

# University Fleet Safety Procedure

The University of Maryland, Baltimore shall establish a Fleet Safety program in accordance with all applicable state, federal, University System of Maryland, and University procedures and policies.

## **Purpose:**

To authorize the Office of Risk Management to establish procedures for the University of Maryland Baltimore to operate safely a fleet of vehicles within the framework of rules and regulations developed to satisfy both state of Maryland and University System 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 multipurpose vehicles.

The term “CDL” refers to any vehicle operator holding a Commercial Driver’s License as defined in both state and federal regulations.

## **Scope:**

This procedure pertains to 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, Strategic Sourcing and Acquisition Services, Howard Hall, Room 021 660 W. Redwood Street, Baltimore, MD 21201.

- 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 Office of Risk Management. Risk Management 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 the Office of Risk Management 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.

# University Fleet Administration Procedure

The University of Maryland, 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 of Maryland and the University System of Maryland (through its designee, the Fleet Administrator at UMCP).

## **Definitions and Terms:**

The term "driver" refers to all part-time, full-time, 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 multipurpose 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 of 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.

UMB 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 to remain an authorized driver.