

**FLEET MANUAL**  
**FOR**  
**UNIVERSITY OF MARYLAND, BALTIMORE**  
**FLEET SAFETY (Section I)**  
**FLEET ADMINISTRATION (Section II)**

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MARYLAND FLEET OPERATIONS MANAGEMENT SYSTEM MARYLAND FLEET OPERATIONS MANAGEMENT SYSTEM

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## OVERVIEW

The purpose of this Fleet Manual is to provide basic information governing the administrative procedures for purchase, operation, maintenance and disposal of vehicles as mandated by State and University System of Maryland (USM) requirements. The policies and procedures that follow apply equally to all vehicles and drivers within the University of Maryland, Baltimore (UMB).\*

The University of Maryland, Baltimore operates a fleet of vehicles within a framework of rules and regulations developed to satisfy both State and University of Maryland requirements. The Fleet Program at the University of Maryland, Baltimore is divided into two distinct sections, Administration and Fleet Safety. The Administration of the Fleet is the responsibility of the Campus Fleet Coordinator in the Office of Procurement Services. The Fleet Safety Program is the responsibility of Risk Management in the Office of Environmental Health and Safety (EHS).

Authority and responsibility for the administration of the campus Fleet Safety Program (FSP) has been delegated to the Director, Environmental Health and Safety (EHS). The EHS personnel responsible for the FSP have developed and implemented procedures dealing with all aspects of campus fleet safety. These procedures shall pertain to the administration of an authorized driver list, authorized use of state/university vehicles, safe driving programs, accident/incident investigation, and vehicle insurance, as well as a Vehicle Accident Review Board (VARB). The procedures governing these programs shall be contained in the campus Fleet Manual, which shall be maintained by EHS.

\*Except for UMB Police who are exempt from the procedures dealing with accident/incident investigation due to existing federal law.

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## INTRODUCTION

### UNIVERSITY SYSTEM OF MARYLAND FLEET ADMINISTRATOR

The Director of the Motor Transportation Facility at the College Park campus is the current University System of Maryland (USM) Fleet Administrator. Specific duties and responsibilities of the USM Fleet Administrator are:

1. Develops and coordinates fleet activities to achieve the goals of safe, effective and economical use of USM vehicles.
2. Insures that USM complies with State and USM regulations governing the acquisition, disposal, maintenance and operation of USM vehicles.
3. Recommends policies and procedures as appropriate to USM in order to achieve the above goals.
4. Implements and coordinates approved policies and procedures with Institutional Fleet Coordinators.

5. Administers a vehicle accounting and performance/cost reporting system to replace the existing State MFOMS System.
6. Administers the Commute Assessment Program, as established by the State of Maryland, and yearly fringe benefit value reporting as required by the Internal Revenue Service.
7. Coordinates the resolution of citizen complaints lodged against drivers of USM vehicles.

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The Current USM Fleet Administrator is:

(Vacant)  
Motor Transportation Facility  
University of Maryland  
College Park, Maryland 20742  
(301)405-5489; (301) 405-9387 FAX

### **UNIVERSITY OF MARYLAND, BALTIMORE FLEET COORDINATOR**

The University of Maryland, Baltimore Fleet Coordinator (UMB Fleet Coordinator) is responsible for the dissemination of information and the collection of vehicle data as required by State and University policies and procedures. The coordinator is ultimately responsible for the coordination and monitoring of all institutional activities.

#### **Specific responsibilities of the UMB Fleet Coordinator are:**

1. Implements campus vehicle activities consistent with policies and procedures established by the USM and the State of Maryland in order to promote safe, efficient and economical operation of UMB vehicles.
2. Serves as focal point for dissemination of fleet administration-related information to the campus.
3. Collects, reviews for accuracy, and forwards various data such as vehicle usage reports, monthly mileage reports, commute and IRS reporting information.
4. Coordinates vehicle acquisition, disposal, tag and title acquisition.
5. Assures campus compliance with periodic vehicle inspections and emission inspections.
6. Serves on the Fleet Safety Board and Vehicle Accident Review Board.
7. Acts as liaison in the processing of motor vehicle related citations including recommendations to the VARB to suspend a driver's authorization for excessive infraction citations. (Vehicle operators are fully responsible for the payment of all assessed fines, penalties, and costs).

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#### **The UMB Fleet Coordinator is:**

Larry Butler  
Mail Services  
Office of Procurement Services  
Howard Hall, Room 021  
660 W. Redwood Street  
Baltimore, Maryland 21201-1596  
(410) 706-6619; (410)706-0759 (fax)  
[lbutler@prosvc.umaryland.edu](mailto:lbutler@prosvc.umaryland.edu)

### **DEPARTMENTAL FLEET COORDINATORS**

Because UMB does not operate a motor pool, all daily operational functions are the responsibility of the department which operates a vehicle owned by UMB. To accomplish this, each department must identify a specific employee that who is responsible for the following functions among others:

1. Works with the UMB Fleet Coordinator to review fleet status to determine the need to replace vehicles and expand or reduce the department's portion of the fleet. When a new vehicle is to be purchased, the UMB Fleet Coordinator will review available options such as purchase from State of Maryland contract or purchase from other agencies. When a vehicle is to be disposed, the Departmental Coordinator will initiate the Surplus Property Disposal process.
2. Identifies sources of funding and prepare requisitions for submission to the UMB Procurement Office.
3. Assures vehicles receive appropriate service and, in general, are maintained in a safe operating condition.
4. Receives, reviews and forwards monthly mileage reports to the UMB Fleet Coordinator on or before the 10th of each month.
5. Monitors assignment of vehicles, vehicle usage, and in general assures compliance with University "General Rules" for vehicle operation.
6. When vehicles are involved in accidents, obtains accident reports, reviews reports prior to submission to the Fleet Safety Program c/o Risk Management, EHS at UMB, obtains estimates and coordinates repair.


