controlled substances such as alcohol, drugs, or medications that could adversely affect driving performance. The use of alcoholic beverages and the use/transportation of illegal/banned substances are STRICTLY PROHIBITED in any vehicle owned, rented, leased, chartered or used by Salisbury University.

2.6 MOVING VIOLATION REPORTING

An authorized driver charged with a moving violation or a must appear violation while driving a State vehicle shall notify the Motor Pool Office immediately, and in no case later than the following business day. In turn, Motor Pool will notify DBM in writing within two business days of receiving notice of the charge. Failure to timely report the receipt of a moving violation or a must appear violation may result in appropriate sanctions including, but not limited to, disciplinary action, revocation of driving privileges, and other appropriate actions.

2.7 ACCIDENT GUIDELINES AND REPORTING

If there is an accident involving a State vehicle the State Accident Guidelines (Appendix 4) should be followed. A copy of these guidelines will be kept in the Vehicle Mileage Log folder.

Authorized drivers should familiarize themselves with the State's Accident Guidelines, which are to be provided to the driver along with a copy of the Policies and Procedures for Drivers of State Vehicles. In the event there is an accident involving a State vehicle the Guidelines should be followed.

An authorized driver who is involved in an accident while driving a State vehicle, shall report the accident to the Motor Pool Office and their supervisor immediately and in no case later than one business day after the accident, even if no other vehicle is involved or there are no apparent injuries or damages.

All accidents require the authorized driver and supervisor to fill out reports to be turned into the Motor Pool Office. Driver fills out the Motor Vehicle Accident Investigation Guide (Form FS-1) (Appendix 5) and the supervisor fills out the Accident Review by Supervisor Form (Appendix 6).

The Accident Review Board will review all reported accidents to determine: driver history/performance, accident cause(s)/conditions, accident preventability, and necessary driver corrective action(s). The Accident Review Board shall be made up of the following: Director of Physical Plant, Fleet Coordinator/Motor Pool, a University Police representative, Safety Officer/representative, and a Student Affairs Representative. The Accident Review Board will report the findings and recommendations to the AVP of Facilities & Capital Management for approval. Approved recommendations will be sent to the appropriate supervisor for action.

2.8 VEHICLE BREAKDOWNS AND REPORTING

Drivers who are driving State Vehicles off campus and are experiencing a vehicle breakdown shall immediately call University Police Dispatch 410-543-6222 and/or Motor Pool 410-543-6211 to report the issue after safely pulling off the roadway. Each vehicle has a fleet credit card that has road side assistance information. The Driver should be prepared to make any calls necessary for a vehicle tow and/or hotel accommodations until other arrangements can be made.

3. DRIVER ASSIGNMENT, COMMUTE AND TAX LIABILITY

3.1 ASSIGNMENT CRITERIA

Assignment of a State Vehicle to an individual authorized driver is based solely on the requirement for official use, and should result in the most effective and economical use of the vehicle. In assigning State Vehicles, University fleet staff shall consider many factors including, but not limited to, the driver's expected official mileage accumulation, specific field assignment, and the need for specialized vehicle equipment in performance of the driver's job.

3.2 DRIVER COMMUTE CHARGE

In most cases, drivers who are assigned a State vehicle are subject to a commute charge. The commute charge is based upon the driver's normal commute from their home to their assigned office at a per mile rate determined by DBM. This charge is collected via payroll deduction and will be amended by the University if the driver moves, is reassigned to a new office, or is assigned a higher cost vehicle.

The assigned driver shall complete a State Auto Commute Charge Form MFOMS-17 prior to accepting assignment of a State vehicle. This form will be provided by the Motor Pool office.

3.3 COMMUTE RECORDS

All commute miles shall be recorded in the Vehicle Mileage Log. If an authorized driver leaves home in a State vehicle and comes to the assigned office any time during the day, the normal one-way commute mileage shall be recorded on the Vehicle Mileage Log. If the authorized driver returns home that same day, a normal two-way commute shall be recorded on the Vehicle Mileage Log. However, if an authorized driver leaves home and conducts business without stopping at the assigned office, mileage up to the driver's normal round trip commute is to be recorded as commute miles on the Vehicle Mileage Log, and only those miles in excess of the driver's normal commute are to be recorded as official miles on the Vehicle Mileage Log.

Authorized drivers whose duties are primarily field assignments and who report to the designated office on an average of once a week or less, and have a DBM approved commute exemption (see Section 3.4) are not required to record commute miles. Commute miles includes the mileage from your home to your first work location of the day and the mileage from your last work location of the day to your home.

