

PN 3.012

(Revised)

ASSIGNMENT AND USE OF STATE VEHICLES

Generally, priority in assignment of state vehicles for official university business and stipulated by the State Department of Budget and Fiscal Planning and the University of Maryland System (cars, vans and the minibus) will be given to use beyond the Frostburg/Cumberland area on a first-come, first-serve basis. However, the following stipulations apply:

1) Upon at least one week's notice, the Admissions Department will be given priority consideration for two cars;

2) Upon at least one week's notice, the Educational Professions Department will be given priority for one car;

3) Upon at least one week's notice, priority will be given for two cars for instruction beyond the Frostburg/Cumberland area;

4) Upon at least one week's notice, the Biology Department will be given priority for one van;

5) Priority in assignment of the Bobcat van will go first to Athletics, and then to other users, provided that non-Athletics users may not make reservations more than two weeks in advance, may not go more than 200 miles from campus one-way, and must return the van within 24 hours;

6) The minibus will be assigned only to groups of 15 or more. A Commercial Driver's license is required to operate the minibus.

7) Reservations for any vehicle may not be made more than six months in advance. Reservations are subject to cancellation, in view of the priorities detailed above.

8) Exceptions to this policy may be made only by the president or the president's designee.

Ref. BOR VI - 4.10