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**SECTION I - FLEET SAFETY**

**AUTHORIZED DRIVERS/USE OF VEHICLES**

UNIVERSITY OF MARYLAND, BALTIMORE ADMINISTRATIVE PROCEDURES		
No. 6.15	University Fleet Safety Program	Effective Date: 1/1/87 Revised: 6/1/89, 1/8/96 1/1/99 Approved By:
<p>Authority and responsibility for the administration of the campus Fleet Safety Program (FSP) has been delegated to the Director, Environmental Health and Safety (EHS). The EHS personnel responsible for the FSP shall develop and implement procedures dealing with all aspects of campus fleet safety. These procedures shall pertain to the administration of an authorized driver list, authorized use of state/university vehicles, safe driving programs, accident/incident investigation, and vehicle insurance, as well as a Vehicle Accident Review Board (VARB). The procedures governing these programs shall be contained in the campus Fleet Manual which shall be maintained by EHS.</p> <p>The University's Fleet Safety Program shall cover all University drivers and vehicles. The term Adriver shall apply to all part-time, full-time, volunteer, or student employee authorized to operate a University vehicle. The term Avehicles shall include, but not be limited to, all cars, trucks, vans, buses, golf carts, lift trucks, and multi-purpose vehicles.</p>		

UNIVERSITY OF MARYLAND, BALTIMORE		
ADMINISTRATIVE PROCEDURES		
No. 6.16	University Fleet Administration Program	Effective Date: 1/1/87 Revised: 6/1/89, 1/8/96 1/1/99 Approved By:
<p>Authority and responsibility for the administration of the campus Fleet Administration Program (FAP) has been delegated to the Assistant Vice President for Business and Procurement Services (BPS). The BPS personnel responsible for the FAP shall develop and implement procedures dealing with all aspects of campus fleet administration. These procedures shall pertain to the administration of the acquisition, title, tagging, inventorying, and proper disposal of all vehicles. The procedures governing these programs shall be contained in the campus Fleet Manual which shall be maintained by EHS.</p> <p>The University's Fleet Administration Program shall cover all University drivers and vehicles. The term Adriver shall apply to all part-time, full-time, volunteer, or student employee authorized to operate a University vehicle. The term Avehicles shall include, but not be limited to, all cars, trucks, vans, buses, and sport utility vehicles.</p>		

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**AUTHORIZED DRIVERS GUIDELINES**

1. General Requirements for All UMB Authorized Drivers

- a. The driving record of each employee required to drive a UMB vehicle as a part of his/her assigned duties must be reviewed by the Risk Management Division of Environmental Health and Safety at the time the employee begins work at UMB and each time a significant change is noted thereafter. A significant change could include administrative circumstances (e.g., the employee's move to another state, loss or forfeiture of a current valid driver's license or other cause which may affect the employee's eligibility to operate a motor vehicle) or a significant moving violation (e.g., driving under the influence of alcohol or drugs, reckless driving or leaving the scene of an accident) which may affect the employee's eligibility to operate a motor vehicle. These reviews will be conducted by the Vehicle Accident Review Board (VARB) within three (3) business days from the accident whenever possible. The VARB may recommend to the employee's supervisor sanctions up to and including suspension of the employee's driving privilege for State-owned or leased vehicles.
- b. Schools/departments are responsible for obtaining initial certification for all prospective authorized drivers. For drivers licensed in the State of Maryland, this is accomplished by the employee providing the information requested on the Letter of Acknowledgment of the Rules for Authorized Drivers which is provided by the Campus Fleet Administrator, Office of Procurement Services, Mail Room Operations, Howard Hall. This information should be returned to Fleet Safety c/o Risk Management in EHS. Subsequent necessary reviews of the driving records of employees licensed in the State of Maryland will be conducted by Risk Management. The driving records for employees licensed in the State of Maryland are available to UMB at no cost.

