

STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
P. O. Box 548, HANOVER, MARYLAND 21076

Rules for Drivers of State-Owned Vehicles or
Privately-Owned Vehicles on Official State Business ¹

1. All drivers must have a driver's license (in their possession), which is valid in the State of Maryland.
2. All drivers operating State-owned vehicles shall attend and complete the MDOT Driver Improvement Program training within six (6) months of employment and complete a refresher driver-training program every three (3) years thereafter. This includes employees operating privately owned vehicles on official State business.
3. All drivers shall operate State-owned vehicles in a manner that reflects concern for safety and courtesy towards the public.
4. An employee having a driver's license with six (6) or more points for moving violations shall not operate a State-owned vehicle.
5. The driving record of each authorized driver will be reviewed by the Office of Fleet, Facilities and Administrative Services (OFFAS) when the driver signs the Acknowledgement Statement and when information is received regarding an authorized driver's accumulation of points via the MVA's Special Attention Code Flag System.
6. Drivers with out-of-state driver's licenses must provide a certified copy of their driving record to the OFFAS when they sign the Acknowledgement Statement, and annually thereafter. Drivers with out-of-state driver's licenses must notify the Fleet Manager of the OFFAS if they accumulate more than five (5) points on their driving record. This notification must occur within ten (10) days of the points being assessed.
7. State-owned vehicles shall be driven only by State officials and authorized employees conducting official State business. Whenever possible, trips should be planned to coincide with other authorized driver travel requirements so that vehicles are used efficiently and economically.
8. State vehicles shall not be used for personal reasons, including transporting friends or members of the family (for example, transporting children to and from school), or for pleasure.

¹ NOTE: The rules are in compliance with the guidelines issued by the Department of Budget and Management.

9. Passengers in State vehicles are limited to persons being transported in connection with State business.
10. There shall be no smoking in State vehicles.
11. A Vehicle Mileage Log shall be maintained in each State sedan or LTV on a monthly basis.
12. All drivers must complete a Vehicle Mileage Log, indicating all destinations by official and commute mileage. Agencies are required to keep these logs for audit purposes.
13. An authorized driver shall operate a State vehicle in accordance with any license requirements, such as corrective lenses, daytime only, etc.
14. The driver of a State vehicle shall take every precaution to ensure the safety of passengers. No person may ride in a State vehicle unless properly restrained by a seat belt. It shall be the driver's responsibility to ensure that all passengers are properly restrained.
15. 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 traffic and parking violations and fines, including any late fees or penalties, are the responsibility of the driver involved. Failure to promptly pay a violation or fine may result in disciplinary action.
16. Employees driving State vehicles are required to comply with all State and local laws regarding the use of mobile communications devices while driving. If a mobile communications device must be used by an employee while driving a State vehicle, a hands free device must be used. Drivers are encouraged to keep mobile communications device use to a minimum. Whenever possible, employees should not make or receive calls while driving. Only in the case of an emergency is the use of a hand-held mobile communications device without a hands free device permitted. Employees may not use a text messaging device to write or send a text message while operating a motor vehicle in motion or in the travel portion of the roadway, except to use a global positioning device (GPS) or to contact a 9-1-1 system. This section does not apply to law enforcement officers or operators of authorized emergency vehicles while driving in the course of State business.
17. 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.
18. Authorized drivers of State vehicles are personally responsible for vehicles operated by them. If a State vehicle is damaged beyond repair as a result of

misuse or gross negligence the operator of the vehicle may be required to make restitution of the difference between the amount obtained as salvage value and the amount of the current wholesale value of the vehicle as reported in the National Auto Research Black Book Used Car Market Guide, MD Edition.

