	STANDARD OPERATING PROCEDURE State Form 39870 (R/S-06)	Reference Number CVE-002
	Subject Motor Carrier Safety Assistance Program (MCSAP)	
	Special Instructions Replaces CVE-002 dated August 13, 2024	Effective Date **September 14, 2026**

I. PURPOSE

Establish guidelines for implementing the Motor Carrier Safety Assistance Program (MCSAP) as described in IC 8-2.1-24-18, which adopted 49 CFR Federal Motor Carrier Safety Regulations and the Hazardous Materials Regulations.

II. POLICY

Only Department personnel, trained to enforce the Federal Motor Carrier Safety Regulations (FMCSR) and/or Hazardous Material Regulations (HMR), shall be responsible to enforce these regulations, through authorized motor carrier safety inspections following the programs federal guidelines.

III. PROCEDURE

A. The MCSAP Comprehensive Policy and the written CVED policies outline the procedures for this program.

B. MCSAP is administered by the Commercial Vehicle Enforcement Division (CVED). Billing procedures to the Federal Motor Carrier Safety Administration (FMCSA) for grant reimbursement shall be accomplished in the Fiscal Section.

C. The CVED shall normally be responsible for training of all personnel involved in MCSAP related activities. Such training shall be coordinated with the Training Division.

D. All equipment required to complete MCSAP activities shall be accounted for by the CVED and coordinated with the Field Support Services (FSS).

E. MCSAP data functions shall be administered by the CVED; in conjunction with the Indiana Office of Technology and the Communications and Information System Division.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.