- c. Employees who possess a valid driver's license from another state are responsible for submitting a certified copy of the driving record from the Motor Vehicle Administration in that state to the appropriate school/department administrator at the time the employee begins work at UMB. This information should be forwarded to the Campus Fleet Administrator's office. The employee is subsequently responsible for providing a newly certified copy annually, and/or when a significant change in the record occurs, to Fleet Safety/Risk Management who administer the VARB. The expense of securing an out of state driving record is the responsibility of the employee.
- d. Any authorized driver who has accumulated three (3) or more points for moving violations on his/her driving record will have the record reviewed by the VARB. If the VARB believes that the record reflects any type of violations which make the employee a risk when operating a UMB-owned or leased vehicle, the VARB may recommend to the employee's supervisor sanctions up to and including suspension of the employee's privilege to operate a UMB-owned or leased vehicle until the accumulated point total for moving violations is reduced below three (3) points.
- e. Any authorized driver who has accumulated five (5) or more points for moving violations on his/her driving record will have his/her privilege to operate a UMB-owned or leased vehicle suspended automatically until the accumulated point total is reduced below three (3) points. It is recommended that a suspended employee attend an approved Defensive Driver Course at his/her own expense and time before the privilege to drive a UMB-owned or leased vehicle is reinstated.
- f. Each authorized driver shall have an affirmative duty to report the accumulation of three (3) or more points for moving violations, as well as the suspension or revocation of license, to his/her department head.
- g. An employee found to be ineligible as an authorized driver will be so advised by the Chair of the VARB. The employee's school/department will also be notified of the VARB's finding.
- h. Any employee whose driver's license is suspended or revoked by the Motor Vehicle Administration of Maryland or the state in which the employee is licensed to drive shall not be allowed to operate any motor vehicle on UMB business while such suspension or revocation is in effect.
- i. Any employee who operates a UMB-owned or leased vehicle during a period when said employee fails to secure or maintain a valid driver's license and knows or should have known that his/her driver's license is invalid, suspended, or revoked may be subject to disciplinary action up to and including dismissal from University service for willful misconduct.
- j. Any employee who cannot perform the essential functions of his/her UMB job because of suspension or revocation of driving privileges for any reason may be subject to administrative/disciplinary action such as reassignment, suspension without pay, demotion, or termination of employment.

## 2. Requirements for Commercial Drivers License/HAZMATS Endorsement for all UMB Authorized Drivers

- a. Any UMB driver, regardless of job classification, whose duties and responsibilities include transporting hazardous materials (HAZMATS) in a vehicle of any size that requires placarding must possess a valid commercial drivers license with a hazardous materials endorsement.
- b. Any UMB driver who transports HAZMATS and fails to secure or to maintain a valid commercial drivers license as required by law may be subject to administrative/disciplinary action.
- c. Any UMB driver whose duties and responsibilities require the possession of a valid commercial drivers license is required by federal law to be tested for alcohol and drugs as follows:
  - 1. post-offer/pre-employment

2. following an accident
  3. for reasonable suspicion of the misuse of alcohol or drugs
  4. to return to duty following an absence involving misuse of alcohol or drugs
  5. as randomly selected to be tested during the term of employment
  6. follow-up
- d. All alcohol and drug testing required under this policy will be conducted under guidelines and procedures consistent with the regulations issued by the Federal Department of Transportation under the Omnibus Transportation Employee Testing Act of 1991. Any costs associated with this testing will be the responsibility of the employee's school/department. Fleet Safety will coordinate all alcohol and drug testing with the medical provider and notify supervisors of test locations, dates, and times for employees under their supervision. Employees will then be notified through their supervisors of the test location, date, and time for any required testing.
- e. Any UMB driver who as a result of a substance abuse screening is found to be under the influence of alcohol or drugs while on duty will be subject to administrative/disciplinary action consistent with all applicable federal and state and statutes and UMB and USM policies. Specifically, on the first occasion, the employee will be subject to a 15 day suspension and mandatory participation in a treatment program designated by the Employee Assistance Program. Other sanctions including but not limited to temporary reassignment, denial of pay increase and/or unsatisfactory performance evaluation may also be imposed. An employee who is temporarily reassigned from duties and responsibilities for transporting HAZMATS will continue to be required to participate in a treatment program and to be randomly tested for alcohol and drugs. On the second positive test for alcohol or drugs while on duty, the employee will be terminated from employment.

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## **OCCUPANT RESTRAINT DEVICES**

1. All UMB-owned or leased motor vehicles shall be equipped with such occupant restraint devices (e.g., seat belts, shoulder harnesses, air bags, etc.) as were mandated by Federal Motor Vehicle Safety Standards in effect at the time the particular vehicle was manufactured.
2. All occupant restraint devices installed in UMB-owned motor vehicles shall be maintained in proper operating condition. The department head or supervisor to which the vehicle is assigned shall be responsible for making sure that these devices are maintained in proper working order.
3. No UMB employee or other person shall operate a UMB-owned motor vehicle in which the occupant restraint devices for each occupied seating position in the front seat are not completely operational.
4. No person may drive or ride in the front seat of a UMB-owned or leased motor vehicle, or any other motor vehicle being used to conduct official State business, unless properly restrained by the occupant device available at the occupied seating position. Anytime a front seat passenger is not a UMB employee, it shall be the driver's responsibility to insure that the passenger uses the available restraint device.
5. Personnel found to be in violation of this regulation are subject to disciplinary action as follows:
  - a. First instance - counseling by supervisor followed by memorandum of understanding.
  - b. Second instance or any subsequent instances - counseling by supervisor and notation in the employee's personnel employment record.

