



## General Rules for Drivers of University-Owned Vehicles

1. All university employees who operate university owned vehicles must comply with all policies, procedures, rules and instructions covering the use of university owned vehicles.
2. All drivers must possess a valid driver's license with fewer than six (6) points (if issued in Maryland) or that has been cleared through the MVA (if issued out-of-state); be at least 18 years of age; and be an employee or volunteer of the university. Persons not fitting these criteria are prohibited from driving university owned vehicles.
3. University owned vehicles will be used exclusively for official university business. Personal business or pleasure use is prohibited.
4. Passengers are limited to those persons who are properly authorized to participate in university functions with an employee traveling on official business. Where properly authorized, this includes the employee's spouse, students or guests of the university whose presence as a passenger is directly related to the employee's official business trip. Under no circumstances will children or family pets of faculty or staff members be permitted to accompany the staff member in a university vehicle.
5. It is the driver's responsibility to ensure the use of seat belts by all vehicle occupants.
6. All traffic and parking laws are to be obeyed. Any violation fines are the responsibility of the driver involved.
7. All accidents are to be reported within twenty-four (24) hours, even if another vehicle is not involved or there are no apparent injuries or damages.
8. Operators of university owned vehicles are personally responsible for vehicles operated by them. Should damage result through misuse or gross negligence, the operator may be required to make restitution to the university.
9. University vehicles may not be rented or loaned to outside groups, individuals, or organizations.
10. No university gas/credit card may be used for personal use.