TOWSON UNIVERSITY FLEET SERVICES

DRIVER CLEARANCE INSTRUCTIONS
(Please allow at least 5 business days for this process)

Step 1: Submit a Driver Clearance Application and a Signed General Rules Acknowledgement Form.

Step 2: Non Maryland Resident—Submit your official/certified state MVA driving record.
   If you carry an out-of-state driver’s license you must submit an official/certified driving record from your state’s MVA that goes back at least 3-years. On-line/photocopies cannot be accepted.

   Maryland Resident - It is unnecessary to submit your records, Fleet Services will obtain them.

   Students - Must submit declaration of insurance naming student as insured. Students currently employed by TU may skip this step.

Step 3: Complete the Maryland on-line Defensive Driving Technique (DDT) course through Towson University’s (TU) Skill Port. Once you have submitted all paperwork you will be contacted via e-mail with a link and sign-on for Skill Port with instructions.

When the process is completed we will notify you and your supervisor that you are cleared to drive TU cars and minivans. This clearance lasts for your tenure here at Towson University unless you acquire 3 or more points. If you require 10 passenger van clearance there will be further training, please allow additional time.

For questions regarding registration, training courses, or the Driver’s Clearance process please contact Fleet Services at 4-2481 or fleetservices@towson.edu.
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 3 points while driving.

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 a University function 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.

5. It is the drivers’ responsibility to ensure the use of seat belts by ALL vehicle occupants.

6. All traffic and parking laws are to be obeyed. Fines are the responsibility of the driver.

7. All accidents are to be reported within 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, individual, or organizations.

10. No University gas/credit card may be used for personal use.

11. Maryland Law prohibits smoking, texting and cell phone usage while driving a state owned or leased vehicles.

12. State owned or leased vehicles are NOT to be driven if school is closed due to inclement weather. If you are not sure if you should be driving call Fleet Svc. 410-704-2481.

13. Returns: Business Hours- Complete mileage, return Parking Pass, Credit Cards, Keys, Pen and Gas Receipts to pouch in notebook bring to Work Control.

Non-Business Hours- Complete mileage, return Parking Pass, Credit Cards, Keys, Pen and Gas Receipts to pouch in notebook lock notebook in vehicle.

Signed: _________________________________________________________

Print: ___________________________ Date: ____________

*Please fax completed application AND signed General Rules Agreement to TU Fleet Services at 4-4246 or e-mail it to Fleet Services at fleetservices@towson.edu
**Driver Clearance**

<table>
<thead>
<tr>
<th>Type of Clearance Needed (Check Only One)</th>
<th>Facilities Use Only</th>
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</thead>
<tbody>
<tr>
<td>CARS &amp; MINI-VANS ONLY (1-8 Passengers Only)</td>
<td>Driver Clearance Form</td>
</tr>
<tr>
<td>LARGE VAN</td>
<td>General Rules</td>
</tr>
<tr>
<td>Requires: A 1 Hour Check-Out/ Training</td>
<td>Student Insurance</td>
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<tr>
<td>Call 2481 after passing Defensive Driving Test to schedule van test.</td>
<td>MVD Record Sent</td>
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<td></td>
<td>MVD Record Received</td>
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<td>DD Access</td>
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<td>DD E-mail</td>
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<td>Large Van Test E-mail</td>
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<td>Large Van Test Passed</td>
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<td>Added to Master List</td>
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**Is Student Employed by Your Department?**

- Yes __
- No ___

**If Yes, Student's Insurance is Not Required**

**If No, Student's Insurance is Required**

**Additional Comments:**

**Department Head Name (Required - Print or Type):**

**Department Head Signature (Required):**

***Transportation Services Use Only***

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<tr>
<th>Approval</th>
<th>Disapproval</th>
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**Additional Comments/ Instructions:**

**DDT:**

**VT:**

**Transportation Manager Signature:**

**Date:**