
 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b> EHS-04-007.08
	<b>Revision # 6</b> 08.18.10
	<b>Implementation Date:</b> 11/01/04
<b>Title:</b> <b>EHS Vehicle Use</b>	<b>Page #:</b> 1 of 7
<b>SOP Author:</b> Nadia Morrison	<b>Approval:</b>  <hr/> Director

## EHS Vehicle Use

### 1. Purpose / Background

This document outlines the procedures and policies for using EHS vehicles, including the EHS Van, the EHS-RPP van, and the EHS-Emergency van.

### 2. Scope

This document outlines policies for who can drive these vehicles, how they are to be operated, what they can be used for and procedures to follow for reserving/checking out a vehicle, regular maintenance, and what to do in case of accident or breakdown. This document will also specifically outline the procedure to settle parking ticket disputes.

### 3. Prerequisites



Anyone who wishes to drive an EHS vehicle must have a valid driver's license and comply with all motor vehicle regulations. Vehicles are to be used for Institute business ONLY. Any use outside of official MIT business must be approved through the appropriate Associate Director, Deputy Director and / or EHS Director.

### 4. Procedures

#### a. Use of the EHS van:

Any EHS Office employee can use this van for MIT business.

To gain **authorization** to use the EHS van, you must have a valid driver's license. No one is allowed to drive a MIT vehicle if his or her license is revoked. To check it out, please see the receptionist who keeps the van clipboard in the top drawer of the desk. Check the calendar to make sure no one has reserved the van. Upon taking the key, please record where you are taking the van and the approximate time of checkout. Please make sure to return vehicle to the "Reserved EHS Parking" spot in the Windsor Lot or designated parking area in the STATA Center during winter months, depending on the weather. Lastly, return the key promptly to the clipboard and record the ending mileage, amount of gasoline left in the tank, and time of return.

 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b> EHS-04-007.08
	<b>Revision # 6</b> 08.18.10
	<b>Implementation Date:</b> 11/01/04
<b>Title:</b> <b>EHS Vehicle Use</b>	<b>Page #:</b> 2 of 7
<b>SOP Author:</b> Nadia Morrison	<b>Approval:</b>  <hr/> Director

**b. Transporting hazardous chemicals in EHS vehicles**

- The transport of any amount of radioactive material, High Consequence Biological Material, or Select Agent toxin triggers compliance with Commercial Drivers License and placarding requirements, along with DOT Security Plan provisions. Every effort should be made to avoid transporting these materials in EHS vehicles.
- In certain circumstances, small quantities of hazardous materials may need to be transported in EHS vehicles as a matter of carrying out the work of the Office. In such cases, EHS Office staff shall be aware of the Materials of Trade Exemption conditions and shall ensure the quantity limits and transport requirements are met. Refer to Section 4.2 of the SOP EHS-0080 "Commercial Motor Vehicles".

**c. Reserving the EHS van:**

To **reserve** the van, check the attached calendar on the clipboard to make sure no-one else has reserved it and indicate the times you would like the van (such as: dates reserved for servicing, Lincoln Lab, Bates, Haystack, etc.).



**d. Other EHS Vehicles / Responsible Person:**

- Emergency Response Van - Emergency & Business Continuity Planner
- RPP Van - RPP Associate Director

**e. Checking out the Gas Card:**

The gas card can ONLY be used for fueling the EHS vehicles.

To check out the gas card, retrieve it from the Receptionist and log your name and date. After you use the card, please retain the original receipt and return it with the gas card to Receptionist. Once the card is returned, the receipt is logged into a spreadsheet to keep a running tally of gas expenditures for the fiscal year and then remitted to Personnel Administrator for invoice reviewing, filing, and end of the month reconciliation.

 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b> EHS-04-007.08
	<b>Revision # 6</b> 08.18.10
	<b>Implementation Date:</b> 11/01/04
<b>Title:</b> <b>EHS Vehicle Use</b>	<b>Page #:</b> 3 of 7
<b>SOP Author:</b> Nadia Morrison	<b>Approval:</b>  <hr/> Director

**f. Vehicle Breakdown:**

Contact EHS Personnel Administrator or Facilities' Grounds Dept. Administrative Assistant for assistance and/or to coordinate a time for necessary repairs to be made.



