



BOWIE STATE UNIVERSITY

TRANSPORTATION POLICY

&

PROCEDURES MANUAL

Effective: April 4, 2016

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DEPARTMENT OF TRANSPORTATION VEHICLE POLICY & PROCEDURES

1. VEHICLE REQUESTS

All vehicle requests must be submitted on-line via the University's VROOM reservation system at https://www.dbs.umd.edu/Motor_BSU at least three (3) business days prior to the requested usage date. Each request must be confirmed by e-mailing rchiles@bowiestate.edu from any Bowie State University (BSU) computer terminal.

Requests are accepted and confirmed from 8:00 am to 5:00 pm Monday through Friday. The Transportation Department is physically located in room 0108 of the Facilities Building. All requests for services made less than three (3) business days of the usage date will be assessed an administrative late fee of \$25.00.

Coach buses, Vans, and Cars are subject to fleet availability. The Department of Transportation (DOT) will provide suitable transportation for BSU personnel. If no BSU cars or vans are available one will be provided from a local rental car company at a reasonable rate and a \$25 surcharge fee.

The Motorcoach buses must be operated by BSU CDL Drivers only. All other drivers must be BSU Employees who have completed a Driver's Training class conducted by the BSU Human Resources Office. Driver's names, training certificate, copies of driver's licenses, and copies of current state driving records must be on file with the BSU DOT before they will be allowed to drive BSU or rental vehicles. If you have an out of state license, you are responsible for providing a valid and current copy of your driving record.

In the event that the University's Motorcoach buses are unavailable for usage, the DOT will obtain quotes from approved private bus companies that are on the University's bidder's list. Departments are not authorized to obtain quotes or contracts for transportation services.

The lowest bidder's quote will be forwarded to the requesting department, who will be responsible for creating a purchase requisition that will be converted into a purchase order by the University's Purchasing Department. This process assures that contractors will be paid in a timely manner. To expedite the process and guarantee that the buses are reserved, the requesting department should sign the quote and return it to the bus company with any additional instructions that may be necessary for the trip. Please include details of your trip in the comments section of the reservation request and submit your travel itinerary and manifest 72-hours before the scheduled departure of your trip. If this is not completed, you risk cancellation of your trip. DOT will not leave the campus without this paperwork on file. State employees who operate State-owned vehicles shall adhere to these policies and procedures and other instructions covering the use and operation of State-owned vehicles.

NOTE: Information regarding rental of vehicles will not be accepted verbally. All requests must be made in writing via the VROOM reservation system.

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II. DRIVER TRAINING

All Bowie State University (BSU) employees requesting the use of University owned or third party leased vehicles (Enterprise) must first successfully complete a Driver's Training program conducted by the BSU Transportation Department new employees and first time requests into the program.

In addition, all BSU Contract employees driving university owned vehicles as a part of their normal work requirements, must complete the same training.

All employees successfully completing the driver's training program will receive a certificate of training, which is valid for a period of two (2) years. After two years, all employees must be recertified in order to continue driving university owned vehicles by completing the on-line driver's training program. You must contact the BSU Office of Human Resources for access.

Because of new driving requirements issued by the State of Maryland any employee trained prior to January 1, 2012, must participate in, and successfully complete the BSU driver's training program prior to April 1, 2013.

Tanya Jones, in the Department of Transportation will be conducting Driver's Training classes on a monthly basis. Please contact Mrs. Jones at tjones@bowiestate.edu to determine when the next available training will be offered.

III. DRIVING RECORD REVIEW

Institutions and departments must exercise care in allowing individuals to operate University vehicles in order to promote safety, reduce liability, and costs associated with poor driving. Institutions will review the driving record of each employee permitted to use University vehicles when the employee begins work, and at least once a year thereafter. In addition, the University shall use the Motor Vehicle Administration's Special Attention Code Flag System to facilitate the record review function. Employees must provide their driving records upon request.

Employees who have driving records that show an accumulation of up to six or more points for moving violations will not be allowed to operate University vehicles. An employee whose driver's license is suspended or revoked may not operate a vehicle during the period that the suspension or revocation is in effect. Employees who have driving records that exhibit a general disregard for individual responsibility in operating a vehicle either through point accumulation, repeated violations, reckless driving, or driving while under the influence of alcohol or drugs may not be allowed to operate University vehicles.

IV. VEHICLE KEYS

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The BSU Transportation Office will issue all vehicles and Keys. Vehicles and keys must be returned to the DOT Office at the end of the requested rental period. If vehicles and keys are not returned on the required date, the DOT Office will continue to assess charges for each full day of service until the vehicle and keys are returned. If the keys are lost, the DOT office will charge the users department the replacement cost.

