

Auto Liability Best Practice Summary



Best Practice	Grant	Rewards	Guidelines	Training	Notes
Driver Qualifications	No	No	No	None	Employees are required to have a valid motor vehicle license for the class of vehicle to be operated issued by the Commonwealth of Massachusetts or their state of current residence and must show proof of such valid license to his/her Supervisor or Department Head prior to being assigned a Municipal Vehicle.
GPS Vehicle Monitoring	No	No	No	None	GPS Tracking refers to a Global Positioning System. It entails a network of 24 satellites in orbit and devices on the ground that can establish a person or object's location on Earth with astonishing precision. GPS Tracking tracks three separate data sets: positioning, navigation, and timing. Using this Fleet tracking system monitors the location of assets, driver behavior, preventative maintenance and other alerts.
Motor Vehicle Driver Records Check Annual- and Biannual	No	Yes	Guidelines for Acceptable Drivers	None	<p>MVR Request Process</p> <p>The Authorized Release Form (see attached) to Request a Personal Driving Record must be signed by the potential candidate. This form is required by the MA Registry of Motor Vehicles (RMV) to provide a Full Certified Driving History. You may also click on this link: https://www.mass.gov/how-to/request-a-driving-record which will bring you to the RMV website. The cost for the certified driving record is \$20, and it can also be requested on-line.</p> <p>If this is a new employee, it is recommended to include this check in the post-offer letter of employment, as being an on-going check throughout employment. This requirement should be added to your Vehicle Use Policy.</p>
Vehicle Inventory	Yes	No	No	None	Vehicles should be formally inventoried using technology. Inventories should be updated annually and in the event of new acquisition or disposal. Vehicle inventory software is eligible under MIIA's grant criteria.
Vehicle Inspections	No	No	Vehicle Inspection Form	None	Users should conduct circle checks prior to each use. Daily inspections (tire inflation, lights, turn signals, wipers, brakes, steering acceleration). Per DOT Regulations.
Vehicle Maintenance	Yes	No	No	None	Develop and maintain a fleet maintenance schedule. Utilize fleet maintenance software. Use only qualified personnel to conduct maintenance. Establish protocol for taking unsafe vehicle out of service.
Vehicle Use Policy	No	Yes	Vehicle Use Policy	Webinars	Policies should include obtaining driving record of employees; prohibit the use of hand held electronics while driving, disciplinary procedures for employees that violate vehicle use policy.
Training	Yes	Yes	No	Several	<p>All operators should sign off on the vehicle policy annually.</p> <p>Ensure that all police officers have gone through EVOC course within last 5 years. Develop a schedule of refresher trainings for all operators. Incorporate remedial training policies for employees involved in MV accidents.</p> <p>MIIA provides a number of driver training programs.</p>