3.4 COMMUTE EXEMPTIONS

In a limited number of situations, upon request and approval by the Vice President of Administration and Finance, an assigned driver may be exempted by DBM from paying the commute charge. These exemptions are limited to situations in which (1) the assigned driver does not commute in the vehicle, (2) the vehicle is assigned to field personnel who report to the assigned office one day or less per week, (3) the assigned driver is a law enforcement officer, or (4) the assigned driver responds to emergency situations and requires highly specialized equipment to perform the driver's job. The decision to grant an exemption rests with DBM or the Vice President of Administration. Questions concerning eligibility for an exemption should be directed to the Motor Pool fleet manager.

Assigned drivers who are eligible for an exemption shall complete a Certification of Exemption, State Motor Vehicle Commute Charge MFOMS-18, have the form signed by their supervisor, and submit the form to the Agency fleet manager for review and processing. The Motor Pool fleet manager will provide this form.

3.5 TAX LIABILITY

Every individual who commutes in a State-owned or leased motor vehicle is required to report use of the vehicle as a fringe benefit for income tax purposes. **This requirement applies to authorized drivers who pay the State commute charge as well as those who the State exempts from paying the commute charge.** The exception is those employees who commute on an occasional or infrequent basis (once a month or less) or commute in a qualified non-personal use vehicle as defined by the IRS. In both cases, exceptions must be determined by the agency.

Each individual is personally responsible to the IRS for the submission of accurate information to his employer. The taxable fringe benefit will be calculated based on IRS guidelines, and reported on an Auto Fringe Value Calculation/Reporting Form (a sample reporting form is included as Appendix 7). For certain reporting categories, these benefits include all capital costs and expenses incidental to the operation of the motor vehicle, including all salaries, fringe benefits and other expenses of a chauffeur less the amount

paid to the State for use of a vehicle. The Agency will notify authorized drivers annually of reporting requirements and provide forms and instructions.

More information concerning the fringe benefit program is available on the DBM website at: <http://dbm.maryland.gov/agencies/Pages/VehicleFringeBenefitReporting.aspx>

4. VEHICLE MODIFICATION

Modifications to State vehicles for personal reasons are prohibited. If necessary for official State business, the Agency may approve the modification of a State vehicle. Bumper stickers are prohibited.

5. FUEL

State Pool vehicles shall be fueled from the Statewide Automated Fuel Dispensing and Management System except for emergencies or rare and unusual instances when such use is not possible. When available, alternative fuel shall be used in bi-fuel and flexible-fuel vehicles. Salisbury University vehicles assigned to departments shall be fueled from Salisbury University's Fuel Dispensing and Management System located behind Maggs Gym. See Appendix 8 for procedure.

6. MAINTENANCE AND REPAIRS

6.1 DRIVER'S RESPONSIBILITY

Authorized drivers of pool vehicles are responsible for reporting observed mechanical problems to the Agency fleet manager or their designee.

Authorized drivers of pool vehicles are responsible to return vehicles in the condition they were picked up in. Drivers should return the vehicles in a useable condition (see definition), which is reasonably cleaned on the inside, trash removed, and at least a 1/4 tank of gas.

Authorized drivers who are assigned a vehicle share responsibility with the Motor Pool fleet manager for assuring that their assigned vehicle is properly maintained. Authorized drivers should discuss the University maintenance requirements, procedures, and the driver's specific responsibilities for maintenance with the Motor Pool fleet manager or their designee.

6.2 FLEET MAINTENANCE AND REPAIR SERVICES AGREEMENT

Pool vehicle drivers shall use the existing contract for emergency repair services when away from campus. The driver should follow the instructions provided in the vehicle binder that was received from the Motor Pool office. The binder will indicate the 24 hour emergency phone number. The emergency repair card may only be used for expenses related to that State vehicle only.

Campus service vehicles must report any mechanical problems to the Motor Pool office. Motor Pool will determine if the repair/service will be completed by in-house staff or contracted out. Departments must turn their vehicle in for service when requested from the Motor Pool office.

7. REIMBURSEMENT FOR PARKING AND TOLLS

State employees shall be reimbursed for legitimate and documented parking and toll expenses incurred while conducting State business.

8. VEHICLE INSPECTIONS

The privilege of using a State vehicle requires all drivers to conduct a vehicle inspection each day. For the fleet vehicles, any damage to the vehicle should be noted on the vehicle log inside of the binder.

For service vehicles or vehicles assigned to a department:

1. Each Department will be required to conduct vehicle inspections to all State vehicles in order to prevent abuse and to keep the vehicles in a professional appearance. Failure to maintain vehicle inspections and vehicles that are treated poorly will cause the vehicle to be removed from the Department and reassigned to another Department.
2. The primary driver will inspect the vehicle exterior each day for damage. Any damage or problems with the vehicle should be noted on the vehicle inspection form (Appendices 9 - 11).
3. The primary driver is responsible to turn in a vehicle inspection form for each vehicle to their supervisor once a week. The supervisor will verify the inspection and retain for future use.
4. If any problems or body damage is present the supervisor will submit a work order to Motor Pool to repair/correct the problem. If there is physical damage to the vehicle then the driver shall submit a Motor Vehicle Accident Investigation Guide (Form FS-1) and the Accident Review by Supervisor form with the submitted work order.
5. A written estimate to repair the damage to the vehicle by Motor Pool or by an outside body shop will be given to the Department Head for payment before repairs are made.

