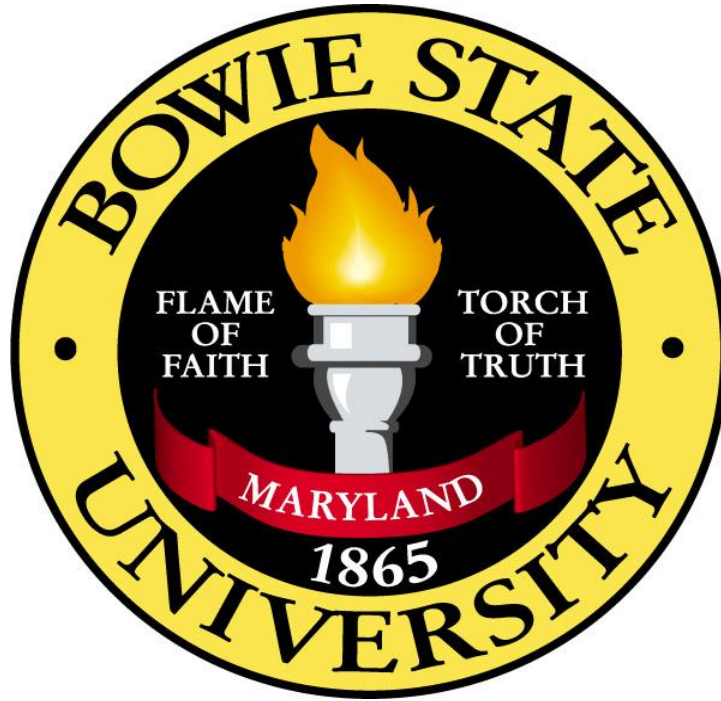
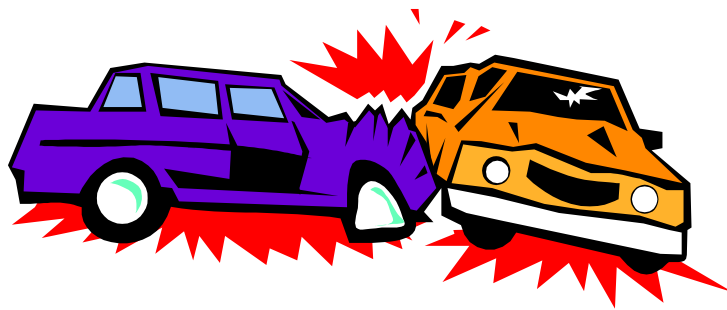




University Vehicle Accident Review Board Policy & Procedures



Bowie State University University Vehicles Policy Guidelines

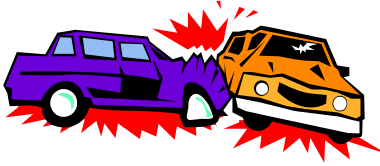


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Board Members

Antoinette Barnes.....Fleet Safety Coordinator
Mi'Shaun Stevenson.....Safety Manager
Glenn Isaac..... Technical Specialist
Lt. Djakarta Hall.....Law Enforcement Liaison
Temperance Ali.....Staff Representation

INTRODUCTION

The following represent the Bowie State University's (BSU) policy guidelines regarding the use of vehicles on University business. Additional Procedures of BSU policy may be found in The Transportation Department's Policy & Procedures.

Our campus is responsible for keeping current on any changes to BSU Policies & Procedures and Maryland laws and regulations on the use of vehicles. Additionally, our campus is responsible for obtaining official driving records on its employees who use vehicles on University business from the Department of Motor Vehicles.

PURPOSE

I. PURPOSE

To provide procedures for review of preventable accidents involving BUS Vehicles including busses.

II. PROCEDURES

- A. A bus involved in an accident/ incident shall not be moved until released by a transportation supervisor or the responding police officer.
- B. All accidents/incidents must be verbally reported to the Department of Transportation immediately, and in writing within 72 hours of the accident/incident.
- C. Any bus operator involved in two (2) preventable accidents/incidents within a 24 month period in which the bus operator is charged, either by police and or Department of Transportation, is subject to termination.

