



School Pupil Vehicle – Non-Compliant – 12 seats

Date: [mm/dd/yyyy]
[Customer Name]
[Customer Address]

Customer ID: [12345678]

Dear [First Last]:



Why did you receive this correspondence?

You are receiving this letter because you are the registered owner of one or more School Pupil Transportation (7D) vehicles that have a seating capacity of twelve (12). Effective on July 1, 2020, and pursuant to Registry regulations which were issued in March 2018, all 7D vehicles must have a seating capacity of no more than 10 passengers, in addition to the operator (540 Code Mass. Regs. § 7.09) The vehicle(s) you have is in violation of this regulation because it is registered with 12 seats and therefore can no longer be registered or operated as a school pupil transportation vehicle. Please take immediate action (outlined below).



What do you need to do?

You may request a temporary waiver to keep vehicles with 12 seats in service until August 31, 2021 by completing the Memorandum of Understanding (MOU) included with this notice and emailing it to the address on top of the form by September 4, 2020. You may also use these vehicle(s) for livery work or personal use, or cancel the registration. You must choose one of the options below by September 4, 2020:

- Keep your vehicle(s) in service by submitting the attached MOU and required documents
- Swap to a livery or passenger plate by contacting your insurance agent/company for a completed Registration and Title Application and then making a reservation online at Mass.Gov/RMV for an RMV location or dropping off your transaction paperwork at one of the RMV's Registration Drop Off Centers
- Cancel your registration(s) online by visiting Mass.Gov/RMV

If you do not complete any of the options listed above, your registration(s) will be cancelled on September 4, 2020.



Are you responsible for any fees?

If you choose to swap to another plate type, a fee will be due.



What if you have questions?

If you have any questions, please visit Mass.Gov/RMV.

Sincerely,

The Massachusetts Registry of Motor Vehicles



Memorandum of Understanding (MOU) for Temporary Waivers of School Pupil Transport Vehicle Seating Capacity Limits

Registry of Motor Vehicles
PO Box 55889 · Boston, MA 02205-5889 · PHONE: 857-368-8120

Instructions

Complete this form and submit with required documents (listed below) by email to: *SchoolBus7Dnotify@dot.state.ma.us*

- If you need to reactivate your registration due to cancellation, you will need a Registration & Title Application (RTA) completed by your insurance agent/company.
- If you need to renew your registration, you need the Registration Renewal Reminder (RMV-2) or RTA stamped by your insurance agent/company.

Customer Information

| | | | |
|--------------|--------------|-----------------|--|
| Company Name | | Company Address | |
| Name of POC | Phone Number | Email Address | |

Certification and Signature

In consideration for being granted a temporary waiver to continue utilizing my vehicle with seating capacity of 11 passengers, in addition to the operator, as a school pupil transport vehicle(s) through August 31, 2021 (unless sooner revoked by the Registrar in his sole discretion), pursuant to 540 C.M.R. 7.10, I hereby certify as follows:

- The vehicle(s) listed in this MOU has a seating capacity of eleven passengers, in addition to one seat for the operator, for a total of twelve seats.
- I understand that any waiver granted is at the Registrar's sole discretion, may be revoked at any time, and shall expire no later than August 31, 2021. I understand that continued operation of the listed vehicle(s) following the date this waiver is revoked or expires, will be in violation of 540 C.M.R. 7.00 and 540 C.M.R. 21.00.
- Each vehicle listed in this MOU was actively registered as a school pupil transport (7D) vehicle on or after June 30, 2020; except for the seating capacity, each vehicle is otherwise compliant with 540 C.M.R. 7.00 and 540 C.M.R. 21.00; and the most recent annual inspection of each vehicle is no more than six (6) months old.
- As the owner of each listed vehicle, I will keep all documentation required by this MOU, and will promptly make the same available upon request to members of the RMV Vehicle Safety and Compliance Services unit.
- I will submit regular Proof of Compliance with this MOU using RMV forms as prescribed by RMV procedure.

I further agree that each listed vehicle will be subject to:

- Monthly maintenance checks per procedures to be issued by the RMV. Such monthly maintenance checks shall include a test/verification of: exterior lights, required safety equipment, overall vehicle condition, tires, tire pressure, front-end checks (which shall be accomplished by jacking the vehicle), brake and parking brakes, exhaust tests.
- A biannual 7D inspection; provided, however, that such inspection shall not be performed by a station that is licensed by the owner of the vehicle being inspected, or an entity controlled by the owner.
- Random compliance checks by authorized members of the RMV Vehicle Safety and Compliance unit.

I further agree that the driver of each listed vehicle shall:

- Perform a pre-trip and post-trip inspection as prescribed by the RMV.
- Participate in an additional two (2) hours of monthly training as prescribed by the RMV (September to June) in addition to the regular eight hours of in-service training.

By signing this MOU, I certify that I am the registered owner (or authorized designee) of the vehicle(s) listed below, and that I voluntarily agree to accept the terms herein specified as a condition of receiving a temporary waiver from the RMV for these vehicles.

Vehicle Identification Number(s) and registration (plate) number(s):

| | | | |
|--------------|-----|--------------|-----|
| Plate Number | VIN | Plate Number | VIN |
| Plate Number | VIN | Plate Number | VIN |
| Plate Number | VIN | Plate Number | VIN |
| Plate Number | VIN | Plate Number | VIN |

Signature _____ Date: _____

Printed Name _____