9. FLEET VEHICLE PICK-UP AND RETURN

Reserving Pool vehicles. All reservation of Pool vehicles will be completed by using the Motor Pool on-line vehicle reservation system.

Pick-up & return vehicles

1. Monday – Friday, 7:00 a.m. – 5:00 p.m.
 - a. Pick-up keys from the Motor Pool Office in the Maintenance Building
 - b. Pick-up vehicle from the Avery Street Parking Lot. Leave personal vehicle in lot.
 - c. Return vehicle to designated spot in Avery Street Parking Lot.
 - d. Return keys to the Motor Pool Office in the Maintenance Building
2. All other times
 - a. Pick-up keys from the University Police Dispatch in the East Campus Complex
 - b. Pick-up vehicle from the Avery Street Parking Lot. Leave personal vehicle in lot.
 - c. Return vehicle to designated spot in Avery Street Parking Lot.
 - d. Return keys to the University Police Dispatch Office in the East Campus Complex

If any questions about vehicle pick-up and return, then contact the Motor Pool Office at 410-543-6211.

APPENDICES

ACKNOWLEDGEMENT STATEMENT

STATE OF MARYLAND AND SALISBURY UNIVERSITY POLICY AND PROCEDURES FOR DRIVERS OF SALISBURY UNIVERSITY/STATE VEHICLES

TO: ALL DRIVERS OF STATE VEHICLES

Drivers are required to read the State of Maryland and Salisbury University Policy and Procedures for Drivers of Salisbury University/State Vehicles and sign this Acknowledgement Statement at the bottom of the page. The signed statement must be retained by the Agency Fleet Manager.

Only drivers who have read and signed this Acknowledgement Statement may operate state vehicles.

ACKNOWLEDGEMENT

The undersigned certifies he/she has read the State of Maryland and Salisbury University Policy and Procedures for Drivers of Salisbury University/State Vehicles.

I am aware that a violation of these policies and procedures could be a cause for disciplinary action or other appropriate action.

