

Posted on **April 14th, 2022** in **Best Practices**

Download the best practices summary below or read more for additional resources.

AUTO LIABILITY

Download the Auto Liability Best Practices Summary

Free MVR reports (does not include CDL drivers)

On the RMV website, the Town can access the Driver Verification System (DVS) database program. There is no fee for municipalities. The link also has the instructions to sign up for the program as well as reference guides: [Driver Verification System \(DVS\) Program | Mass.govFY24 Member Directed Training List](#)

MIIA Motor Vehicle Professional Standards Backing Up Policy

[Backing Policy](#)

Vehicle Use Policy - A vehicle use policy should be in place with each one of our members who requires their employees to operate a vehicle as part of their employment. This policy establishes guidelines and standards for employee responsibilities, accident reporting, use of personal vehicles for business purposes, etc.

[Vehicle Use Policy 3-5-22](#) [Vehicle Use Policy 3-5-22 \(Word Format\)](#)

Cell Phone Policy

This policy provides guidance on all cell phone use in the workplace, including personal cell phone use and use while driving.

[Sample Cell Phone Policy 2-20-20](#)

Additional Resources

Municipal Training- MArtap - Massachusetts Transit Assistance Programs

<https://www.mass.gov/guides/driver-training-for-community-transportation-providers>

[DPW Vehicle Best Practices Advisory 5-16-22](#)

[Vehicle Inspection Sheet](#)

[Fire Apparatus Ambulance Pre-Trip Inspection Guidelines](#)

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