19. An authorized driver, including an Agency Head, charged with a moving violation or a must appear violation while driving a State vehicle shall notify his/her Agency fleet manager immediately, and in no case later than the following business day. Failure to timely report the receipt of a moving violation or a must appear may result in disciplinary action.
20. Modifications to State vehicles for personal reasons are prohibited. If necessary for official State business, the Agency may approve the modification of a State vehicle. Bumper stickers are prohibited.
21. State vehicles shall be fueled from the Statewide Automated Fuel Dispensing and Management System except for emergencies or rare and unusual circumstances when such use is not possible. When available, alternative fuel shall be used in bi-fuel and flexible-fuel vehicles.
22. Authorized drivers of pool vehicles are responsible for reporting observed mechanical problems to the Fleet Manager of OFFAS or the Fleet Manager's designee.
23. State employees shall be reimbursed for legitimate and documented parking and toll expenses incurred while conducting State business.
24. Control of mileage reimbursement is the responsibility of the work unit. Individuals who approve expense reports will be accountable for ensuring that mileage is properly reported and reimbursed.
25. All drivers should contact ARI (1-800-353-3864) in case of an accident or mechanical problem. If the employee is involved in an accident, the employee is also required to contact the Fleet Manager, their supervisor, and fill out a First Report of Injury Form. Submit the First Report of Injury Form to MDOT's Office of Risk Management.
26. A fuel card is issued to an employee and is to be used only by that employee and only for State vehicles. A fuel card assigned to a vehicle is to be used for only that vehicle and is to remain in that vehicle at all times.
27. A MAXIMO Vehicle Reservation request must be submitted prior to the time a pool vehicle is needed for State business. The request should be submitted as soon as possible for scheduling reasons. An employee will not be issued a State vehicle or be reimbursed for using a privately-owned vehicle on official State business if the employee has not completed the MDOT Driver Improvement Program training as prescribed by policy.

28. All pool vehicles must be returned to the OFFAS on the date and time stated on the original work order request. Exceptions to this policy can be made, however, the employee must contact the Fleet Manager or the Fleet Manager's designee for approval.
29. State vehicles must be returned to the OFFAS with a minimum of a half tank of gas and parked in the assigned parking space.
30. When using a State vehicle for State business, we ask that you park your personal vehicle on the upper parking lot. Under no circumstances are you permitted to leave your personal vehicle in an assigned State parking space.
31. Assignment of a State vehicle to an individual authorized driver is based solely on the requirement for official use, and should result in the most effective and economical use of the vehicle. In assigning State vehicles, Agency fleet staff shall consider the driver's expected official mileage accumulation, specific field assignment, and the need for specialized vehicle equipment in performance of the driver's job.
32. In most cases, drivers who are assigned a State vehicle are subject to a commute charge. The commute charge is based on the driver's normal commute from their home to their assigned office at a per mile rate determined by DBM. This charge is collected via payroll deduction and will be amended by the Agency if the driver moves, is reassigned to a new office, or is assigned a higher cost vehicle.
33. The assigned driver shall complete a State Auto Commute Charge Form (MFOMS-17) prior to accepting assignment of a State vehicle. This form will be provided by the Fleet Manager.
34. All commute miles shall be recorded in the Vehicle Mileage Log. If an authorized driver leaves home in a State vehicle and comes to the assigned office any time during the day, the normal one-way commute mileage shall be recorded on the Vehicle Mileage Log. If the authority driver returns home that same day, a normal two-way commute shall be recorded on the Vehicle Mileage Log. However, if an authority driver leaves home and conducts business without stopping at the assigned office, mileage up to the driver's normal round trip commute is to be recorded as commute miles on the Vehicle Mileage Log, and only those miles in excess of the driver's normal commute are to be recorded as official miles on the Vehicle Mileage Log.
35. Every individual who commutes in a State-owned or leased motor vehicle is required to report use of the vehicle as a fringe benefit for income tax purposes. This requirement applies to assigned drivers who pay the State commute charge as well as those who the State exempts from

paying the commute charge. The exception is those employees who commute on an occasional or infrequent basis (once a month or less) or commute in a qualified nonpersonal-use vehicle as defined by the IRS. In both cases, exceptions will be determined by the agency.

36. Each driver is personally responsible to the IRS for the submission of accurate information to his employer. The taxable fringe benefit will be calculated based on IRS guidelines, and reported on an Auto Fringe Value Calculation/Reporting Form. The Agency will notify authority drivers annually of reporting requirements and provide forms and instructions.
37. Authorized drivers who are assigned a vehicle share responsibility with the Agency fleet manager for assuring that their assigned vehicle is properly maintained. Authorized drivers shall discuss the Agency maintenance requirements, procedures, and the driver's specific responsibilities for maintenance with the Agency fleet manager or their designee.

APPROVED: Harold M. Bartlett
Harold M. Bartlett
Deputy Secretary
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