SIGNED: _____

NAME: _____

AGENCY: SALISBURY UNIVERSITY

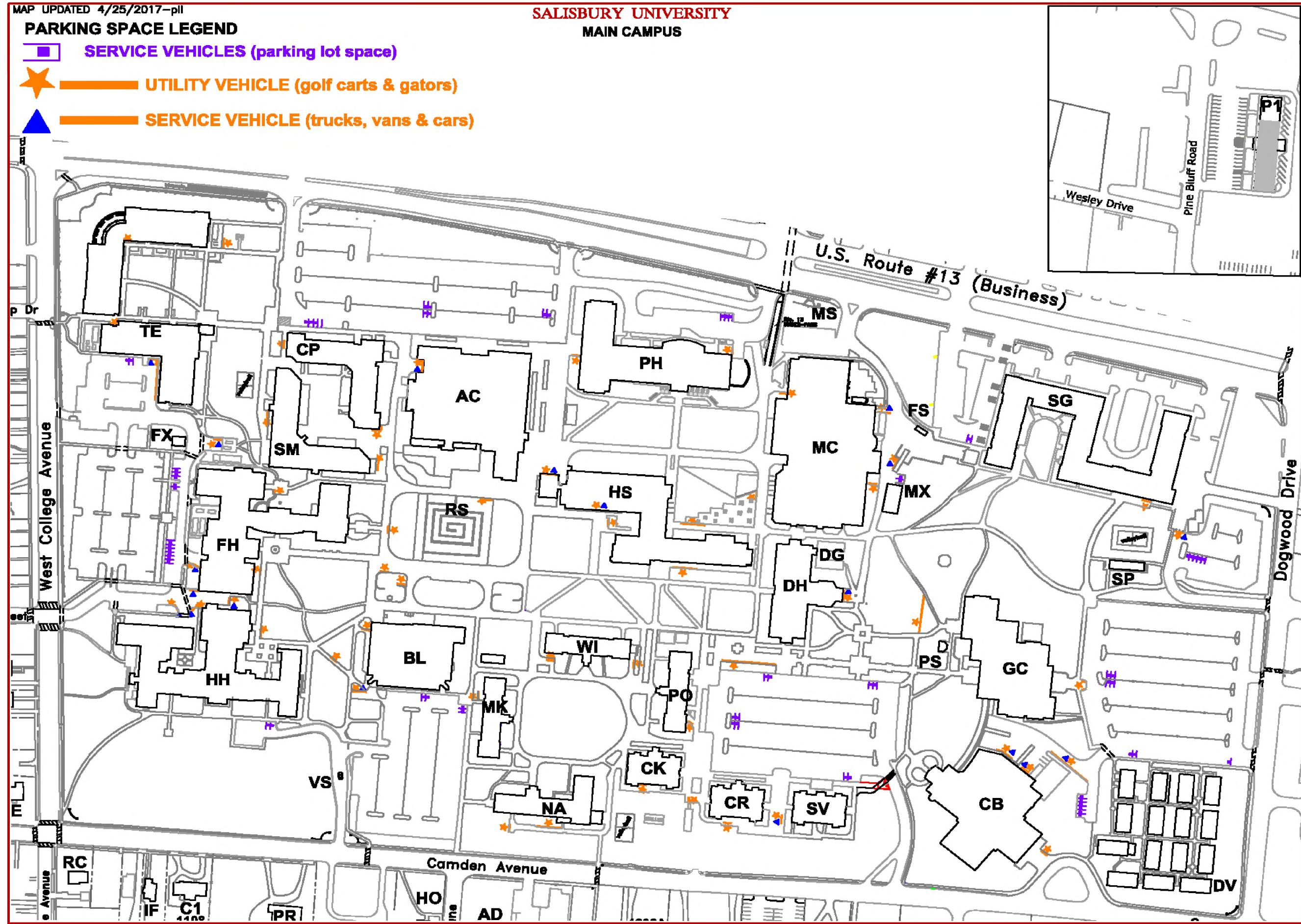
CLASSIFICATION: _____

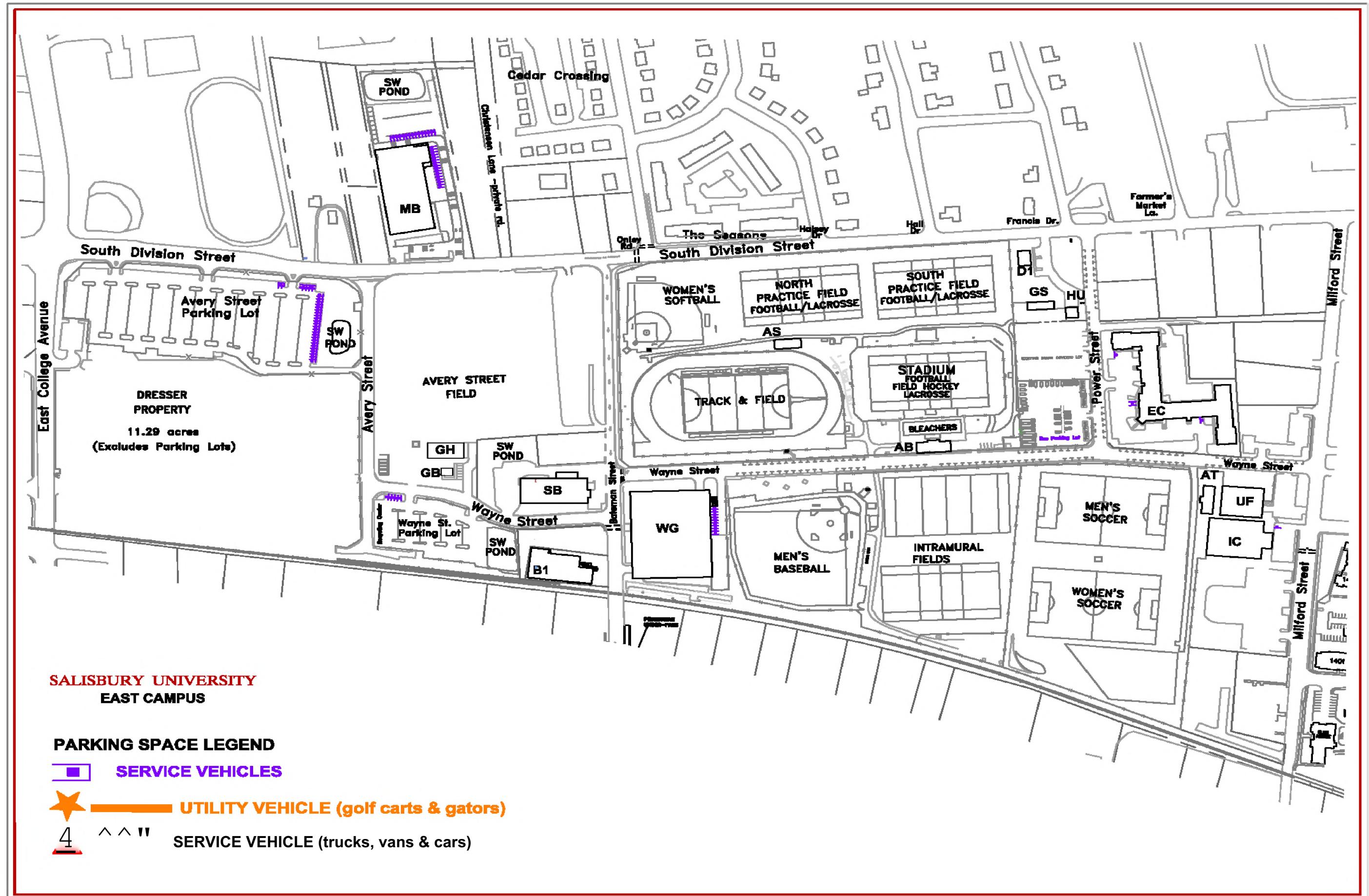
DATE: _____
(Please print or type all information)

