



BOWIE STATE UNIVERSITY

TRANSPORTATION POLICY

&

PROCEDURES MANUAL

Effective: May 2009

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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 VAROOM reservation system at https://www.dbs.umd.edu/Motor_BSU at least 5 business days prior to the requested usage date. Each request will be confirmed via e-mail confirmation and assigned a reservation number from the Transportation Reservation System.

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 within two business days of the usage date will be assessed an administrative late fee of \$10.00.

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.

The coach and mini-coach buses must be operated by BSU CDL Drivers only. All other drivers must be BSU Employees and their names and driver's license numbers must be on file with the BSU DOT before they will be allowed to drive BSU or rental vehicles.

In the event that the University's coach 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 contract for transportation services.

The low bidder's quote will be forwarded to the requesting department, which will be responsible for creating a purchase requisition, which 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.

All 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 VAROOM reservation system

II. VEHICLE KEYS

The BSU dispatcher will issue vehicles and keys from the Transportation Office. 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.

III. 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 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).

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 during the operation of the vehicle.

IV. RATES

BSU vans are available at a flat rate of \$50 per day. BSU cars are available at a flat rate of \$40 per day.

The mini coach bus is available at a flat rate of \$55 per hour, with a two-hour minimum. Included in the two-hour minimum are one half hour at the beginning and one half hour at the end of rental for preparation and clean up of the vehicle.

Coach buses are available at a flat rate of \$75 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.

V. COURIER/CHAUFFEUR SERVICES

The DOT provides Courier and Chauffeur Services to the executive staff. Courier and Chauffeur Services are available at a flat rate of \$20.00 per hour, with a two-hour minimum.

VI. 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.

VII. 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.

VIII. 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. When vehicles are returned after normal working hours the vehicles must be parked in the rear of the Facilities Building outside of the Transportation Gate and the keys must be deposited in the key lock box. All unattended vehicles must be properly secured (windows closed and doors locked).

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 lock box. 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).

IX. STANDARD OPERATING PROCEDURES

- Drivers are instructed to wait for the passengers for up to 30 minutes from the pick-up time listed on the vehicle rental agreement.
- When chartering more than one bus, the buses will travel as a group whenever possible. Unscheduled stops will be made at the discretion of the driver.
- Absolutely no smoking or open alcoholic beverages will be permitted on any bus at any time.
- Lodging for the driver on overnight trips, parking fees, and tolls are the responsibility of the group.

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.
- 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.

X. 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 and witness statements prior to forwarding to the University's Insurance Coordinator.

DRIVER ELIGIBILITY

In order to be eligible to drive a State vehicle a driver must have a driver's license valid in the State of Maryland and appropriate for the class of vehicle driven and have **five (5) or fewer points** on his/her current driving record. State of Maryland Policies and Procedures for Drivers of State Vehicles

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

0502

VEHICLE # _____ CUSTOMER _____

F OUT _____
U IN _____
E
L

OUT

IN

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