Summary
MIT Fleet Vehicle Use
SOP-0098

Synopsis:
This document is to standardize rules pertaining to the care and use of MIT vehicles. This applies to students and employees who operate vehicles (passenger automobiles, small vans and trucks) on Institute business. This Document does not apply to Commercial Motor Vehicles (CMV) regulated under the Federal Motor Safety Regulations 49 CFR 382,390-399 or to off road or road ready motorized equipment.

All vehicle operators must possess a valid motor vehicle driver’s license issued by the state in which they reside. Driver License / Driver Qualifications, refer to Human resources SOP

Drivers operating vehicles with GVW of 10,001 lbs must possess a FMCSA required medical certificate including vision and hearing requirements.

Drivers must be at least 18 years of age and must have been a licensed driver for at least 2 years

Motorcycles must not be purchased or leased for institute business except by the MIT Campus Police.

Passenger vans with seating capacity for more than 10 passengers shall not be purchased or leased for Institute business except by the Transportation department.

Summary Procedure:
1. Each DLC will:
   - Appoint a fleet coordinator.
   - Maintain a list of all drivers authorized to operate MIT vehicles (driver, license no., class, expiration date)
   - Abide by all procedures outlined in the SOP.
   - Maintain vehicles to manufacturer standards and MA RMV Safety Standards.
   - Maintain all service and maintenance records for the life of the vehicle.
   - Distribute all vehicle accident reports as specified by the MA RMV as well as to MIT EHS Office, MIT Risk Management Office and if the accident occurred on campus the MIT Campus must be notified.

2. Drivers will:
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- Observe all traffic regulations.
- Pay all fines and penalties associated with any citations received. The driver may also be subject to disciplinary action.
- Receive authorization from the head of the DLC (or designee) to operate an MIT vehicle.
- Not operate MIT vehicles while intoxicated or impaired by the use of drugs or alcohol.
- Keep windows and mirrors clear and unobstructed.
- Conduct a pre-trip inspection prior to the operation of the vehicle. The pre-trip inspection should include but not limited to lights, turn signals, horn, brakes, windshield wipers, and fluid and tires. Correct any deficiencies that would jeopardize the safe operation of the vehicle immediately.
- Wear seatbelts as required of all persons riding within the vehicle.
- Inform their supervisor and prepare a report of their involvement in any incidents which result in any bodily injury or property damage. Distribute the report as specified by the MA Registry of Motor Vehicles as well as provide copies to MIT EHS Office, MIT Risk Management, and if the incident happened on campus, the MIT police must be notified.

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

- Motorcycles must not be purchased or leased for institute business except by the MIT Campus Police.
- Passenger vans with seating capacity for more than 10 passengers shall not be purchased or leased for Institute business except by the Transportation department.