

Policy on Vehicle Use – Frequently Asked Questions (FAQ) *as of May 2026*

1. Who is required to complete the Motor Vehicle Report (MVR) and Compliance Training?

Employees whose roles may involve operating a motor vehicle on behalf of the institution are required to complete the Motor Vehicle Report (MVR) and Compliance Training. This includes driving a university-owned, leased, rented, or personal vehicle for university business.

2. Does this policy only apply to employees who transport students?

No. While student transportation is one scenario, the policy applies to all work-related driving performed on behalf of the university.

3. If I do not currently drive students, do I still need to complete the requirements?

Yes, if your role may involve driving for university business now or in the future. If you believe this does not apply, notify Human Resources for review.

4. What counts as ‘University Business’ driving?

University Business includes any activity conducted while representing Wentworth as part of assigned job duties or university-sponsored activities. Tasks may include but not limited to:

- Driving off-site for events during working hours on behalf of Wentworth.
- Traveling to **conferences, trainings, or professional development events** on behalf of the university.
- Driving to **off-campus meetings** with vendors, partners, or community organizations.



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- **Transporting students** to academic, athletic, or university-sponsored events
- Driving for **recruitment activities**, such as visiting high schools, college fairs, or transfer events.
- Traveling between **Wentworth campuses or affiliated sites** for work purposes
- **Running work-related errands**, such as picking up supplies, materials, or equipment for a department.
- Transporting **university equipment, documents, or materials** to another location
- Driving as part of **facilities, maintenance, or operational duties** (e.g., site inspections, repairs).
- Traveling to support **student activities, trips, or experiential learning programs**.
- Driving for **public safety or emergency response duties**.
- Traveling as part of **research activities or field work** conducted on behalf of Wentworth.

5. Do I need to be authorized if I only drive occasionally?

Yes. All drivers must be authorized regardless of how frequently they drive for university business.

6. Does this apply if I use my personal vehicle?

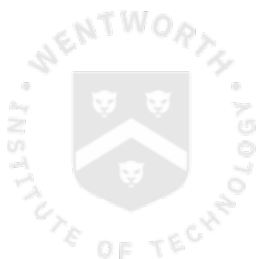
Yes. Authorized driver credentials are required when using a personal vehicle for university business. Personal auto insurance is considered primary.

7. How long does it take to complete the requirements?

The Motor Vehicle Report generally verifies immediately, and compliance training can usually be completed in one sitting.

8. Where do I complete the MVR and Compliance Training?

Employees receive separate emails from Creative Services Inc. for the MVR and from the Risk Management Center (RMC) for the training.



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9. What are the minimum qualifications to be an authorized driver?

Drivers must be at least 18 years old, hold a valid U.S. driver's license appropriate to the vehicle, be a student or employee, and meet minimum driving record requirements.

10. What driving record issues could disqualify me?

Authorization may be denied based on accident history or serious traffic violations as outlined in the Driver Acceptability Matrix.

11. How often do I need to renew my driver credentials?

Driver credentials are generally reviewed every three years or when new driving-related duties are assigned.

12. What training is required after my MVR is approved?

Occasional drivers complete an online module. Frequent drivers may be required to complete additional training.

13. What if my license status changes?

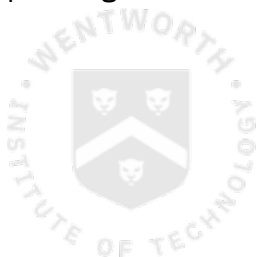
Drivers must immediately notify the university of any license expiration, suspension, revocation, or new violations.

14. Is driving for Wentworth a right or a privilege?

Driving on behalf of the university is a privilege and may be revoked based on driving history or policy violations.

15. Are there rules about passengers?

Only authorized passengers may be transported. Hitchhikers and unauthorized passengers are not permitted.



16. Are there restrictions on items transported?

Alcohol, drugs, or contraband may not be transported unless specifically permitted (e.g., dining or conference services).

17. What safety rules apply while driving?

Drivers must wear seat belts, obey traffic laws, avoid distracted driving, and follow all safety requirements outlined in the policy.

18. What should I do if I am involved in an accident?

Accidents must be reported immediately and the university's Accident Checklist must be followed.

19. What happens in the event of a vehicle breakdown?

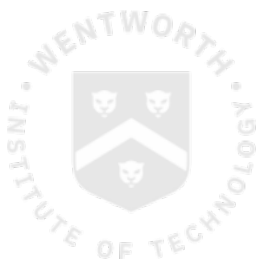
Drivers must follow the Breakdown Checklist and notify appropriate university contacts.

20. Who is responsible for deductibles after an at-fault accident?

Departments are responsible for deductibles incurred from at-fault accidents involving department members.

21. Who has final authority over interpretation of this policy?

The Office of the General Counsel has final authority over interpretation of the Vehicle Use Policy.



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References

- **Wentworth Institute of Technology – Vehicle Use / Driver Policy (Policy 25)**
<https://wit.edu/about/policies/vehicle>
- **Wentworth Institute of Technology – Human Resources**
<https://wit.edu/human-resources>
- **Wentworth Institute of Technology – Public Safety / Risk Management**
<https://wit.edu/about/public-safety>

