



## STUDENT REQUEST FOR USE OF STATE VEHICLE And DESIGNATION OF VOLUNTEER STATUS

**TO REQUEST A VEHICLE:**

1. Complete "Vehicle Request" section - list authorized drivers only – only one form per vehicle trip. No vehicle will be released without a signed request.
2. Read policy and obtain all necessary signatures. For overnight use of a vehicle, the vice president and dean of the College must approve the request.
3. Deliver completed form to Office of Student Activities for signature of the SGA Administrator.
4. 48 hours after form is given to Student Activities, contact Physical Plant (ext. 4287) to confirm the vehicle reservation.

**NOTE:** Only students who have completed the driver's certification course and have had their driving records cleared through MVA (forms available at Public Safety Office) are authorized to drive state vehicles and may be listed as drivers below.

<b>Name of student requesting vehicle (Primary Driver):</b>	
<b>Organization/Club:</b>	<b>Phone:</b>
<b>Secondary Drivers (if applicable):</b> 1. _____ 2. _____ 3. _____	<b>Purpose of Travel:</b>
<b>Estimated Total Mileage:</b>	<b>Destination:</b>
<b>Type of Vehicle Requested:</b> ( ) 12-passenger van                      ( ) Standard 4-passenger sedan                      ( ) 7-passenger Minivan ( ) Other _____	
<b>Pick up day: date, and time:</b>	<b>Return day: date, and time:</b>
<b>Others traveling in vehicle:</b> _____ _____ _____	
<b>POLICY/SIGNATURE OF AUTHORIZED STUDENT/VOLUNTEER DRIVER(S)</b>	
By signing, I certify that the State-owned vehicle provided for this travel will be used only for the purpose described above. I will be responsible for this vehicle and its use and will comply with the "General Rules for Student/Volunteer Drivers of State Vehicles" (reverse). I understand that I will be held financially responsible for the assigned vehicle in cases of misuse and/or gross negligence.	
Primary Driver: _____	Date: _____
Secondary Driver: _____	Date: _____
<b>Approval</b>	
<b>Signature: Budget Manager/ SGA Administrator:</b> _____	<b>Date:</b> _____
<b>Signature: Advisor</b> _____	<b>Date:</b> _____

Revised 9/05

# ST. MARY'S COLLEGE OF MARYLAND: VEHICLE USE

State/College vehicles driven by students are limited to the following uses:

1. **Travel is directly related to the curricula of the College.** Examples include field trips being taken by a class, transporting guest lecturers, transportation in support of volunteer services as approved by the office of Student Activities. Examples of prohibited student use include transportation to job interviews, transportation in connection with an individual student or group of students (less than the full class), academic work for which they are receiving academic credit, support of social functions such as shopping trips, trips to amusement parks, etc.
2. **Team travel, which has been organized to formally represent the College.** This includes club teams recognized by the SGA.
3. **Travel directly related to the business functions of the College** where deemed appropriate and necessary by the administration.
4. Under no circumstances shall State and College vehicles be loaned or operated by any individuals, groups, or organizations not expressly authorized on the approved Vehicle Request Form. Students shall not take a State or College vehicle to their residence or their family's residence.

## GENERAL RULES FOR STUDENT/VOLUNTEER DRIVERS OF STATE VEHICLES

1. Only drivers approved through Public Safety as authorized drivers may operate State vehicles.
2. Only those drivers designated on the vehicle request form may operate State vehicles.
3. All drivers shall operate State vehicles in a manner that reflects concern for safety and courtesy toward the public.
4. State vehicles shall be driven only by State officials, authorized employees, and designated volunteers.
5. State vehicles shall not be used to conduct personal business, or to transport members of the family (for example, transporting children to and from school), or for pleasure. Only those passengers listed on the request form may be passengers in the State vehicle.
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 primary 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. Report all accidents to both the Public Safety office and Physical Plant within 24 hours; even if another vehicle is not involved or there are not apparent injuries or damages. Notify Public Safety immediately in the case of serious bodily injury. Public Safety will notify the Vice President and Dean of the College or the Director of Student Activities.
9. 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.
10. Operators of state vehicles are personally responsible for vehicles assigned to them. Should damage to a State vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.
11. Individual must fill out mileage and destination on MFORMS-1, located in the orange folder in the vehicle.
12. Under no circumstances will alcohol (open or closed containers) be allowed in a State vehicle.
13. Physical Plant will record the condition of the vehicles upon return. Individuals returning vehicles in an unsatisfactory condition may be denied further usage of vehicles.
14. Willful disregard of these rules is considered just cause for disciplinary action and denial of future usage.

**I UNDERSTAND and will adhere to the above rules:**

**Signature of Primary Driver:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Secondary Driver:** \_\_\_\_\_ **Date:** \_\_\_\_\_