MAP UPDATED 4/25/2017-pii

PARKING SPACE LEGEND

- **SERVICE VEHICLES** (parking lot space)
- ★ **UTILITY VEHICLE** (golf carts & gators)
- ▲ **SERVICE VEHICLE** (trucks, vans & cars)

**SALISBURY UNIVERSITY
MAIN CAMPUS**



Appendix 3

GENERAL GUIDELINES WHEN INVOLVED IN AN ACCIDENT

1. Stop as near to the scene as is safely practical; avoid blocking traffic and otherwise minimize potential danger to others.
2. If necessary, notify appropriate emergency medical and/or fire rescue personnel.
3. Make every effort to have a police officer respond to the accident scene. The officer must be requested to make a formal report. Failure to follow this procedure must be fully explained in writing (Attach to AUTO LOSS REPORT).
4. Provide identification to involved parties.
5. Protect State property.
6. Cooperate with police and emergency medical personnel.
7. DO NOT admit negligence or fault or offer settlements.
8. Obtain names and addresses of witnesses and all involved parties.
9. Record the license plate numbers of all involved vehicles.
10. Obtain driver's license and insurance information from other involved parties.
11. Notify the Motor Pool Office as soon as possible. 410-543-6211.
12. Accidents involving evacuation by emergency medical personnel shall be reported immediately by telephone to the Insurance Division of the State Treasurer's Office at 410-260-7684. Motor Pool will make all necessary calls.
13. The State Agency should advise the claimant/attorney to contact the Insurance Division of the State Treasurer's Office with questions.
14. The Insurance Division personnel will instruct the claimant/attorney as to the proper procedure for filing a formal notice of claim.
MAKE NO OTHER COMMENTS. VOLUNTEER NO INFORMATION.
15. Forward a copy of any correspondence received relative to a claim to the Insurance Division of the State Treasurer's Office at 80 Calvert Street, Room 400, Annapolis, MD 21401.

MOTOR VEHICLE ACCIDENT INVESTIGATION GUIDE (FORM FS-1)**THIS SECTION TO BE COMPLETED BY
DRIVER**

1. State Agency/Department: _____ 2. Agency Budget Code: _____
3. Driver's Name: _____ 4. Unit/Section: _____
5. Classification: _____ 6. Date & Time of Accident: _____
7. Location of Accident: _____ 8. Driver's License #: _____
9. Conditions (Please circle all that apply):

Daylight	Clear	Wet
Dawn	Cloudy	Ice
Dusk	Foggy	Vehicle Defect Specify: _____
Dark (street lights on)	Rain	Unknown
Dark (street lights off)	Snow	
Dark (no street lights)	Severe Wind	

10. Accident Investigation Information:

a. State Police Yes No
 b. Local Police Yes No

b. Were citations issued to:

(1) State Driver Yes No
 (2) Other Driver Yes No

11. Was State driver/passenger
injury/restraint in use? Yes No
 Yes No

12. Detailed Description of Accident: _____

Diagram: Below

13. Insurance Information for Other Vehicle:

Company: _____

Policy #: _____

State Vehicle Tag # of other vehicle: _____

ACCIDENT REVIEW BY SUPERVISORS

1. Driver's Name: _____ 2. State Vehicle Tag #: _____

3. Number of Accidents Within the Last 3 Years: ___ 4. Points on Driving Record: ___

5. I have reviewed this accident with the driver involved and have the following additional comments:

6. Was this accident preventable by State driver? Yes ___ No ___

7. Date: _____ Name: _____ Position: _____

8. Supervisor's Signature: _____ Phone: _____

Accident Review Board (to be filled out by the Accident Review Board)

1. An investigation and review of this accident in accordance with the State Motor Vehicle Accident

Prevention Program indicates that it should be judged:

Preventable _____ Non-Preventable _____

2. Consideration of the facts indicates the following would be helpful in avoiding such accidents in the future:

3. Corrective action, if accident is found to be preventable. Please check all that apply.

1. Verbal counseling.
2. Require attendance at a driver improvement program/written reprimand.
3. Temporary denial of driving privileges in a State vehicle.
4. Permanent denial of driving privileges in a State vehicle.
5. Suspension of one or more days in compliance with MD Personnel Rules.
6. Requirement to reimburse State for damages to State property.

