AUTHORIZED DRIVERS GUIDELINES

1. General Requirements for All UM Authorized Drivers

a. The driving record of each employee required to drive a UM vehicle as a part of his/her assigned duties must be reviewed by Angela Boxley in Environmental Health and Safety (EHS) at the time the employee begins work at UM 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 to Angela Boxley at EHS. Subsequent necessary reviews of the driving records of employees licensed in the State of Maryland will be conducted by EHS. The driving records for employees licensed in the State of Maryland are available to UM 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 UM. 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 Angela Boxley, Fleet Safety/Risk Management, who administers 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 UM-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 UM-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 UM-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 UM-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.
AUTHORIZED DRIVERS GUIDELINES

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 UM business while such suspension or revocation is in effect.

i. Any employee who operates a UM-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 UM 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 UM Authorized Drivers

a. Any UM 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 UM 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 UM 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 UM 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 UM 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.