

SHA'S GENERAL RULES FOR DRIVERS  
OF STATE-OWNED VEHICLES AND EQUIPMENT  
AND PRIVATE VEHICLES USED FOR STATE BUSINESS

WHO MAY DRIVE:

1. A driver of state-owned vehicles and equipment must have a driver's license which is valid in the State of Maryland for the particular type of vehicle or equipment being operated and must be authorized to operate the vehicle/equipment. Only employees who are paid by Central Payroll in the Comptroller's Office are eligible for authorization.
2. An employee having six (6) or more points on his or her driving record may not operate State-owned vehicles or equipment.
3. An employee may not operate state vehicles or equipment on public roadways or areas accessible to the public while his/her driver's license is suspended or revoked.
4. An employee with a poor driving or accident record may be prohibited from operating state vehicles/equipment regardless of the number of points on the employee's driving record.
5. In order to be eligible for authorization to operate state vehicles/equipment, an employee with a driver's license issued by a state other than Maryland must furnish their current official driving record (listing points) to the Accident Review Board's Administrator at the time of employment, then annually, and as requested thereafter, at the employee's expense. Additionally, successful completion of our Driver Improvement Training (DIP) is required and must remain current.
6. An employee who is found guilty, pleads guilty, or accepts a nolo contendere for an alcohol/drug violation on or off the job may have his/her privilege to use state vehicles/equipment suspended immediately by the responsibility center head pending a hearing by the SHA Accident Review Board. This is in addition to any action which may be deemed appropriate in accordance with SHA's Substance Abuse Policy.

## SHA'S GENERAL RULES FOR DRIVERS

### GUIDELINES FOR USE:

1. State vehicles shall not be used to conduct personal business.
2. Passengers in state vehicles must be authorized persons on state business. No employee is authorized to transport family members who are not state employees in state-owned vehicles/equipment.
3. Employees who are assigned a state-owned vehicle are expected to travel directly between their residence and work site by the shortest practical route. Travel reimbursement for the use of private vehicles on state business is to be calculated using the shortest practical route.
4. No person may drive or ride in a state vehicle or private vehicle that is used for state business unless properly restrained by the occupant restraint device (seatbelt). It shall be the driver's responsibility to ensure that all passengers use the available restraint devices.
5. Employees should operate state vehicles/equipment and personal vehicles used to conduct state business in a safe manner so as to reduce the likelihood of accidents and ensure the safety of the employee, passengers, the public and state property.
6. Employees operating state vehicles/equipment and personal vehicles used to conduct state business shall show courtesy and respect toward general public.
7. All traffic and parking laws are to be obeyed. Safe and defensive driving principles, practices, and techniques are to be used. Posted speed limits are to be obeyed and safety must be considered for existing road conditions at all times. Fines or penalties for violations/citations will be the responsibility of the individual who committed the violation, without benefit of any type of reimbursement from the state.
8. Whenever any form of precipitation causes the windshield wipers to be used, headlights must also be used.
9. There shall be no smoking in state vehicles.

SHA'S GENERAL RULES FOR DRIVERS  
GUIDELINES FOR USE (continued):

10. Fuel Cards:

- a. A six-digit PIN is now issued to an employee, and is unique to each person. Employees should not share their PIN with anyone. New hires should have their supervisor or HR representative contact the Equipment Division to receive this PIN. Social Security numbers are NOT needed for this process and should not be given out.
- b. A fuel card assigned to a certain vehicle is to be used for that vehicle only and must remain in the vehicle.

Safety Recommendations:

- a. Mobile phones should be turned off or not in use during refueling.
- b. Since static electricity, on occasion, has ignited gasoline fumes, employees should not re-enter the vehicle while fueling is in progress.

11. A vehicle or piece of equipment with a safety defect is not to be operated.

12. Maintenance

- a. Drivers/operators are personally responsible for inspecting vehicles/equipment prior to use. The tires, wipers, lights, etc., are to be checked for observable defects. Any observable defects, damage, or mechanical problems are to be reported immediately to the employee's supervisor. The vehicle/equipment must be restored to proper operating condition before it is to be driven on any public road/highway.
- b. If an employee discovers a mechanical problem after beginning use of a vehicle/equipment, the employee should park in the safest location possible and contact his/her supervisor.
- c. Employees assigned a state vehicle/equipment are to ensure oil changes, lubrications, cleaning, and all other maintenance and repairs are performed as directed as well as maintaining a clean litter free interior as required by equipment memorandums and SHA policy.
- d. State vehicles/equipment shall be free of all non-authorized internal and external decorations such as bumper sticker decals, flags and signs.