4. Date Driver Notified: _____ Driving Record Noted: () Yes () No

5. Review Board Signatures:

_____**Section D**

AUTO FRINGE VALUE CALCULATION/REPORTING FORM

Last Name	First Name	M.I.	Work Phone
Social Security No.		Agency Code	Auto Fringe Value
SECTION I: COMMUTÉ RULE VALUATION METHOD			
1. Number of one-way commute trips from home to office or first-work location of the day during the reporting period.			
2. Number of one-way commute trips to home from office or last-work location of the day during the reporting period.			
3. Add lines 1 and 2 and enter sum here.			
4. Multiply line 3 total by \$1.50 and enter result here and on line 19.			
SECTION II: CENTS PER MILE RULE VALUATION METHOD			
5. Total number of commute/personal miles driven November 1 – December 31, 2008.			
6. Total number of commute/personal miles driven after January 1 – October 31, 2009.			
7. Multiply line 5 by (current P&V Reimbursement Rate i.e. \$0.585) and enter here.			
8. Multiply line 6 by (current P&V Reimbursement Rate i.e. \$0.550) and enter here.			
9. Enter salary and fringe benefits paid by the State for a State-provided chauffeur.			
10. Add lines 7, 8, and 9 and enter sum here and on line 20.			
SECTION III: LEASE VALUE RULE VALUATION METHOD			
11. Annual lease value amount (from IRS table).			
12. Total number of miles driven.			
13. Total number of commute/personal use miles.			
14. Percentage of personal to total miles (line 13 divided by line 12).			
15. Multiply line 11 by line 14 and enter here.			
16. Employer paid fuel – multiply line 13 by 5.5 cents and enter here.			
17. Enter salary and fringe benefits paid by the State for a State-provided chauffeur.			
18. Add line 15, 16 and 17 and enter sum here and on line 21.			
SECTION IV: TOTAL AUTO FRINGE VALUE			
19. Enter total from SECTION I, line 4 here.			
20. Enter total from SECTION II, line 10 here.			
21. Enter total from SECTION III, line 18 here.			
22. Enter total commute payments to State for use of a State vehicle.			
23. Subtract line 22 from line 19, 20, or 21; enter here and in section marked "AUTO FRINGE VALUE" above (do not enter value less than 0).			

The information on this sheet is furnished by me and is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

FUELING PROCEDURE OF STATE VEHICLES FOR THE FUEL DISPENSING AND MANAGEMENT SYSTEM (ON CAMPUS)

1. Salisbury University's fueling station is located between Seagull Square and the Maggs Complex. It can be utilized 24/7 by the employees of the University for the fueling of state vehicles and state equipment. A fuel "key" issued by Motor Pool is required for fueling of state vehicles and equipment.
2. Prior to an employee's first time at fueling, he or she must contact the fleet coordinator to report his or her SU id number in order to be able to obtain fuel for the state vehicle or equipment.
3. When fueling state vehicles or equipment, employees should be familiar with the safety equipment in place should an accidental spill occur.
 - a. The emergency shut-off valve located across the roadway in front of the fuel pumps should be activated in the event of a large spill.
 - b. Emergency spill kit items are located in the chest on the south side of the storage building should be obtained to prevent fuel from entering the storm drain located in the center of the lot.
 - c. In the event of a fire, an extinguisher is located on the north side of the storage building facing the pumps.
 - d. If a large spill occurs during regular business hours Monday through Friday, please contact the Motor Pool office at (410)543-6211. Should a large spill occur after regular business hours or on weekends or holidays, please contact University Police at (410)543-6222.

Procedures for fueling are as follows:

1. Step up to tower located between unleaded and diesel pumps, follow instructions indicated.
2. Insert fuel key, press enter.
3. Using touch pad, enter SU id number and press enter.
4. Enter odometer reading of vehicle and press enter.
5. Reinsert fuel key as indicated by the instructions.
6. Select type of product needed – "1" for unleaded or "2" for diesel, press enter.
7. Instructions will indicate that fueling may begin – allow a few seconds for pump to reset to "0" gallons pumped. This may take slightly longer colder temperatures.

