



THE UNIVERSITY OF BALTIMORE DRIVERS AUTHORIZATION GUIDELINES FOR STATE OWNED VEHICLES

To obtain UB State Owned Vehicle Drivers Authorization; you must comply with the following:

1. Fill out the UB State Owned Vehicle Authorization Request Form.
2. Print and sign name on Acknowledgement of Regulations.
3. Department Head must print and sign name where indicated.
4. Photocopy Drivers License front and back.
5. Return packet to UB Police Department (Charles Royal Rm 101).
6. UB Police Department performs an MVA record check for all applicants having a Maryland State License. Applicant's having out-of-state licenses; he/she must attach a certified copy of their driving record.
7. UB Police Department official approves request ensuring all requirements, forms, signatures, etc. are completed.
8. When notified that your new BEE Card is available, report to CR 101, present your identification. The new BEE Card must be picked up on the date of notification. All Parking/Building Access levels etc. will be loaded on new card. Surrender your old BEE Card at this time. UBPD will dispose the old card.

NOTE: Issue the complete policy to the applicant and tell them to read the entire policy

THE UNIVERSITY OF BALTIMORE STATE OWNED VEHICLE DRIVER AUTHORIZATION RULES AND REGULATIONS FORM

- Drivers are required to read all of the rules. Sign the acknowledgement statement and return the forms to UBPD.
- State owned vehicles shall only be operated by drivers who have met the requirements outlined below.

AUTHORIZED OPERATORS

- A University of Baltimore employee possessing a valid Maryland driver's license. No more than 5 points against their driving record and a valid University of Baltimore drivers State Vehicle Authorization will be considered an authorized operator.
- A University of Baltimore employee with an out-of-state drivers license, who has provided a certified copy of their driving record, has no more than 5 points against their driving record and signs the Acknowledgement Statement (annually). Drivers with out-of-state licenses must report the accumulation of more than 5 points within 10 days of the points being assessed.

VEHICLE USAGE

- University owned vehicles will be used exclusively for official University business only.

RESPONSIBILITY

- Operators are responsible for damage to a vehicle which results from their misuse, abuse or negligence. The operator may be required to make restitution to the University. Operators are to obey all applicable traffic regulations.

PASSENGERS

- Restricted to adults authorized to accompany the operator on official University business.
- **Under no circumstances are children permitted as passengers.**

SEAT BELTS

- The operator is responsible for all occupants use of seat belts.

TRAFFIC/PARKING VIOLATIONS

- The operator is personally responsible for any/all moving violations and parking citations.

NO SMOKING

- No smoking or lighted tobacco product permitted, *at any time*, in a UB/State vehicle.

NO TEXTING OR HAND-HELD CELL PHONE USE

- Texting or reading a text while operating a UB/State vehicle is a violation of State law and strictly prohibited.
- Hand-held use of a cell phone, receiving/making a call, is in violation of State law and is strictly prohibited while operating a UB/State vehicle.

**THE UNIVERSITY OF BALTIMORE STATE OWNED VEHICLE AUTHORIZATION
REQUEST FORM**

To: Drivers of University Of Baltimore State Owned Vehicles

Print Full Name _____

Driver License Number _____

Exp. Date- State License _____

Date Of Birth _____

Home Address _____

Ext. at UB _____

Department _____

Approval By Department Head

Signature _____

Print _____

Date _____