- c. Three instances within any 365 day period - an official reprimand recorded in the employee's personnel employment record.
- d. Four or more instances within any 365 day period - suspension of the privilege of using a UMB-owned or leased motor vehicle for a period of six months.
- e. Any instance noted in an accident report, or developed in subsequent investigation of an accident involving a UMB-owned or leased motor vehicle, which indicates that the front seat occupant restraint devices in the UMB vehicle were not being properly utilized when the accident occurred shall result in the suspension of the UMB vehicle driver's privilege of using a UMB-owned motor vehicle for a period of one year.

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**NOTE:** During the time period when any such suspension is in effect the person subject to the suspension may not be reimbursed for the use of a privately owned vehicle in the conduct of UMB business at a rate greater than one-half the normal private mileage reimbursement rate in effect during the period of suspension.

- f. Any attempt by a UMB employee to disable the occupant restraint devices installed in a UMB-owned or leased motor vehicle shall be deemed an act of willful insubordination and destruction of UMB property subject to immediate suspension without pay pending filing of charges for dismissal.
- g. A UMB employee may operate a UMB-owned or leased motor vehicle without using the occupant restraint devices only when it is necessary in order to transport the vehicle directly to the repair facility where the devices are to be repaired or replaced and made fully operational.
- h. The occupant restraint devices installed in a UMB-owned or leased motor vehicle may be temporarily disabled or removed by vehicle maintenance personnel only when it is necessary in order to perform maintenance on or effect repairs to the vehicle or the restraint system.
- i. The department head or supervisor to which vehicles are assigned are responsible for the implementation and enforcement of this regulation.

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## **VEHICLE ACCIDENTS/INSURANCE**

### **AUTO/FLEET PHYSICAL DAMAGE AND LIABILITY**

#### **A. UMB-Owned Vehicles.**

##### 1. Physical Damage Coverage.

The State of Maryland self-insurance program provides physical damage coverage for accidental damage to any State-owned vehicle.

##### 2. Liability Coverage.

The Maryland Tort Claims Act (discussed below) provides liability insurance coverage for bodily injury and property damage resulting from use of UMB-owned or leased motor vehicles (a UMB vehicle) for which the State of Maryland, UMB may be held legally liable to others. Employees operating UMB vehicles in accordance with the State and UMB rules for vehicle use, and without gross negligence (for example, intoxication) are immune from suit and liability for bodily injury and property damage resulting from use of a State-owned vehicle in Maryland.

If an employee does not follow UMB rules, and uses a UMB vehicle for personal purposes, any liability resulting from such use is not subject to the Maryland Tort Claims Act and will be the employee's responsibility unless the employee has personal automobile liability insurance that responds to a claim of liability. DRIVERS WHO USE UMB VEHICLES SHOULD KNOW WHETHER OR NOT THEIR PERSONAL AUTOMOBILE LIABILITY INSURANCE COVERS USE OF UMB VEHICLES.

Drivers are strongly encouraged to cover use of UMB-owned vehicles under their personal automobile liability insurance, due to the risk that a liability claim may be determined to fall outside the Maryland Tort Claims Act.

## **B. Rental Vehicles.**

This discussion applies to vehicles rented for use on UMB business. When renting vehicles for University business, SIGN THE CONTRACT WITH THE DRIVER'S NAME AND A UNIVERSITY OF MARYLAND, BALTIMORE/STATE OF MARYLAND.

It is critical to do this in order to secure liability protection under the Maryland Tort Claims Act, as discussed below.

Employees who rent vehicles for UMB business should find out whether their personal automobile liability policy will apply to cover property damage to the rented vehicle or liability claims arising from use of the rented vehicle. It is recommended that personal coverage for rented vehicle use be maintained by employees who rent vehicles for UMB business, due to the risk that a claim might be found to relate to personal use rather than UMB business, and therefore determined not to fall under the Maryland Tort Claims Act.

### 1. Physical Damage Coverage.

Rental companies usually require the renter (i.e., the UMB employee) to be responsible for most accidental damage to the rented vehicle. This provision is included in the rental contract. An employee renting a vehicle should know whether or not his/her personal automobile liability insurance will cover accidental damage. If it does, any claims should be reported to the personal automobile liability carrier as well as UMB.

Rental companies will attempt to sell drivers supplemental rental insurance. UMB will not reimburse the cost of purchasing such insurance. The State's self-insurance will apply to property damage to a rented vehicle, subject to a \$1,000 deductible charged to UMB. However, due to the risk of the State denying a claim if the vehicle was used for a personal purpose at the time of the damage, employees are strongly encouraged to assure that their personal automobile coverage applies or to purchase the rental company's insurance and bear the cost.

Employees may be reimbursed for vehicle rental collision damage waiver insurance for foreign rentals (outside the 50 states).

### 2. Liability Coverage.

Most rental companies automatically provide minimum limits of coverage with the most common limits being \$15,000 per person for bodily injury, \$50,000 per bodily injury, aggregate of all claims, and \$25,000 for property damage. Higher limits may be purchased by the employee at his/her expense. UMB will not reimburse for liability insurance purchases under most circumstances.

The Maryland Tort Claims Act applies to claims related to use of a rental vehicle for UMB purposes in Maryland, or claims brought in Maryland related to use of a University vehicle out of state.

