Fleet Vehicles Care and Use

1. **Purpose / Background**
   To standardize rules and regulations pertaining to the care and use of MIT vehicles (owned, rented or leased), and protect the workforce and student body from potential injury. Motor vehicle accidents are the leading cause of occupational fatalities in the United States.

2. **Scope**
   This SOP applies to employees and students who operate vehicles (including passenger automobiles, small vans and trucks) on Institute business and will be reviewed by Department, Lab or Center (DLC) managers and supervisors to ensure full implementation and compliance.

   This SOP does not apply to Commercial Motor Vehicles (CMV’s) regulated under the Federal Motor Safety Regulations 49 CFR 382, 390-399 or to off road or road ready motorized equipment.

3. **Prerequisites**
   All vehicle operators must possess a valid motor vehicle driver’s license issued by the state in which they reside.

4. **Roles & Responsibilities**
   4.1 **DLC**
   Each DLC which uses or assigns vehicles to students or employees for use, a vehicle(s) owned, leased or rented by MIT will appoint a fleet coordinator to oversee the administration of the use of the vehicle(s) assigned to employees or students within the DLC.

   DLCs that operate MIT vehicles are required to abide by all procedures outlined in this SOP and applicable local, state and federal laws.

   Each DLC must maintain a list of all drivers within the DLC authorized to operate an MIT vehicle. The list must include the name of the driver, Driver’s License number, class and expiration date.

   All vehicles shall be maintained to manufacturer standards and Commonwealth of Massachusetts RMV safety standards.

   All occupant restraint devices installed in Institute vehicles owned or leased vehicles shall be maintained in proper operating condition.

   All records of service and maintenance shall be maintained for the life of the vehicle.

   In the event of an automobile accident involving personal injury or property damage, the fleet coordinator will insure that the accident report will be distributed as specified by the Registry of
Motor Vehicles as well as copies provided to MIT EHS Office, MIT Risk Management Office and if the accident on campus the MIT Campus Police must be notified.

4.2 Drivers
MIT drivers who receive citations for any vehicle related violation are personally responsible for the payment of all fines and costs associated with the citation. Depending on the type and number of citations the driver may be subject to disciplinary action.

Drivers must observe all traffic regulations.

Each driver must receive authorization from the head of the DLC (or designee) to operate an MIT vehicle.

Drivers shall not operate MIT vehicles while intoxicated or impaired by the use of drugs or alcohol.

Drivers must not drive when conditions are hazardous (this includes but is not limited to; fog, heavy rain, snow or ice conditions). Drivers must use good judgment when assessing driving conditions.

Windows and mirrors must be clear and unobstructed.

Drivers should conduct a pre–trip inspection prior to the operation of the vehicle. The pre-trip inspection should include but not be limited to lights, turn signals, horn, brakes, windshield wipers and fluid, and tires. Any deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle must be corrected immediately. Vehicles found to be in an unsafe condition are not to be operated until repairs are completed.

All persons riding in the vehicle must wear a seatbelt. Drivers must not transport persons not wearing a seatbelt.

Drivers involved in a property damage or person injury accident must inform their supervisor and prepare an accident report. The accident report must be distributed as specified by the Registry of Motor Vehicles as well as copies provided to MIT EHS Office, MIT Risk Management Office and if the accident on campus the MIT Campus Police must be notified.

4.3 EHS
The EHS Office will develop and provide training programs as needed or required.

5. Drivers License /Driver Qualifications
Refer to Human Resources SOP

Drivers operating vehicles with GVW of 10,001 lbs must possess a FMCSA required medical certificate. The main physical requirements include good hearing, 20/40 vision with or without corrective lenses, and a 70-degree field of vision in each eye. Drivers must not be color blind.
Drivers must be at least 18 years of age and must have been a licensed operator for at least 2 years.

6. **Motorcycles**
   Motorcycles must not be purchased or leased for Institute business except by MIT Campus Police.

7. **Passenger Vans**
   Passenger vans with seating for more than 10 passengers shall not be purchased or leased for Institute business except by the Transportation Department.

8. **References**
   8.1 **Standards**
      FMCSA – Federal Motor Carrier Safety Administration
      RMV- MA Registry of Motor Vehicles

   8.2 **Other SOP/ SOGs**
      EHS -0080 Commercial Motor Vehicles

9. **Definitions**
   **Employee Driver**- Any full time or part-time employee operating a MIT owned, leased or rented vehicle for authorized purposes.

   **Student Driver**- Any full time or part-time registered MIT student at least 18 years of age, with at least 2 years driving experience operating a MIT owned or leased vehicle for authorized purposes.