USE OF UNIVERSITY VEHICLES

The campus maintains University vehicles to provide transportation in the most effective, efficient, and safest way possible for University employees in the performance of their duties. The vehicles are to be used when cost savings can be realized. Public transportation is to be used in lieu of University vehicles when BSU Vehicles are not readily available. University vehicles shall be used only in the conduct of University business. This means "only when driven in the performance of, or necessary to, or in the course of, the duties of University employment." No University officer or employee shall use, or permit the use of, any University vehicle other than in the conduct of University business. Only University employees may drive University vehicles. The campus may not loan or lease a University vehicle to any non-state entity including BSU auxiliary organizations.

DEFINITION OF UNIVERSITY (BSU) EMPLOYEES

"University employees" are defined as those persons who have completed all prerequisites to BSU employment. This includes all BSU faculty and staff. Persons who are not "University employees," *are not authorized* to drive University vehicles. This includes students, Members of the Board of Trustees, as officers of the University, are not authorized to drive University Vehicles.

A University vehicle is defined as a motorized device for land transportation owned, lease

MISUSE OF UNIVERSITY VEHICLES

The following conditions are considered to be a misuse of University vehicles:

- Driving a University vehicle without authorization by proper University officials.
- Driving without valid *Maryland or other State* operator's license of the appropriate class for the type vehicle being driven.
- Permitting a person who is not a University employee to drive a University vehicle.
- Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
- Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle.
- Improper storage or parking of University vehicle.
- Personal use or conveying passengers other than persons directly involved with University or State business, except with the approval of employee's immediate supervisor.
- Failure to comply with any law, regulation, or policy regarding the use of University vehicles, including the requirement to have satisfactorily completed a University approved defensive driver training course.

Employees misusing University vehicles may be personally liable for damages to persons or property caused third parties and the legal expenses of defense since employees act outside of the course and scope of their employment during the misuse. Employees who misuse are also subject to disciplinary action by the University.

CAMPUS RESPONSIBILITIES

AUTHORIZATION TO USE UNIVERSITY VEHICLES - The campus has responsibilities concerning University vehicles. The BSU Transportation Department

is responsible for determining who meets the qualifying definition of a University employee and who will be authorized to drive on official University or State business and the types of vehicles they are qualified to use.

CONTROL - It is necessary for BSU to establish one point of control in order to:

- Fulfill the maintenance, safety and seat belt requirements.
- Control usage in accordance with Federal, State of Maryland, BSU, and campus laws, regulations, policies, and procedures.
- Verify and maintain all required logs.
- Ensure prompt reporting of motor vehicle accidents and a post-accident review by a safety coordinator and/or supervisor (this includes completion of the Accident Review Board's Report of Vehicle Accidents).
- Issue instructions and guidelines and clarify all relevant laws, regulations, policies, and procedures.

USAGE VIOLATIONS - It is the responsibility of the campus to control and regulate misuse. When misuse is discovered, it is the responsibility of the Review Board to determine the cost and send notification to the Appropriate Authority. Recovery of the cost of misuse is not to be considered a disciplinary action. The campus administration will determine what disciplinary action, if any, is appropriate.

CRITERIA FOR USAGE –

- The campus control office must determine that the following criteria have been met before releasing a University vehicle to an employee or authorizing an employee to use a vehicle on official University or State business:
 - The person requesting vehicle use is, in fact, a University employee *in active, State-funded pay status or in Contingent Position*.
 - Written
 - The Transportation Department has obtained a copy of the person's driving record from the Department of Motor Vehicles and it is judged by university guidelines that the person has a good driving record.
 - The person has satisfactorily completed a BSU approved defensive driving course.

DRIVING RECORD REVIEW

Institutions and departments must exercise care in allowing persons to operate University vehicles in order to promote safety and 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. Use of the Motor Vehicle Administration's Special Attention Code Flag System, whenever possible, will facilitate the record review function. Employees must provide their driving records upon request.

Employees who have driving records that show an accumulation of 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 points accumulation, repeated violations, reckless driving, or driving while under the influence of alcohol or drugs may not be allowed to operate University vehicles.