V. VEHICLE CHECKLIST

All employees who request to use university or rental vehicles are required to complete a vehicle checklist prior to accepting the vehicle. The checklist allows DOT to manage and track mileage and gasoline consumption. In addition, it allows both the driver and the DOT to mutually inspect and determine the condition of the vehicle prior to usage.

Driver's returning vehicles after completion of usage are responsible for assuring that a member of the BSU DOT inspects the vehicle in their presence to assess the physical condition of the vehicle.

Drivers returning vehicles after business hours should leave the keys in the DOT drop box. The drop box is located on the brick wall next to the entrance of the black iron wrought gate of the Facilities building and painted yellow. The Driver is responsible for returning to the DOT the next business day to meet with a member of the transportation department, and inspect the vehicle together. Drivers are responsible for reporting to the DOT any damage that occurs to the vehicle during the time the vehicle is in their possession (prior to return of the vehicle and mutual inspection).

You are responsible for the care and safety of the vehicle while in your possession. If you experience major problems (i.e. malfunction, breakdown, etc.), please notify DOT promptly and we will guide you on repairing the vehicle and pay for the cost of approved repairs. For minor problems (i.e. flat tire, etc.) please handle the repairs directly, and you will be reimbursed for approved repairs. Contact R. Chiles at (240) 470-0693 or after hours Campus Safety at (301) 860-4040 for emergencies only.

Note: All drivers should familiarize themselves with the vehicles operations prior to leaving State property. For example: Windshield wipers, headlights, four way flashers etc. Drivers must always wear seatbelts and use hands free devices for cellphone use during the operation of the vehicle.

VI. RATES

BSU vans are available at a flat rate of \$65 per day. BSU cars are available at a flat rate of \$45 per day.

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NOTE: If a DOT driver is requested and available to operate the vehicle for the requesting department, the flat rate is then charged per hour, per vehicle. These requests must be approved by the Transportation manager ahead of time.

Coach buses are available at a flat rate of \$90 per hour, per vehicle, with a four-hour minimum. Included in the four hours are one half hour at the beginning and one half hour at the end rental for preparation and clean up.

VII. COURIER SERVICES

The DOT provides Courier Services at a rate of \$31 per hour, to departments that need to have university documents, etc. delivered to, and picked-up from State Office Buildings in Annapolis, Maryland, etc. Courier Services must be approved by the Transportation Manager.

VIII. CANCELLATIONS

All cancellations for motor coach trips must be made in writing within 48 hours of the scheduled trip to avoid an administrative fee to be assessed at 10% of the total cost of the requested trip.

IX. CHARGEBACKS/PAYMENTS

All payments will be made by usage of the University's chargeback system. The bottom portion of the chargeback form must be completed in its entirety. Cash payments *will not* be accepted. The DOT will contact the individual that rented the vehicle if additional charges are applied.

- Additional charges will be included if the vehicles are damaged, vandalized, or left with garbage inside.
- Additional charges will be included if a vehicle is returned without a full tank of gasoline (required).
- Additional charges will be included if a vehicle is not returned to the DOT at the end of a requested period. Vehicles will be charged a daily rate until the vehicle and keys are returned.
- Additional charges will be included for lost keys and vehicles parked in the Facilities staff parking lot.

X. RETURNING VEHICLES

All departments returning state vehicles to the DOT must replace the used portion of fuel. If vehicles are not refueled before being returned to the DOT, the department renting the vehicle will be charged the cost of refueling plus a twenty dollar (\$20.00) refueling fee.

When vehicles are returned after normal business hours the vehicles must be parked in the student parking lots J or J1 across from the Student Center not in the rear of the Facilities Building outside of the Facilities/Transportation Gate. The keys must be

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deposited in the DOT key lock box painted yellow. All unattended vehicles must be properly secured (windows closed and doors locked). Vehicles parked in the Facilities lot and not parked in the student lot after business hours will be assessed a \$25 administrative fee per vehicle.

As stated in Section III above, Driver's returning vehicles after completion of usage are responsible for assuring that a member of the BSU DOT inspects the vehicle in their presence to assess the physical condition of the vehicle.

Drivers returning vehicles after business hours should leave the keys in the DOT key lockbox painted yellow. The Driver is responsible for returning to the DOT the next business day to meet with a member of the department and inspect the vehicle together. Drivers are responsible for reporting to the DOT any damage that occurs to the vehicle during the time the vehicle is in their possession (prior to return of the vehicle and mutual inspection).

