Appendix 1

STATE OF MARYLAND
DEPARTMENT OF BUDGET AND FISCAL PLANNING
TREASURY BUILDING, ANNAPOLIS, MD 21404

TO: ALL DRIVERS OF STATE VEHICLES

Attached is a copy of the General Rules for Drivers of State Vehicles.

Drivers are requested to carefully read all of the rules, sign the acknowledgment at the bottom of the page and return same to the Agency Department Head.

Drivers of State vehicles who are found in violation of these rules are subject to disciplinary action.

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ACKNOWLEDGEMENT

The undersigned certifies he has read all the General Rules for Drivers of State Vehicles.

I am aware that a violation of these rules would be just cause for disciplinary action under the State Merit System Law.

SIGNED: _____

NAME: _____

AGENCY: _____

CLASSIFICATION: _____

DATE: _____

(Please print or type)

Appendix 1 (Cont'd.)

General Rules for Drivers of State Vehicles

(1) All drivers must have a driver's license which is valid in the State of Maryland.

(2) All drivers shall operate State vehicles in a manner that reflects concern for safety and courtesy towards the public.

(3) An employee having a driver's license with six (6) or more points for moving violations shall not operate a State vehicle.

(4) State vehicles shall be driven only by State officials and authorized employees. Exceptions to this rule must have written authorization from the Department of Budget and Fiscal Planning.

(5) State vehicles shall not be used to conduct personal business, to transport members of the family, e.g., transporting children to and from school, or for pleasure. Passengers in State vehicles must be authorized persons on State business.

(6) No person may drive or ride in the front seat of a State motor vehicle unless properly restrained by the occupant restraint device. It shall be the driver's responsibility to ensure that the passengers use the available restraint devices.

(7) 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 violation fines shall be the responsibility of the driver involved.

(8) All accidents are to be reported to agency headquarters, within twenty-four (24) hours, even if another vehicle is not involved or there are no apparent injuries or damages.

(9) A daily travel log (VMIL00) shall be maintained in each State sedan or LTV vehicle on a monthly basis unless exempted by the Secretary, DBFP. Logs must indicate all destinations by official and commute mileage, even if driven by different individuals. Agencies are required to have these logs available for audit purposes.

General Rules for Drivers of State Vehicles

(10) State vehicles are to be properly maintained. Vehicles assigned to agencies unable to provide scheduled maintenance are to be guided by oil change, lubrication and maintenance recommendations of the manufacturer. All warranties are to be exercised.

(11) The driver of a State vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle.

(12) Operators of State vehicles are personally responsible for vehicles operated by them. Should damage to a State vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.

(13) The use of State of Maryland vehicle service/credit cards is restricted to State vehicles and under no circumstances are to be left in custody of service station or maintenance facility attendants.

(14) Whenever possible, trips should be planned to coincide with other employee travel requirements so that vehicles are used efficiently and economically.

(15) Willful disregard of these rules is considered just cause for disciplinary action.

March 1, 1985

OCCUPANT RESTRAINT DEVICES

1. All State-owned motor vehicles shall be equipped with such occupant restraint devices (e.g., seat belts, shoulder harnesses, air bags, etc.) as were mandated by Federal Motor Vehicle Safety Standards in effect at the time the particular vehicle was manufactured.

2. All occupant restraint devices installed in State-owned motor vehicles shall be maintained in proper operating condition. The head of the agency to which the vehicle is assigned shall be responsible for making sure that these devices are maintained in proper working order.

3. Except as specified in Section 7 of this regulation, no State employee or other person shall operate a State-owned motor vehicle in which the occupant restraint devices for each occupied seating position in the front seat are not completely operational.

4. Except as provided in Section 7 of this regulation, no person may drive or ride in the front seat of, a State-owned motor vehicle, or any other motor vehicle being used to conduct official state business, unless properly restrained by the occupant restraint device available at the occupied seating position. Anytime a front seat passenger is not a State employee, it shall be the driver's responsibility to insure that the passenger uses the available restraint device.

5. Personnel found to be in violation of this regulation are subject to disciplinary action as follows:

   a. First instance - counseling by supervisor followed by memorandum of understanding.

   b. Second instance or any subsequent instances - counseling by supervisor and notation in the employee's personnel employment record.

   c. Three instances within any 180 day period - an official reprimand recorded in the employee's personnel employment record.

   d. Four or more instances within any 180 day period - suspension of the privilege of using a State-owned motor vehicle for a period of six months.

   e. Any instance noted in an accident report, or developed in subsequent investigation of an accident involving a State-owned motor vehicle, which indicates that the front seat occupant restraint devices in the State vehicle were not being properly utilized when the accident occurred shall result in the suspension of the State vehicle driver's privilege of using a State-owned motor vehicle for a period of one year.

NOTE: During the time period when any such suspension is in effect, the person subject to the suspension may not be reimbursed for the use of a privately owned vehicle in the conduct of State business at a rate greater than one-half the normal private mileage reimbursement rate in effect during the period of suspension.

6. Except as specified in Section 8 of this regulation, any attempt by a State employee to disable the occupant restraint devices installed in a State-owned motor vehicle shall be deemed an act of willful insubordination and destruction of State property subject to immediate suspension without pay pending filing of charges for dismissal.

7. A State employee may operate a State-owned motor vehicle without using the occupant restraint devices only when it is necessary in order to transport the vehicle directly to the repair facility where the devices are to be repaired or replaced and made fully operational.

8. The occupant restraint devices installed in a State-owned motor vehicle may be temporarily disabled or removed by vehicle maintenance personnel only when it is necessary in order to perform maintenance on or effect repairs to the vehicle or the restraint system.

9. The head of the agency to which vehicles are assigned are responsible for the implementation and enforcement of this regulation.