



Policy Memo

To: All Applicants for use of a CCM vehicle

From: MGH CCM Transportation Department

Date: 10/26/16

Re: Motor Vehicle Records and Maintaining a Driver's License Requirements when driving a CCM vehicle

Introduction

This memo describes the MGH Center for Comparative Medicine Transportation Department Policies with regard to all requests for use of an MGH CCM vehicle with respect to Drivers Motor Vehicle Records (MVRs) and maintaining an active driver's license by the requestor/applicant. Going forward, persons approved to periodically borrow CCM vehicles for research purposes will have their driving records reviewed and verified at least once per year. A consent form will be signed prior to being approved to borrow a CCM vehicle and at least annually subsequent to that as a condition of continued use of CCM vehicles. Obtaining and verifying license information ensures we are maintaining safety and compliance standards.

Criteria for acceptable history review

Motor Vehicle Records will be reviewed for validity, violations, and accidents. Any violations or accidents which appear on a given record will be evaluated by a member of the CCM senior staff and could possibly result in the application for use of a CCM vehicle to be declined.

Maintaining an Active Driver's License

All Drivers of MGH CCM vehicles must maintain an active Driver's License at all times. It is on the responsibility of each person that he/she is aware of the expiration date of his/her license. A license may be renewed at any time up to one year before the expiration of the license, on a driver's birthday. MGH CCM Transportation policy sets the deadline at 24 hours before the expiration of a license, i.e. the day before a driver's birthday, in order to account for any unusual circumstances. Note that a Class D driver may renew his/her license online; a commercial driver (Class A-C) must renew his/her license in-person at a MassDOT Registry of Motor Vehicles branch. CDL drivers must also self certify their medical cards each time it is renewed to prevent a license from being downgraded.

Please see a member of the Management Team if you have any questions relating to this process.

Thank you for your cooperation in this matter.

I have read and understand all aspects of this Memo.

Name (Print): _____

Name (Sign): _____ Date: _____

Applicant has been offered a signed copy of this Memo.