**g. Accidents:**

All accidents involving an MIT-owned vehicle should be reported to the **Insurance Office, Building 12-090**. Additional information can be found at: [http://vpf.mit.edu/site/insurance/policies\\_procedures/automobile/automobile\\_accident\\_s](http://vpf.mit.edu/site/insurance/policies_procedures/automobile/automobile_accident_s). You may print a copy of an Automobile Accident Report here (using Adobe Acrobat) <http://www.mass.gov/rmv/forms/accident.htm> or contact this office to obtain a copy. The completed form should be returned to the Insurance Office and a copy should also be given to the EHS Personnel Administrator.

To be assured that your claim will get prompt attention, please make sure that all pertinent information has been completed, to include:

- Date and location of accident; make/model/yr. of vehicle
- VIN and registration number
- MIT driver, contact name & phone number
- Other driver/owner name, address and phone no. (if applicable)
- Extent of damage to vehicle(s) (as specific as possible as to location of damage); injuries;
- Brief description of the accident

Upon assignment of the claim, a claim's representative will have an adjuster schedule an inspection of the damaged vehicle, through the MIT Department contact reflected on the report. Should the department wish to follow up directly with MIT's insurance broker, **Arthur J. Gallagher & Co. of Massachusetts, Inc.**, ("AJG") of MA regarding the status of the claim, the following address/phone number should be used:

 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b> EHS-04-007.08
	<b>Revision # 6</b> 08.18.10
	<b>Implementation Date:</b> 11/01/04
<b>Title:</b> <b>EHS Vehicle Use</b>	<b>Page #:</b> 4 of 7
<b>SOP Author:</b> Nadia Morrison	<b>Approval:</b>  <hr/> Director

**Arthur J. Gallagher & Co. of Massachusetts, Inc. (“AJG”)**

125 Broad Street  
Boston, Ma 02110  
**Attn:** Greg Hunter  
Main Line: 617-951-3939  
Direct Line: 617-531-7707  
Fax: 617-951-2621  
E-Mail: [greg\\_hunter@ajg.com](mailto:greg_hunter@ajg.com)

**h. Physical damage:**



Physical Damage to an MIT vehicle, due to a covered peril, other than collision, should also be reported, if the damage warrants repair. This type of incident should be reported on the same report form used for collision damage claims. It is best to include an estimate for repairs for physical damage claims, along with the completed report.

**i. Regularly Scheduled Maintenance:**

Facilities’ Grounds Dept. provides quarterly maintenance checks for all EHS vehicle. This includes:

1. Oil changes
2. Overall inspection of vehicles (i.e. brakes, fluids, tires, etc.)
3. Inspection sticker renewals
4. As needed repairs/emergency repairs (i.e. flat tire)

A yearly vehicle maintenance schedule is created and submitted by Facilities’ Grounds Dept. Administrative Assistant to the EHS Personnel Administrator at the end of each calendar year. The schedule is then forwarded to the EHS Receptionist and the program’s Deputy Directors/Sr. Officers (EHS, RPP, and Emergency Vehicle). The designated IHP and RPP staff member will take vehicle to NW62, Grounds Dept., on scheduled days. If he/she is not able to take van for service, it is that person’s responsibility to call Grounds’ Administrative Assistant and reschedule.

 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b>	EHS-04-007.08
	<b>Revision # 6</b>	08.18.10
	<b>Implementation Date:</b>	11/01/04
<b>Title:</b>	<b>EHS Vehicle Use</b>	<b>Page #:</b> 5 of 7
<b>SOP Author:</b> Nadia Morrison	<b>Approval:</b>  <hr/> Director	

**j. Vehicle Registration:**

Refer to the [Massachusetts Registry of Motor Vehicles](#) for general information regarding procedures, hours of operation, and locations.



The Property Office must be notified, by the departments, on a timely basis, of the purchase, trade-in, or elimination of any vehicle (or trailer), from any department's fleet of vehicles. The information provided to the Property Office should include the: 1) Make; 2) Model; 3) Year; 4) Use of Vehicle.

The original title for a newly purchased vehicle, including new "used" vehicles, should be submitted to the Property Office.

