

UNIVERSITY OF MARYLAND

UNIVERSITY RECREATION & WELLNESS - SPORT CLUBS DRIVING POLICY

Driver Approval

Under guidelines enacted by the University of Maryland, each Sport Club member who drives a University-owned vehicle or any other vehicle for club purposes must submit a driving record for review and be added to the list of Sport Club members on our special code of drivers with Maryland licenses at the Division of Driver Records, Motor Vehicle Administration. This special code allows us to receive any changed information (address, name) or violations (tickets, suspensions) to the club member's record for as long as he/she remains a member of a sport club.

Policy requirements are as follows:

- A. Each sport club member with a state of Maryland driver's license who intends to drive a University vehicle or other vehicle for club purposes must have a driving record on file at the time the sport club member is designated a driver for the sport club team. Drivers licensed in the state of Maryland will undergo a driving record review by the Division of Driver Records, Motor Vehicle Administration.
- B. Any sport club member whose driving record shows an accumulation of six (6) or more points, shall not be allowed to operate a University-owned vehicle or be named a designated sport club driver for any vehicle until the accumulated point total is reduced below four (4).
- C. Once the driving record is received and approved, each sport club member has the responsibility to report to the Assistant Director-Sport Clubs the accumulation of six (6) or more points for moving violations, as well as the suspension or revocation of his/her license.
- D. Any sport club member whose driver's license is suspended or revoked shall not be allowed to operate a University vehicle or be named as a designated sport club driver of any vehicle during the period such suspension or revocation is in effect.
- E. Any sport club member who knowingly operates a University vehicle or is the designated sport club driver in any vehicle while his/her license carried six (6) or more points or is suspended or revoked will be subject to disciplinary action up to and including dismissal from the University for willful misconduct.

Driver Responsibilities

Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, alert, etc.). Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Ensure luggage is packed so that the driver's view is not obstructed.
- Make sure that he/she is comfortable with the size of the vehicle.
- Ensure that all passengers are in their seat belts prior to departure.
- Focus on driving. Do not change the radio station, adjust the temperature, talk on cell phones, text message, etc. The front seat passenger is responsible for those items.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets including any processing fees. Report all traffic and/or parking violations to the Assistant Director-Sport Clubs within 24 hours of your return to campus.
- Keep a safe following distance.
- Drive defensively - be prepared for the unexpected.
- Stop for fuel when the fuel gauge drops below 1/4 full.
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
- Ensure a rest stop of not less than 15 minutes must occur every 2.5 hours.
- Do not drive for more than 4 hours at a time. If the driver is sleepy, switch immediately.
- Ensure no travel occurs between the hours of midnight and 6:00am unless otherwise authorized by the Assistant Director-Sport Clubs.

Personal Vehicles

It is the responsibility of the club officers and advisor to make sure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage, including third-party liability. The University of Maryland assumes no responsibility for the use of private vehicles. Friends or relatives are not allowed to travel with club members. Only approved travelers may ride in the vehicle. **NOTE:** The owner of the vehicle assumes liability for everything that happens to and in that vehicle. There will be no mileage reimbursements for private vehicles.

Accidents

All accidents are to be reported to local Police immediately. In addition, all accidents must be reported within 24 hours to the Assistant Director-Sport Clubs or designee. For accidents involving vehicles that are leased or rented from Motor Transportation Services, the accident must also be reported to Motor Transportation Services at 301.405.5482. All accidents must be reported even if another vehicle is not involved or there are no apparent injuries or damage. An accident report must be obtained from the Police having jurisdiction where the accident occurred. Drivers of University Vehicles are personally responsible for vehicles operated by them. Should damage result from misuse or gross negligence, the driver may be required to make restitution to the University.

DRIVING POLICY AGREEMENT

Initial as Appropriate

_____ I will IMMEDIATELY notify RecWell, through the Assistant Director-Sport Clubs, if there is a change in the status of my driver’s license (i.e. revoked, suspended, points added).

_____ I have a valid license with less than six (6) points.

_____ I understand that serving as a Sport Club driver is a large responsibility; if I am not comfortable with it, I understand that I should consider making alternative travel arrangements.

By signing below, I confirm that I have read, understand and agree to abide by all requirements and guidelines of the University Recreation & Wellness Sport Clubs Driving Policy as listed within this document. In addition, I warrant that the information I have provided is true and accurate and falsification of any information may result in suspension or revocation of my membership in the RecWell Sport Clubs program.

Name (print)

Date

Signature

Sport Club

Driver’s License Number

State of Issue

Date of Birth

License Expiration Date

ATTACH A COPY OF YOUR DRIVERS LICENSE TO THIS FORM AND RETURN IT TO THE SPORT CLUB OFFICE OR THE MEMBER SERVICES DESK IN THE EPPLEY RECREATION CENTER.

RecWell USE ONLY
Sent: _____ By: _____
Entered: Sport Club Database