

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	<small>Reference Number</small> CVE-002
	<small>Subject</small> Motor Carrier Safety Assistance Program (MCSAP)	
	<small>Special Instructions</small> Replaces CVE-003 dated March 1, 2015	<small>Effective Date</small> August 13, 2024

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 CVED Policy Manual outlines 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.