For liability protection in out of state accidents, a UMB driver must rely upon insurance purchased from the rental company or personal automobile insurance. The University recommends that drivers NOT rely upon the rental company's minimum liability coverage when using a rented vehicle out of state on UMB business. Personal insurance should be relied upon or the driver should purchase higher limits from the rental company. The expense of personal insurance or separately purchased insurance will not be reimbursed in most cases. Employees who can document to UMB that they (1) do not own a car and (2) do not have automobile insurance, may be reimbursed for purchasing liability insurance for vehicles rented for use outside the State of Maryland.

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## **C. Privately-Owned Vehicles used on UMB Business**

Note: It is critical for UMB drivers to keep personal liability insurance of privately-owned vehicles used for UMB business, even if the sole or primary anticipated use of a vehicle is for UMB business. Most states require liability insurance as a condition of vehicle registration. A driver of a vehicle for

which liability insurance is not required by law is taking a personal financial risk if liability insurance is not purchased, since the State will not cover liability claims in all cases.

#### 1. Physical Damage Coverage.

Physical damage to private vehicles used on UMB business is not reimbursable by the State, but should be covered by the employee's personal automobile physical damage insurance policy. The mileage rate for reimbursement for use of personal vehicles includes compensation for insurance expenses. Physical damage claims should be reported to the personal automobile insurance carrier, which may cover costs of repair.

#### 2. Liability Coverage.

The Maryland Tort Claims Act applies to liability claims arising from the use of privately-owned vehicles on UMB business in Maryland, or claims brought in Maryland related to use of a University vehicle out of state.

For liability protection in out of state accidents, a UMB driver using a private vehicle on UMB business must rely upon personal automobile liability insurance. The mileage rate for reimbursement for use of personal vehicles includes compensation for insurance expenses.

### **D. Maryland Tort Claims Act.**

The Maryland Tort Claims Act is followed by the State to determine when an employee has immunity from liability for use of a UMB-owned, leased, rented, or privately owned vehicle for University business. Questions about the Maryland Tort Claims Act can be addressed to University Counsel in the Office of the President (6-5353) or the Office of the Attorney General.

In general, the Act provides that employees are immune from suit for claims resulting from their negligence (but not gross negligence or intentional acts) while performing duties within the scope of their employment. Examples of liability that would not be covered include: liability due to failure to follow a State vehicle rule (e.g., exceeding speed limits), driving under the influence of alcohol or drugs, or reckless driving. If a claim is filed against an employee, and the Office of the Attorney General determines that the claim should have been filed against the State as provided in the Maryland Tort Claims Act, an Assistant Attorney General represents the employee to seek dismissal of the suit against the employee. In other cases, the employee must refer the claims to a private liability carrier, or arrange a legal defense at the employee's expense if there is no private coverage.

The Maryland Tort Claims Act does not apply to suits related to accidents in the District of Columbia, other states, or other countries. It may apply to actions brought against State employees in the State of their residence (e.g., Pennsylvania) related to use of a vehicle in Maryland on University business.

University drivers ARE STRONGLY ENCOURAGED to maintain personal automobile liability insurance applicable to use of State-owned rented, and privately owned vehicles, and not to rely solely upon the Maryland Tort Claims Act for liability protection.

### **VEHICLE CLAIM PROCEDURE**

1. All vehicle accidents must be reported regardless of the amount of damage involved. (Reports of incidents or accidents are to be submitted even if the other party, individual(s) involved indicate they were not injured and no damage was done.)
2. Whenever possible, local or state police must be called for an investigation and report of the accident.
3. The driver of the university vehicle must complete the ACORD 2 Automobile Loss Notice form. The employee's supervisor must complete and sign the FS-1 form. Both forms must be submitted to the Risk Management Division of EHS within 48 hours of the accident or the next work day. If the university driver is injured and/or otherwise unable to complete and file the ACORD 2 and FS-1 forms, it is the responsibility of his/her supervisor to report the accident on his/her behalf.

4. Reports submitted involving other than state-owned vehicles used on state business must be clearly marked "non-owned vehicle."
5. At the accident scene:
  - a. NEVER ADMIT LIABILITY FOR AN ACCIDENT. The insurance adjusters, and if necessary, the courts will make the decision as to the party at fault.
  - b. Obtain the following information from the other party involved in the accident:
    - driver's full name, address, drivers license number, date of birth and telephone number;
    - owner's full name, address, drivers license number, telephone number and date of birth;
    - insurance carrier's name, policy number, dates of coverage and agent's address and telephone number;
    - license number, year, make, model and vehicle identification number;
    - name, address, telephone number of all witnesses;
    - name, address, telephone number and type of injury of all injured persons.
  - c. UMB Information to Share With Other Parties
    - UMB vehicle information:

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**Vehicle owner:** University of Maryland, Baltimore/State of Maryland; **Insurance company:** Self-insured/State of Maryland Self Insurance Plan; **Agent/Producer:** State Treasurer of Maryland; **Policy Number:** State of Maryland Auto Fleet; **Effective Dates:** 7-01-88 through present

Any party interested in submitting a claim for damages caused by a university-owned vehicle should contact either:

**Jeff Kiefer or Sandra Williams**  
**(410) 706-7034**  
[jkiefer@ehs.umaryland.edu](mailto:jkiefer@ehs.umaryland.edu)  
**University of Maryland, Baltimore**  
**Environmental Health and Safety**  
**714 W. Lombard Street**  
**Baltimore, Maryland 21201-1041**  
**(410)706-1520 (fax)**  
**1-800-332-8622**

**SPECIAL NOTE:** A complete accident pack is located in the glove box of each University owned or leased vehicle. To obtain replacement materials, contact Jeff Kiefer or Sandra Williams as listed above.