Section A

Accident Reporting



What to do immediately after a accident

Motor Vehicle Accident Reporting Procedures

1. Stop as near to the scene as is safely practical; avoid blocking traffic and otherwise potential danger to others.
2. Dial 911. Request that a police officer respond to the scene and prepare a formal Police Report. If necessary, notify appropriate emergency medical and/or fire/rescue authorities. Cooperate fully with police and emergency authorities.
3. **DO NOT** admit any negligence or fault or offer settlements.
4. Provide identification to involved parties.
5. Obtain contact information, name & address of witnesses and all involved parties.
6. Protect University property.
7. Notify the Transportation Department at (301) 860-4210 as soon as possible. Accidents involving evacuation by emergency medical personnel must be reported immediately by telephone to the Transportation Manager at (301) 860-4211.
8. Complete and submit written accident report within 72 hours in accordance with BSU guidelines.
9. BSU Fleet Coordinators should advise claimants/attorneys to contact the BSU Insurance Coordinator, Mi'Shaun Stinnett at (301) 860-3471 for questions and instructions for filing a formal notice of claim. Each Institution may have its own additional reporting requirements.
10. Forward all correspondence related to claims to Mi'Shaun Stinnett's attention.

STATE OF MARYLAND AUTOMOBILE LOSS REPORT

State Treasurer's Office
Insurance Division
80 Calvert Street
Annapolis, MD 21401
800-942-0162 410-260-7684 Fax 410-974-2865

Agency Name & Location:	Contact's Name & Address:
Phone #	Phone #
Date of Accident:	Time: AM/PM
Location of Accident:	
Description of Accident:	
Police Authority Contacted: Yes No	Report #:
Police Jurisdiction/Department:	
Agency Vehicle	
Driver Using Vehicle With Permission? Yes No	
Year:	Tag #
Make:	VIN:
Model:	
Owner:	Driver's Name:
	Driver's Address:
Phone #:	Date of Birth:
Contact Person:	Phone #:
Describe Vehicle Damage:	
Other Vehicle or Property Damaged	
Identify Vehicle or Property: Year: Make: Model: Tag #:	
Insured? Y/N Name of Insurance Company:	
Owner's Name:	Driver's Name:
Address:	Address:
Phone #	Phone #
Describe Vehicle Damage:	
Injured Persons:	
Name & Address:	Name & Address:
Phone #	Phone #
Age:	Age:
Witnesses or Passengers:	
Name & Address:	Name & Address:
Phone #	Phone #
Reported by (Please Print or Type Name)	Signature:
Phone #	Date:

Bowie State University Witness Statement Form

Date:_____ Time:_____

Witness
Name:_____

Witness
Address:_____

Witness
Title:_____

Contact Number:_____

Witness
Statement:_____

I have given the following statement and it is true and accurate to the best of my ability.

Witness Signature:_____

Driver Rules & Acknowledgement Form

1. All Institutional 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 driver's license that is valid in the State of Maryland. An employee having a driver's license with six (6) or more points for moving violations shall not operate a State vehicle.
3. University vehicles may be driven only by authorized employees of the University. Students may drive when employed by the University if they are at least 18 years old and assigned as a driver in their work assignments. Each campus may, in addition, designate in writing several **qualified** students or volunteers to serve as non-employee volunteer drivers when the need for such is justified. Volunteers are subject to a driving record review and their participation is **limited to the specific pre-approved need**.
4. University-owned vehicles may be used exclusively for official University business. Personal business or pleasure use is prohibited.
5. Passengers are limited to those persons whose presence is directly related to an employee's official business trip and who are properly authorized to participate in a University function with an employee traveling on official business.
6. It is the driver's responsibility to ensure the use of seat belts by all vehicle occupants.
7. All traffic and parking laws are to be obeyed. All violation fines are the responsibility of the driver involved. State and University funds may not be used to pay for any type of fine incurred by the driver.
8. All accidents are to be reported within 24 hours even if another vehicle is not involved or there are no apparent injuries or damages. An accident report must be obtained from the Police having jurisdiction where the accident occurred.
9. A monthly travel log must be maintained for each University vehicle. The log must identify all vehicle expenses and be completed promptly at the end of each month. The travel logs shall be retained within departments and made available for audit upon request.
10. University-owned vehicles are to be maintained in accordance with manufacturer recommendations. All warranties are to be fully exercised.
11. 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.
12. Each Department must ensure that all drivers have access to the most current version of the University Driving Rules.
13. The driving and use of University vehicles by students and volunteers are subject to the following limitations:
 - A. Travel directly related to the curricula of the Institution
 - B. Team travel that has been organized to **formally** represent the Institution
 - C. Travel directly related to the business functions of the Institution, where deemed appropriate and necessary by the Institutional administration
14. University vehicles may not be rented or loaned to outside groups, individuals, or organizations. Subject to availability, other campuses within the University System of Maryland may use University vehicles.

