



*Prepare for Life*

## MEMORANDUM

**TO:** Faculty and Staff  
**FROM:** Steve Jost  
Director of Purchasing  
**DATE:** December 5, 2008  
**SUBJECT:** Policy and Procedures for Vehicle Reservations

---

On behalf of the Bowie State University Department of Transportation (DOT), please make note of the following:

According to University Policy & Procedures located at, [http://www.bowiestate.edu/UploadedFiles/about/cabinet/admin\\_finance/procurement/policy/transport.pdf](http://www.bowiestate.edu/UploadedFiles/about/cabinet/admin_finance/procurement/policy/transport.pdf), all vehicle requests must be submitted on-line via [https://www.dbs.umd.edu/Motor\\_BSU](https://www.dbs.umd.edu/Motor_BSU) **at least five (5) business days** prior to your travel date. Due to last minute requests and scheduling conflicts we will no longer accept phone reservations. The **only** reservations that will be acknowledged are those that are entered via the above on-line reservation system. Please save this link for future use. You will be assigned a reservation number from our Transportation Reservation System when you have completed the online reservation process.

As a reminder, all requests are subject to fleet availability and ***NO phone reservations or walk-ins*** will be accepted. **All requests for services made within two business days of the usage date will be assessed an administrative late fee of \$50.00.** The DOT will provide suitable transportation for BSU personnel. If no BSU vehicles are available one will be provided from a local rental car company at a reasonable rate. All other drivers must be BSU Employees and their names and driver's license numbers must be on file with the DOT before they will be allowed to drive BSU or rental vehicles.

These rules will be strictly adhered to without exceptions. Please feel free to contact the Department of Transportation at 301-860-4210 should you have any questions.