6. Repair of UMB/State of Maryland Vehicle
  - a. if vehicle can be driven, obtain three estimates and forward the estimates to Risk Management Division.
  - b. if vehicle cannot be driven, contact Risk Management and arrangements will be made for an appraiser to inspect the vehicle, prepare an estimate, and obtain an agreed price with a body shop.
  - c. estimates will be submitted to the Claims Unit - Insurance Division for authorization to repair vehicle. Authorization is always based on the lowest of the three estimates. (towing and storage, where applicable, are to be included on the estimate.)

- d. when vehicle repairs have been completed and vehicle is picked up, also pick up original invoice and forward it immediately to Risk Management. The original invoice must be submitted to the Claims Unit for direct pay, by the Treasurers Office, to the repair facility. Invoices paid in error are not reimbursable to the UMB.

#### 7. Repair of Claimant Vehicle

a. Claimants are responsible for submitting their claim directly to the Claims Unit-Insurance Division. Information related to submission is as follows:

- claim must be submitted in writing within 180 days of the incident.
- claim is to be submitted to:

**Claims Unit-Insurance Division  
State Treasurer of Maryland  
Louis L. Goldstein Treasury Building  
80 Calvert Street  
Annapolis, Maryland 21401  
(410) 260-7684**

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#### **TO: All Drivers of University of Maryland, Baltimore Vehicles**

Attachments:

1. UMB State Vehicle Usage/Drive License Verification Policy #6.15 University/Fleet Safety and Policy #6.16 University Fleet Administration Program both reviewed on January 1, 1999 and UMB Authorized Driver Guidelines (Rev. 1/1/99).
2. General Rules for Drivers of State owned Vehicles dated July 1, 1970, as promulgated by the Department of Budget Management and modified on 1/1/99 by UMB.

Drivers are required to carefully read all the rules, sign the Acknowledgement at the bottom of this page and return to: Sandra Williams, Risk Management, Environmental Health and Safety, Rm 307, 714 W. Lombard Street, Baltimore, MD 21201. University of Maryland, Baltimore vehicles shall be operated only by drivers who have signed this Acknowledgement and are on the University of Maryland, Baltimore list of Authorized Drivers.

## **ACKNOWLEDGEMENT OF RULES FOR AUTHORIZED DRIVERS**

The undersigned certifies that he/she has read the University of Maryland, Baltimore policies and procedures listed above.

I am aware that a violation of these rules would be just cause for disciplinary action under State law and University personnel policies.

PRINT NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_

DRIVER'S LICENSE NO: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE : \_\_\_\_\_

## **ACCIDENT/INCIDENT REVIEW**

### **VEHICLE ACCIDENT REVIEW BOARD**

The UMB Vehicle Accident Review Board (VARB) shall be responsible for investigation of all vehicle-related accidents/incidents. Membership on the VARB shall consist of the Fleet Safety Program Coordinator (EHS), Fleet Administration Coordinator (Procurement), and a representative of the University police. Specifically, they are:

Sandra Williams  
Office of Environmental Health & Safety  
714 W. Lombard Street  
410.706.3221 - voice  
410.706.1520 - fax

Larry Butler  
Fleet Administration Coordinator  
Mail Services  
Office of Procurement Services  
Howard Hall, Room 021  
660 W. Redwood Street  
410.706.6619 - voice  
410.706.0759 - fax

Sgt. Charles Wilson  
Office of Public Safety  
Pine Street Police Station  
214 N. Pine Street  
410.706.6882 - voice

In the absence of any member, the UMB Risk Manager (EHS) may act in the members place. The VARB shall review all accidents/incidents and issue a finding of whether the accident/incident was preventable on the part of the driver. The VARB shall recommend remedial action in accordance with the procedures outlined in this manual. The University Risk Manager is:

Jeff Kiefer  
Office of Environmental Health & Safety  
714 W. Lombard Street  
410.706.7034 - voice  
410.706.1520 - fax

## UMB HEALTH AND SAFETY COMMITTEE

The UMB Health and Safety Committee (UHSC) shall be responsible for approving all procedures to be contained in the University's Fleet Manual, and for presenting to the UMB Risk Management Committee all proposed changes to the procedures contained in this manual. The UHSC will also act as an Appeals board for decisions handed down by the Vehicle Accident Review Board regarding driver responsibility for accidents/incidents. A representative of Human Resource Services will also participate as a special member for all appeals. Membership on the UHSC is by appointment by the Vice President for Academic Affairs.