XI. STANDARD BUS OPERATING PROCEDURES

- DOT Drivers are instructed to wait for the passengers for up to 30 minutes from the initial pick-up time listed on the vehicle rental agreement.
- DOT Drivers are responsible for managing the requested and agreed upon itinerary for the trip. Therefore, only DOT Drivers will safely navigate the direction and operation of the trip. Only at their discretion, will they deviate from the approved navigated route for a trip.
- DOT Drivers are instructed to return to BSU from all trips with everyone on the manifest that originally departed from BSU. Therefore, no one will be left, dropped off or picked-up. If there are extenuating circumstances, approval must be received by the Transportation Manager.
- When chartering more than one bus, the buses will travel as a group whenever possible. Unscheduled stops will be made only at the discretion of the driver and may be assessed additional fees.
- Absolutely no smoking or open alcoholic beverages will be permitted on any bus at any time.
- Lodging for the driver(s) on overnight trips, parking fees, and tolls are the responsibility of the group.
- It's the customer's responsibility to report any damages that occur to the buses at the fault of the customer. All buses are inspected before/after services have been provided. If any damages are found that were committed by the customer, the customer will be assessed the charges for repair.

The driver reserves the right to request that any passenger exit the bus if:

- The passenger smokes or posses open containers of alcoholic beverages.
- Violates The Code of Student Conduct as established by BSU.

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- Any activity occurs that limits the driver's ability to safely drive or affects the wellbeing of the passengers.

Please note: The State of Maryland State Vehicle Fleet Policies and Procedures states that Article, Section 2 under sub-article 2.02-6 [All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violations/ fines shall be the responsibility of the driver involved.] DOT must be notified of any violations/parking tickets immediately upon return of the rented vehicles.

The DOT reserves the right to cancel vehicle requests without notice in the event of safety concerns such as severe weather conditions and other emergency situations.

XII. MOTOR COACH AMENITIES

DOT gives the travelers peace of mind with exceptional comfort. Our motor coaches are equipped with features that keep the travelers comfort in mind. We do our best to accommodate individual needs and make their transportation experience a pleasure.

Our motor coaches feature:

- On-board WiFi (wireless internet)
- Standard Electrical Outlets in All Rows (120 Volts)
- On-board monitors with CD/DVD player with surround sound
- DIRECTV
- AM/FM Radio

XIII. ACCIDENTS/INCIDENTS

In the event of an accident, the Driver must stop immediately and contact the proper legal authorities to file a police report. All accidents must be reported regardless of the degree of damage sustained.

It is the responsibility of the Driver to take pictures of both vehicles and obtain at least one witness statement from the passengers. Once the Driver has contacted the proper legal authorities they must contact the Bowie State University Transportation Manager to report the accident.

It is the responsibility of the Department Head to advise the Vice President for Administration & Finance and the appropriate Cabinet members of the accident/incident in the event of any injury to students or employees.

The Transportation Manager will collect the completed insurance forms, witness statements, pictures, etc. prior to forwarding to the University's Insurance Coordinator.

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XIV. ACCIDENT REVIEW BOARD

The BSU Accident Review Board (ARB) will review all vehicular accidents and incidents that occur when a BSU employee has a university vehicle in his or her possession. The ARB will determine if the accident/incident was preventable or non-preventable.

If “Preventable”, the ARB will take corrective action based on the State Vehicle Fleet Policies and Procedures for Drivers of State Vehicles Manual, along with any additional policies dealing with the Statewide Driver Corrective Action Program. See the BSU Accident Review Board Policies and Procedures for more detailed information.

XV. DRIVER EVALUATION/SURVEY FORM

The DOT has developed and implemented a driver evaluation/survey form to be used for the evaluation of all Transportation Department Motor Coach travel and vehicle usage.

It is the intent of the DOT to use feedback from clientele to evaluate the performance of the Vehicles and Driver's to increase department efficiency and effectiveness.

BOWIE STATE UNIVERSITY WITNESS STATEMENT

Date: _____ Time: _____

Witness
Name: _____

Witness
Address: _____

Witness
Title: _____

Contact Number: _____

Witness Statement: _____

I voluntarily provide the above statement and affirm that to the best of my knowledge the information contained herein is accurate and true.

Witness Signature

VEHICLE INSPECTION REPORT



MOTOR TRANSPORTATION SERIES RENTAL AGREEMENT

INSPECTION REPORT

0057

VEHICLE # _____ CUSTOMER _____

F
U
E
L

OUT _____
IN _____

OUT

DATE _____ MILEAGE _____

IN

DATE _____ MILEAGE _____

CLEARLY INDICATE ALL DAMAGED AREAS AND BRIEFLY DESCRIBE DAMAGE (H = HOLE S = SCRATCH C = CRACK D = DENT)



OUT - Describe any damage

IN - Describe any damage

OUT - Describe any damage

IN - Describe any damage



OUT - Describe any damage

IN - Describe any damage

OUT - Describe any damage

IN - Describe any damage



OUT - Describe any damage

IN - Describe any damage

OUT - Describe any damage

IN - Describe any damage

Please do not park rental vehicles in the Facilities Staff Parking Lot. Please park the vehicles across the street in the Student Center Parking Lot I. Put the key in the Transportation Lockbox next to the Facilities gate on the end of the building.