Each department is responsible for the registration of their own vehicles. Department Heads, Administrative Officers, or other authorized MIT staff may sign the registration application. Applications should reflect **MIT, 77 Massachusetts Ave, Building 12-090**, as the vehicle owner and address. Vehicle Registration applications (new - RMV-1; renewals - RMV-3) may be obtained from the Office of Insurance and Legal Affairs or the Registry. The registration application needs to be completed, stamped by MIT's commercial auto insurer:

**Arthur J. Gallagher & Co. of Massachusetts, Inc. ("AJG")**  
125 Broad Street  
Boston, Ma 02110  
Attn: Greg Hunter  
Main Line: 617-951-3939  
Direct Line: 617-531-7707  
Fax: 617-951-2621  
E-Mail: [greg\\_hunter@ajg.com](mailto:greg_hunter@ajg.com)

and submitted (or hand-delivered), with the appropriate fee, to the Registry. Original titles, registrations, renewals, and insurance cards will be issued through the Office of Insurance & Legal Affairs. The Property Office is the designated keeper of records for original titles of MIT vehicles.

 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b> EHS-04-007.08
	<b>Revision # 6</b> 08.18.10
	<b>Implementation Date:</b> 11/01/04
<b>Title:</b> <b>EHS Vehicle Use</b>	<b>Page #:</b> 6 of 7
<b>SOP Author:</b> Nadia Morrison	<b>Approval:</b>  <hr/> Director

## 5. Roles & Responsibilities

### a. Drivers



- Drivers must have valid driver's license and must obey traffic rules.
- Drivers are responsible for paying any tickets that they incur. Should there be a dispute about the validity of the ticket, the driver must resolve this issue with the MIT Parking and Transportation Office or city/town issuing the ticket.
- Ensure that all passengers are wearing seat belts.
- EHS Vehicles are to be used for MIT business only, any other use must be approved through a Deputy Director and /or EHS Director.
- Drivers are responsible to keep the vehicles clean and remove any trash before returning.
- When gas tank is below  $\frac{1}{4}$ , please fill tank.
- Report any problems to the EHS Personnel Administrator.

### b. Personnel Administrator

- Forward yearly vehicle maintenance schedule to Associate Directors and, Deputy Directors and Receptionist.
- Renew vehicle registrations (see "MIT Vehicle Registration Procedure")
- Renew MIT Parking stickers
- Coordinate vehicle recalls
- Coordinate detail cleaning of vans as needed
- Create Blanket Purchase Order(s) for natural and regular gasoline

### c. Receptionist

- Maintain reservation calendar for EHS van
- Keep keys and mileage log for the EHS van and make sure log is fully completed when van is returned.
- When the van becomes due for **servicing**, the Receptionist will send an email to the responsible group a week prior to the scheduled date. If for some reason this date conflicts and the van is needed that day, it is the program's designated staff's responsibility to schedule follow-up servicing for the vehicle.

 <b>Environment, Health &amp; Safety Office</b>	<b>SOP #:</b> EHS-04-007.08
	<b>Revision # 6</b> 08.18.10
	<b>Implementation Date:</b> 11/01/04
<b>Title:</b> <b>EHS Vehicle Use</b>	<b>Page #:</b> 7 of 7
<b>SOP Author:</b> Nadia Morrison	<b>Approval:</b>   <hr/> Director

## 6. Training

N/A

## 7. Monitoring Requirements

N/A

## 8. Record Management

Vehicle maintenance and repair records are kept by the Dept. of Facilities. Records pertaining to vehicle registration are kept by the Personnel Administrator. Receptionist keeps record of EHS-IHP van mileage and use log. Property Office maintains the original title for each vehicle.

## 9. References

EHS-0080, "Commercial Motor Vehicles"

MIT's Commercial Auto Insurance Provider:

**Arthur J. Gallagher & Co. of Massachusetts, Inc. ("AJG")**  
125 Broad Street  
Boston, Ma 02110

Attn: Greg Hunter

Main Line: 617-951-3939  
Direct Line: 617-531-7707  
Fax: 617-531-7777  
E-Mail: [greg\\_hunter@ajg.com](mailto:greg_hunter@ajg.com)

## 10. Definitions

N/A