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## INSURANCE FORMS

(call 410-706-3221 to obtain these forms)

## SECTION II - FLEET ADMINISTRATION

### POLICIES/PROCEDURES

#### GENERAL RULES FOR DRIVERS OF STATE-OWNED VEHICLES

1. All drivers must have a valid driver's license in the State of Maryland. Employees who possess a valid drivers license from another state are responsible for submitting a certified copy of the driving record from the Motor Vehicle Administration in that state to the appropriate school/department administrator at the time the employee begins work at the University. This information should be forwarded to the UMB Fleet Administrator's office. The employee is subsequently responsible for providing a newly certified copy annually, and/or when a significant change in the record occurs, to Fleet Safety/Risk Management who administer the Vehicle Accident Review Board. The expense of securing an out of state driving record is the responsibility of the employee.
2. University-owned vehicles shall be driven only by University officials and authorized employees.
3. University-owned vehicles shall not be used to conduct personal business, to transport members of the family, e.g., transporting children to or from school, or for pleasure. Passengers in University automobiles must be authorized persons on University business.
4. 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.
5. All accidents are to be reported immediately to the drivers supervisor and within twenty-four (24) hours to the UMB Fleet Safety Coordinator (EHS) and Departmental Fleet Administrator, even though another vehicle is not involved or there are no apparent injuries or damages. See Fleet Safety section of this manual for more details.
6. A daily travel log shall be maintained in each University-owned automobile on a monthly basis. Logs must indicate all destinations by official and commute mileage even if driven by different individuals. UMB and its departments are required to have these logs available for audit purposes.
7. University-owned vehicles are to be efficiently maintained. Vehicles assigned to departments 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.
8. Operators of University-owned vehicles are personally responsible for vehicles operated by them and may be charged for damage resulting from misuse, abuse, or willful negligence.
9. The use of State of Maryland or University credit cards is restricted to University-owned automobiles and under no circumstances are cards to be left in the custody of service station attendants.

10. As a general rule, snow tires on University-owned automobiles shall be mounted on the vehicle by December 1, and removed by April 1.
11. Willful disregard of these rules will be considered just cause for disciplinary action under applicable personnel rules and State law.

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## **VEHICLE ACQUISITION**

The University of Maryland has direct authority to procure and dispose of vehicles. (State Finance and Procurement Article, Section 12-107.) The quantity and composition of its Institutional Fleet may increase or decrease from year to year as appropriate.

The acquisition of standard State automobiles, light trucks and vans is usually limited to models approved by the Board of Public Works (BPW) upon the recommendation of DBM. Minor changes for specific vehicle requests may be approved by the Institutional Fleet Coordinator based on needs and budgetary considerations. Specifications must take into consideration the most economical type of vehicle available in a particular model year that will be efficient for the needs of the Institution.

The Fleet Administrator will coordinate purchase of other classes of vehicles as warranted to more efficiently serve the needs of the University.

The UMB Fleet Coordinator must approve vehicle purchase requests from State or University standard specifications prior to procurement to ensure that funds are authorized and that the request is appropriate and in accordance with policy. Vehicle specifications/requests not in accordance with approved standard specifications must be approved by the UMB Fleet Administrator prior to procurement.

All acquisitions (including leasing) of motor vehicles must be approved by the Fleet Coordinator before the Institution may enter into a contract or make use of the vehicle. The sole exception to this policy is for passenger vehicles rented through the travel services contractor for use that begins away from the Institution.

University of Maryland, Baltimore operates a fleet of vehicles within a framework of rules and regulations developed to satisfy both State and University of Maryland requirements. The acquisition process for non-licensed, as well as licensed vehicles is as described in the following pages.

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## **VEHICLE DISPOSAL**

### **UNIVERSITY OF MARYLAND GENERAL GUIDELINES**

1. Disposition of institutional vehicles must be approved in advance by the Institutional Fleet Coordinator.
2. Vehicle replacement criteria is determined by the University Fleet Administrator. Current guidelines are as follows:
  - a. The vehicle accumulates 75,000 miles on or before the anticipated replacement date, or,
  - b. The Institutional Fleet Coordinator determines that the repair expenses for a particular vehicle have exceeded acceptable parameters.
3. If an institutional vehicle is damaged beyond repair, as a result of misuse or gross negligence, the operator may be required to make restitution. Restitution will be limited to 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. The employee having made such restitution will then be entitled to the damaged vehicle.

4. Any defacement to the body of the vehicle resulting from the removal of accessories added by the employee (e.g., CB radios) must be repaired prior to disposition at the employee's expense.
5. The institution must submit a disposal notice to the University Fleet Administrator for all disposed sedans and LTV's.

## **UNIVERSITY OF MARYLAND, BALTIMORE POLICY AND PROCEDURES FOR DISPOSAL OF SURPLUS PROPERTY**

The transfer and disposal of all University property shall be governed by University of Maryland, Baltimore Administrative Policy No. 6-19. University property includes: capital, non-capital and sensitive equipment items, removable fixtures, and significant quantities of materials and supplies. All University of Maryland, Baltimore vehicles are listed as capital assets. (Copy of University of Maryland, Baltimore "Excess Property Declaration and Surplus Property Disposal Process" follows.)

