Policy:
The University of Maryland in Baltimore will administer a Fleet Safety program in accordance with all applicable state, federal, and university procedures and policies in order to encourage safe vehicle operation by approved drivers.

Purpose:
To authorize Environmental Health and Safety to establish procedures for the University of Maryland in Baltimore to operate safely a fleet of vehicles within the framework of rules and regulations developed to satisfy both State and University of Maryland requirements.

Definitions and Terms:
The term "driver" refers to all part-time, full-time, volunteer, or student employee authorized to operate a University vehicle.

The term "vehicles" refers, but not be limited to, all cars, trucks, vans, buses, golf carts, lift trucks, and multi-purpose vehicles.

The term "CDL" refers to any vehicle operator holding a Commercial Drivers License as defined in both state and federal regulations.

Scope:
This policy, which covers all university employees operating a vehicle on university business, governs the administration of the following in accordance with the University's Fleet Safety Manual which is maintained by Campus Fleet Administrator, Office of Procurement Services, Mail Room Operations, Howard Hall.

Authorized driver list program
Authorized use of state/university vehicles guidelines and procedures
Authorized use of personal or rental vehicle
Safe driving programs
Accident/incident investigation
Vehicle insurance and claims management
Vehicle Accident Review Board (VARB)
CDL Driver program

Restrictions and Exclusions:
Vehicle Accident Review Board does not cover University Police who are exempt from the procedures dealing with accident/incident investigation due to existing federal law.

Responsibilities:
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.

Departments wanting to hire employees, who have driving a vehicle as part of their duties, should request the prospective employee to provide a current valid driving record for review by Environmental Health & Safety prior to being offered the position. The department must have the employee registered in the Authorized Driver Program before allowing them to operate a vehicle on university business.

Employees who operate university vehicles are required to abide by all procedures outlined in the University’s Fleet Safety Manual and applicable local, state, and federal laws.

Related/Impacted Policies:
Policy #: 6.16 University Fleet Administration Program
Policy:
The University of Maryland in Baltimore shall administer a Fleet Administration program in accordance with all applicable state, federal, University System of Maryland, and university procedures and policies.

Purpose:
To authorize the creation and administration of a campus Fleet Administration Program (FAP) in accordance with regulations and guidelines developed by the State and the University System of Maryland (through its designee, the Fleet Manager at UMCP).

Definitions and Terms:
The term “driver” refers to all part-time, full-time, volunteer, or student employee authorized to operate a University vehicle.

The term “vehicles” includes but is not limited to all cars, trucks, vans, buses, golf carts, lift trucks, and multi-purpose vehicles.

The procedures governing these programs shall be contained in the Fleet Administration section of the campus Fleet Manual which shall be maintained by campus Fleet Coordinator.

Scope:
This policy, which covers all university vehicles, governs the administration of the following in accordance with the procedures in the University’s Fleet Manual as outlined above.

Acquisition - Purchase, Lease, Gift or through a grant
Titling
Licensing
Traffic Citation Administration
Emission Testing
Inventory and Inspection
Proper Disposal

Restrictions and Exclusions:
None

Responsibilities:
Authority and responsibility for the administration of the campus Fleet Administration Program (FAP) has been delegated to the Director, General Procurement within Procurement Services (PS). The PS personnel responsible for the FAP shall develop and implement procedures dealing with all aspects of campus fleet administration.

Departments or units that operate university vehicles are required to abide by all procedures outlined in the University's Fleet Manual and applicable local, state, USM and federal laws.

University drivers receiving citations for any vehicle related violation are personally responsible for all fines and costs and can be, depending on the type and number of citations received, be required to attend a driver improvement class (See Vehicle Accident Review Board section of the Fleet Safety Program policy) in order to remain an authorized driver.

Related / Impacted Policies:
Policy #: 6.15 University Fleet Safety Program