PLEASE FILL OUT TO REPORT ANY PROBLEMS WITH VEHICLE

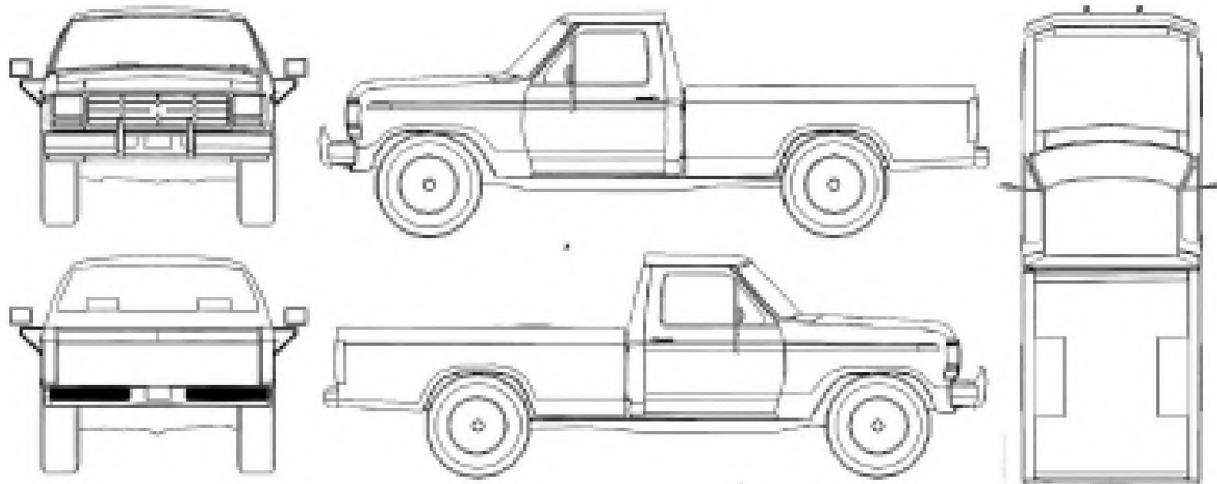
**SALISBURY UNIVERSITY
VEHICLE PROBLEM REPORT**

VEHICLE # _____

DATE: _____

DRIVER _____

SUPERVISOR: _____



PLEASE MARK WITH AN "X" ON THE PICTURE (ABOVE) WHERE THERE IS BODY DAMAGE

PLEASE PLACE A CHECK BY THE ITEMS WHICH ARE NOT WORKING, BROKEN OR MISSING.

HEATER/DEFROSTER
 INTERIOR LIGHTS
 HORN
 RADIO
 BRAKES
 EMERGENCY FLASHERS
 SEATBELTS

ENGINE PERFORMANCE
 VISORS/MIRRORS
 HEADLIGHTS/TAILLIGHTS
 WIPERS/WASH
 TURN SIGNALS
 TREAD DEPTH
 DOOR/LOCKS

ADDITIONAL COMMENTS:

PLEASE FILL OUT TO REPORT ANY PROBLEMS WITH VEHICLE

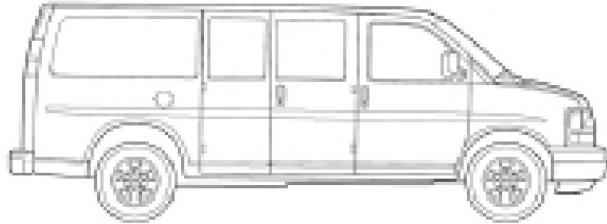
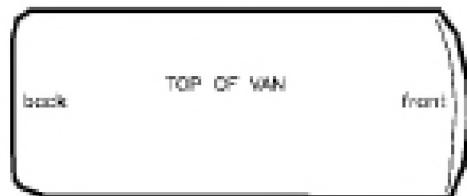
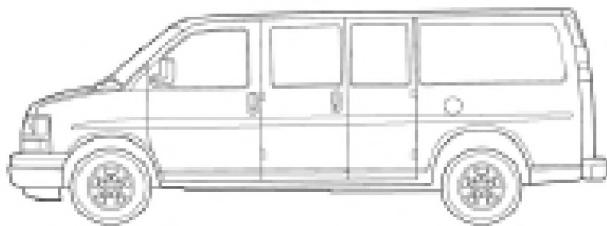
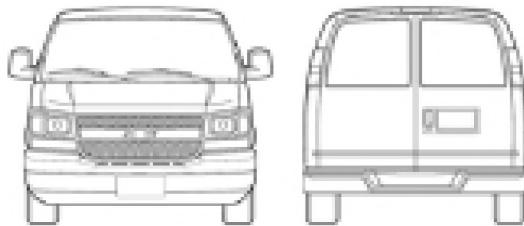
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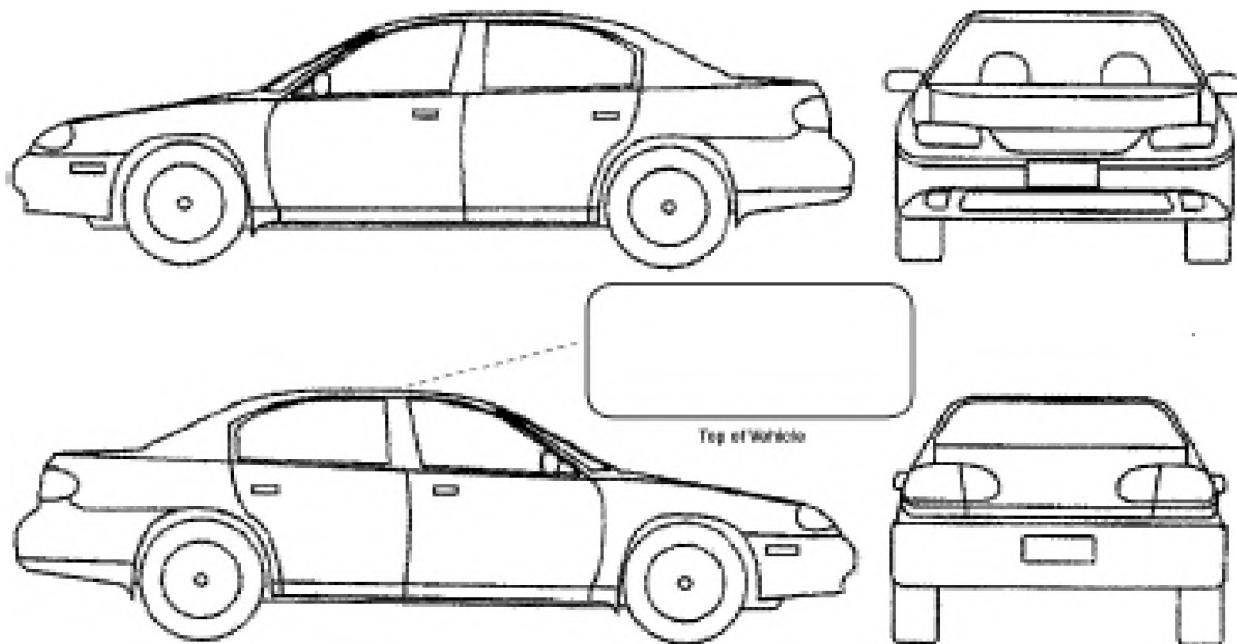
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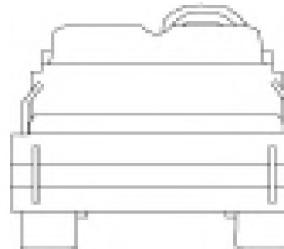
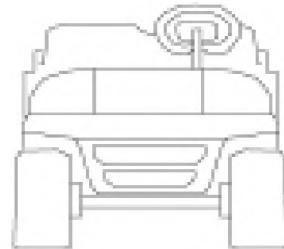
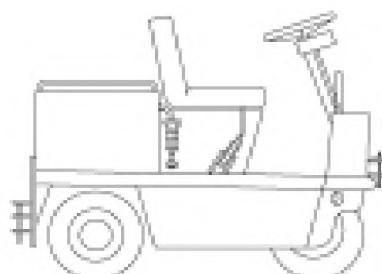
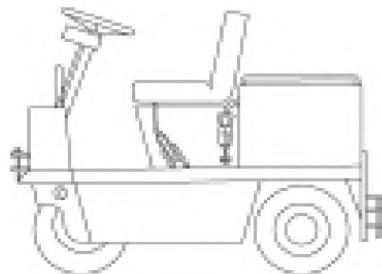
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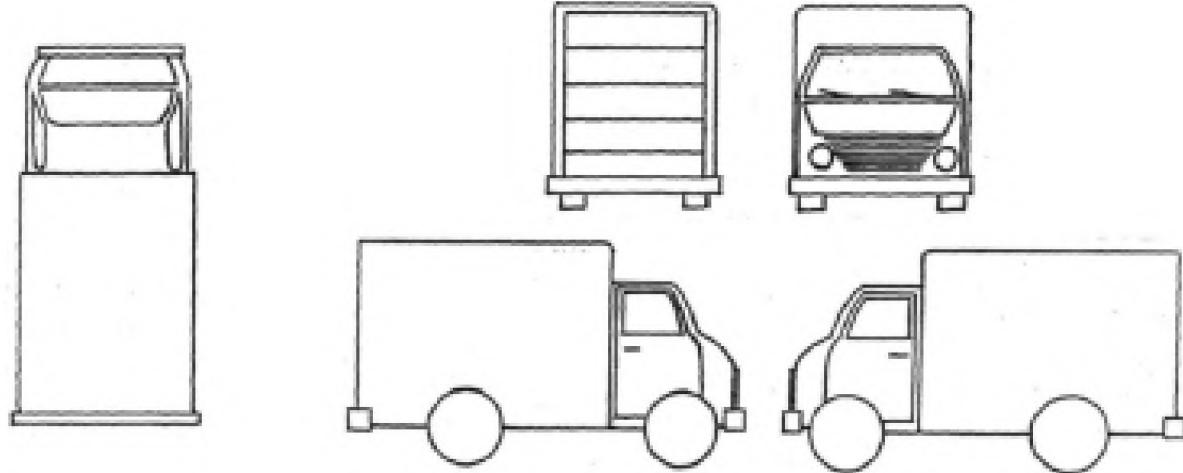
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