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### **ASSIGNMENT OF VEHICLES**

1. University vehicles may be assigned to those employees who travel the greatest number of official (non-commute) miles in excess of 10,000 miles per year, unless the institution head determines that the use of a vehicle is required for the efficient operation of an institutional program regardless of miles traveled.
2. Assigned vehicles do not transfer with employees who move to another position.
3. Vehicles are not assigned to individuals with driving records that indicate in the UMB Fleet Administrators sole discretion, an inability to operate a vehicle in a safe and responsible manner.
4. Assigned vehicles not in use will be available for other employees requiring transportation for official business.
5. Assignments are not made on the basis of seniority or classification of an individual. They are made to positions meeting the established criteria.
6. Department heads or supervisors will continually evaluate the benefit of pooling University-owned vehicles to increase utilization of vehicles and to promote flexibility of employee transportation.
7. Individual institutions will monitor usage of their vehicles to ensure that the vehicles meet the required 10,000 mile official minimum or other criteria and report the results to the Fleet Administrator annually. The 10,000 mile minimum applies to vehicles assigned to individuals and to pooled sedans that regularly leave the campus. It does not apply to vehicles that are predominately used on campus (i.e., pickups, vans, that, for example, are used daily but accumulate little yearly mileage).
8. Should an improper or inefficient vehicle assignment continue to exist within an , the UMB Fleet Administrator will notify the school/department that the vehicle should be reassigned. Should the institution not take action on the vehicle within 60 days after notification, the Chancellor will initiate the reassignment or declare the vehicle surplus.

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### **EMISSION TESTING**

Because University of Maryland, Baltimore is located in the Metropolitan Baltimore Intrastate Air Quality Control Region, all sedans and light trucks are required to undergo a biennial exhaust emissions test. (Vehicles excluded are those with a gross vehicle weight in excess of 26,000 lbs., ambulances, and fire and rescue apparatus.)

Upon receipt of notification by the Motor Vehicle Administration, the UMB Fleet Coordinator will advise the department of the Emission Test Notice. It is the responsibility of the department to have the vehicle inspected and to forward a copy of the certificate to the Fleet Coordinator. Failure to comply with this requirement will result in revocation of the registration of the vehicle in question.

## **MEMORANDUM**

### **TO:**

**FROM:** Larry Butler, Fleet Coordinator

### **DATE:**

### **RE: Vehicle Emission Test Notice**

Attached, please find a vehicle Emissions Test Notice from the Maryland Motor Vehicle Administration. You will note the inspection must be completed on or before <insert date>.

Please arrange to have the vehicle inspected at the inspection station of your choice and forward a copy of the inspection certificate to me for file. If you have no preferred local inspection station, the College Park Motor Pool will inspect your vehicle for a fee of \$9.00 and payment can be via journal voucher transfer.

If you have any questions, please feel free to call me at extension 6-6619.

Attachments

## **MONTHLY MILEAGE AND MAINTENANCE FORM (UMFS-1)**

The UMFS-1 form replaces the MFOMS-1 Operators Report and must be completed monthly for each University-owned sedan, station wagon and LTV beginning July 1, 1992. Forms are to be submitted to the Fleet Administrator at College Park by the 10th of the next month; institutions should retain a copy of each form submitted.

### **HOW TO COMPLETE THE UMFS-1 FORM**

1. Vehicles will be tracked by LICENSE NUMBER and V.I.N. LAST 6 DIGITS. Check the appropriate box and use the same identification consistently. If using license number, and tags have been changed, note this on the form.
2. Enter VEHICLE MAKE & MODEL (i.e., Ford Taurus) AND YEAR.
3. Enter INSTITUTION (i.e., University of Maryland, Baltimore).
4. Enter the REPORT MONTH & YEAR (i.e., July 92 or 7/92).
5. Record the STARTING ODOMETER reading, which should be the same as the previous month's ending odometer reading.
6. Enter the assigned driver's name and commute zone only for vehicles which have been assigned to a specific driver who is authorized to commute as in item 5.
7. The DAILY/TRIP LOG section should be completed for each day and/or trip on which the vehicle is driven. COMMUTE MILES should not occur or be recorded except for drivers authorized to commute as in item 5. The last ODOMETER reading should be the end-of-month reading. Attach additional pages if needed.
8. Drivers and/or Department Coordinator (or designee) must record maintenance and repairs as they occur.
9. The shaded area at the bottom is to be completed by the Fleet Coordinator or designee. Expenses incurred during the month, except gas and oil added between changes, should be

included as MAINTENANCE or BODY/FENDER & ACCIDENT REPAIRS. Enter NUMBER OF TIRES ADDED AND ACCIDENT FREQUENCY, if any, for the month only.

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### **SAFETY INSPECTIONS**

All University of Maryland licensed vehicles must be inspected on a biannual basis to assure that the vehicles are clean, properly equipped, maintained and in good repair. Requirements include that:

1. A copy of a Vehicle Inspection Report (UMFS-19) will be completed at the time of the inspection.
2. Inspection records are to be kept on file in the Office of the UMB Fleet Coordinator.
3. Unsatisfactory conditions will be corrected within seven (7) days and such action recorded on the inspection sheet.
4. Fleet Safety will be notified in a timely fashion by the UMB Fleet Coordinator of all serious or unresolved safety-related issues.

### **MARYLAND FLEET OPERATIONS MANAGEMENT SYSTEM (MFOMS) FORMS**

(call 410-706-3221 to obtain these forms)