SHA'S GENERAL RULES FOR DRIVERS  
GUIDELINES FOR USE (continued):

- e. 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.

13. Accidents/Incidents:

- a. An operator involved in an accident must request a police agency to investigate the accident and must cooperate fully with the investigating officer(s).
- b. An operator involved in a minor accident should move the vehicle/equipment off the traveled roadway if possible.
- c. All accidents, damage, theft, or vandalism must be reported to the employee's supervisor as soon as discovered.
- d. An operator who discovers previously unreported damage to state vehicles/equipment must notify their supervisor at once and complete the necessary accident/incident reports.
- e. An operator involved in an accident must complete an accident report within 24 hours even if:
  - (1) Another vehicle is not involved
  - (2) The other party does not want a report filed
  - (3) There are no apparent injuries or damage
- f. SHA is self insured through the Maryland State Treasurer's Office. Therefore, claims for damage to state property and liability claims are administered by the Treasurer's Office.
- g. Costs incurred as a result of an accident involving an employee's personal vehicle for state business is the responsibility of the employee and the employee's private insurance company, except when an employee is called for an emergency (see Administrator's Directive SHA 5901.1.1).

SHA'S GENERAL RULES FOR DRIVERS  
GUIDELINES FOR USE (continued):

- h. Operators are personally responsible for the safe operation of state vehicles or equipment being used by them. All accident reports will be reviewed by the Accident Review Board to determine if there was anything reasonable the operator could have done to prevent the accident. In the event of a preventable determination, corrective action will be administered, and is separate from any disciplinary actions taken by the operators' responsibility center.

14. Security:

- a. Operators of state vehicles/equipment are to take all reasonable precautions to ensure the security of the vehicle/equipment.
- b. State vehicles/equipment are to be locked when parked, and the keys are to be removed.
- c. The State is not responsible for the loss, damage, or theft of personal property left in state vehicles.

15. Alcohol and Drugs:

- a. An employee shall not operate state vehicles or equipment while having measurable blood alcohol concentrations or under the influence of illegal drugs.
- b. Employees shall not transport or consume alcohol/drugs in state vehicles/equipment.
- c. An employee who is using prescribed or over-the-counter medication which may affect their ability to operate state vehicles or equipment safely must report such to his or her supervisor.
- d. An employee who operates state vehicles or equipment must comply with SHA's Substance Abuse Policy (please refer to this policy in its entirety).

GENERAL:

- 1. The State Highway Administration is committed to having safe, professional drivers who use a high degree of care, common sense, courtesy, defensive driving procedures to protect the public and their co-workers from accidents and injuries.

SHA'S GENERAL RULES FOR DRIVERS  
GUIDELINES FOR USE (continued):

2. Drivers of state-owned vehicles/equipment are continually under close scrutiny by the public and are vulnerable to criticism. By careful adherence to the rules, regulations, policy listed, we can keep criticism to a minimum.
3. Employees driving state vehicles are required to comply with all state and local laws 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 to a minimum. Radio communication is permitted as necessary.
4. All employees are advised that their driving records are "flagged" by the Motor Vehicle Administration upon employment with SHA. The MVA regularly notifies the SHA's Accident Review Board every time there is a change to that record, including CDL Medical Certification expirations. If the change involves a conviction which may impact your duties or eligibility to drive, the Accident Review Board's Administrator will notify your supervisor and possibly the responsibility center head.
5. All employees are required by the Department of Budget and Management and MDOT to read the General Rules and sign the attached Acknowledgement card every two years regardless whether you drive, or are licensed in the State of Maryland.
6. These rules, procedures, and policies apply to all SHA employees, all state-owned vehicles or equipment, and all applicable sections to any privately owned or leased vehicle being used for state business. Violation of these driving rules may result in: counseling, training, disciplinary action, suspension or revocation of driving privileges, ineligibility of expense reimbursement, loss of vehicle assignment, reimburse state for damages or involuntary demotion.