

# EAPS Van and MIT Drivers Policy

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## DEPARTMENT VAN GENERAL INFORMATION & AUTHORIZED DRIVERS

EAPS has a 12 passenger 2015 Chevy Express van available for loan for educational field trips, retreats, and department business only. *Personal use is expressly prohibited and will result in revocation of van driving privileges.*

The van is parked in the Stata Center Garage, level P2, in the southeast corner (far right), and should be returned to this spot (or as reasonably close to as possible). The van has a transponder which gains access through the Stata Garage gate. Do not tamper with the parking transponder at any time. Report any problems with the transponder immediately to HQ.

The van contains the following important items, *which must remain in the van at all times*:

- copy of the registration in the center console
- copies of the Massachusetts Crash Report Form in the center console in the event of an accident
- manufacturer's operator's manual and technical reference guide
- first aid kit (stowed under driver's seat)
- emergency supplies bag (stowed under the rear seat) containing:
  - *additional first aid kit*
  - *emergency supplies, which includes flashlights, jumper cables, and basic tools; reflective road hazard marker; snow brush, ice scraper, and collapsible snow shovel; wiper fluid*

### AUTHORIZED DRIVERS

Institute policy dictates the department's rules regarding van use. Employees and graduate students who wish to drive the van must first be qualified through the process detailed below. Their information will be kept on file as part of a list of authorized drivers. Undergraduates (per EAPS' own policy) are *not* eligible. Drivers must be at least 21.

Step 1) Successful completion of the S2 Learning Cargo Van Training Course. A copy of the confirmation of completion must be brought to EAPS HQ *prior* to SEMO authorization, to be kept in the EAPS authorized drivers file. The following link must be used in order to access the correct course through the EAPS account — course fees are paid by EAPS through this account. Link to the EAPS account:

<http://lms.s2learning.com/login/signup.php?cohort=EAPS%20MITd>

Step 2) Confirmation of a valid license in good standing with a clean record through the MIT Security and Emergency Management Office (SEMO) through a two-step process (this requirement is also referred to as an MVR). MVRs must be renewed through the same process every three years.

- 1) Request approval from EAPS HQ and obtain an MIT Driver Check Request Form (administered by Creative Services, Inc.), signed by an authorized EAPS HQ representative.
- 2) Take a copy of the request form and driver's license in person to the SEMO office and fill-out a secondary, state-issued motor vehicle record check form.

SEMO will notify the department when the check is completed, and whether the driver is cleared to operate the EAPS van. At that time the individual may be added to the EAPS authorized driver list, to include:

- Name
- Driver's license number, class, expiration date, and issuing state or country\*†
- MIT ID number and Kerberos ID
- Email and phone number

*\*Actual physical copies of driver's licenses are expressly prohibited from being kept per federal law.*

*†International drivers' licenses from certain countries are not permitted by Massachusetts state law.*

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**THE FOLLOWING INFORMATION PERTAINS TO SPECIFIC EAPS RULES AND PROCEDURES WHICH ARE IN ADDITION TO MIT POLICY:** <http://mit.edu/semo/docs/MIT-Vehicle-Auto-Use-Policy-4-1-16.pdf>

## SCHEDULING & KEYS

The van schedule is kept by EAPS HQ. Reservations must include the authorized driver(s) name and the class number or activity name associated with the trip, as well as any associated faculty name(s), and each authorized driver's cell phone number and MIT e-mail address. *No other drivers other than those reported in the reservation may drive the van at any time.*

Keys should be picked up and returned as close to the start/end of the trip as is reasonably feasible to allow maximum access for the department. A log of pick-up and return will be kept. Passing keys from one group to another without express prior permission from EAPS HQ is strictly prohibited.

A form will accompany the keys for each trip, which the driver must complete before returning the keys. This form includes an inspection report. Drivers must check and report the status of the following:

- tire condition and inflation
- body, windshield, and mirror condition
- headlights, tail lights, and signals
- wipers and wiper fluid
- interior condition and controls

*Failure to report problems with the condition of the van could result in revocation of van driving privileges.* It is important that the van is in working order for the next users. For smooth operation and safety for all, EAPS HQ must be notified so that any deficits are able to be addressed as soon as possible.

## FUEL

The department has a fleet credit card account through Gulf/WEX, good for fuel purchases only. Each key wallet contains a copy of the card. Drivers should use this card (at any gas station—brand does not matter) and must turn in all receipts to EAPS HQ. The van should be returned with at least 1/2 a tank of gas.

## TOLLS

The van has an EZ-Pass transponder for automatic payment of tolls in any state participating in the EZ-Pass program—the system is well-marked throughout the network with clear purple signage. Drivers must only use EZ-Pass toll booths in order to prevent double-charges, or even fines—drivers must not go through cash-only toll booths, and cash tolls will not be reimbursed (unless the EZ-Pass system is unavailable in that area). The transponder must remain adhered to the windshield at all times; do not tamper with the EZ-Pass device.

## PARKING TICKETS AND CITATIONS

Any parking tickets or other violations are the sole responsibility of the driver. EAPS assumes no responsibility and will not reimburse for tickets or citations of any kind.

## INSURANCE AND ACCIDENTS OR OTHER DAMAGE

The EAPS van is registered and covered under the MIT master insurance policy. Any incidents (accidents, dents, scratches, cracked windshield, broken windows, etc.) must be reported to EAPS HQ immediately. In the event of an accident, copies of the standard Massachusetts Crash Report Form must be filled out in full with other accident parties. Copies of the form are kept inside the van, along with the registration documents.

*Failure to report accidents or damage of any kind will result in revocation of van driving privileges.* Any damage, large or small, could pose a safety risk and must be inspected immediately to determine if repairs are required.