Name: _____

Date: _____

April 2008

Department:

Supervisors Name:

Phone #:

Acknowledgement

The undersigned certifies he/she has read all of the Driving Rules for University Vehicles.

I am aware that a violation of these rules would be just cause for disciplinary action

Signature:



MOTOR TRANSPORTATION SERIES
RENTAL AGREEMENT
INSPECTION REPORT

0502

VEHICLE # _____ CUSTOMER _____

F OUT _____
U _____
E IN _____
L _____

DATE _____ MILEAGE _____ 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

Signature - MTS

Customer's Signature

Signature - MTS

Customer's Signature

By signing this form you agree that there is no prior damage to the vehicle. If this vehicle incurs damage while assigned to you, you are solely responsible for the damage sustained to the vehicle. Claiming no knowledge of how damage occurred does not alleviate you of liability.

(Please review and let me know if this statement is acceptable. It will have to be added to the back of the form because there is no room to put it anywhere else).

NANCY K. KOPP
TREASURER



BERNADETTE T. BENIK
DIRECTOR OF OPERATIONS

MARYLAND STATE TREASURER
LOUIS L. GOLDSTEIN TREASURY BUILDING
ANNAPOLIS, MARYLAND 21401

May 6, 2008

**CERTIFICATE OF INSURANCE
LIABILITY - SELF-INSURANCE PROGRAM**

ISSUED BY:

State of Maryland
State Treasurer
80 Calvert Street, Room 400
Annapolis, Maryland 21401

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded under the Maryland Code.

STATE AGENCY:

Bowie State University
14000 Jericho Park Road
Bowie, Maryland 20715
Attention: Mishaun Stinnett

**SELF-INSURANCE PROTECTION UNDER MARYLAND TORT CLAIMS
ACT, MD. STATE GOVERNMENT CODE ANN. §§ 12-101-110**

THIS IS TO CERTIFY THAT INSURANCE COVERAGE LISTED BELOW HAS BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION, OR ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED AND DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH PROGRAMS OF SELF-INSURANCE.

Type of Insurance	Effective Date	Expiration Date	Liability Limits
GENERAL & AUTOMOBILE LIABILITY - MARYLAND TORT CLAIMS ACT	7/1/2007	Continuous	\$200,000 per single claimant for injuries arising from a single incident or occurrence, pursuant to MD State Government Code Ann. § 12-104 (a)(2)

Description of Operations/Locations/Vehicles/Special Items:

RE: Evidence of Insurance for Above Referenced State Agency.

CANCELLATION - Should the above described coverage be canceled before the expiration date thereof, the State of Maryland will endeavor to mail 30 days written notice to the certificate holder named below, but failure to mail such notice shall impose no obligation or liability of any kind upon the State, its agents, or representatives.

CERTIFICATE HOLDER:

To Whom It May Concern

AUTHORIZED REPRESENTATIVE

Felicia Stewart
Underwriter, Insurance Division

TELEPHONE NUMBERS:

410-260-7333 TOLL FREE: 1-800-974-0488 TTY: 1-800-735-2238

ADMINISTRATION: 410-260-7934 BANKING SERVICES: 410-260-7270 DEBT MANAGEMENT: 410-260-7155
EXECUTIVE: 410-260-7390 INFORMATION TECHNOLOGY: 410-260-7100 INSURANCE: 410-260-7684 INVESTMENTS: 410-260-7120

April 2008

Appeal Process

- All appeals must be in writing within 30 days of ARB decision
- All appeals will be heard by the President's Office
- Once an appeal is heard by the President's Office, the decision is final.