



Vehicle Use Policy - 2019

Moody Bible Institute

Policy and Guidelines for Vehicle Use and Operations

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I. **Key Contacts**

Moody Bible Institute Public Safety – 24 hour hotline	312.329.4357
Brian Stoffer	312.329.2038
public.safety@moody.edu	

Chicago Contacts

Risk Management Representative - General	312.329.4141
Cassandra Blakely	312.329.4124
legal@moody.edu	

Facilities Department	312.329.4314
facilities@moody.edu	

Human Resources	312.329.4237
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Spokane Contacts

Aviation	Jan Seiersen, Executive Assistant Aviation	509.535.4051
	Jan Seiersen (Cell – After Hours)	509.990.7602

Michigan Contacts

MTS	Amber Tucker – Administrative Assistant to the Associate Academic Dean	734.207.9581
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Introduction

This Vehicle Use Policy applies to all employees and students on all campuses and properties of The Moody Bible Institute of Chicago (“Moody”) who drive or ride in motor vehicles owned or leased by Moody (“Moody Vehicle”) for its business and ministry purposes. If at any time there is a question about the interpretation of this Policy or its application to a specific driving situation, please contact Moody’s Chief of Public Safety for Policy review or explanation.

II. Authorized Drivers

An individual must meet the following criteria in order to be approved as an authorized driver for Moody business or ministry purposes (“Authorized Driver”):

- A. Authorized Drivers must be either a Moody student or employee.
- B. Authorized Drivers must possess a valid driver’s license for the vehicle type used.
- C. Authorized Drivers must be at least 18 years old to drive cars and mini-vans.
- D. Subject to Appendix B of this Policy, Authorized Drivers who are at least 21 years old are authorized to operate Cargo Vans (Maxi Vans), Minibuses, Box Trucks or Rental Vehicles. Authorized Drivers who wish to operate one of these vehicles must also receive additional training and approval from Moody’s Public Safety Department.
- E. Authorized Drivers must maintain an acceptable driving record per this Policy.
- F. Authorized Drivers must pass the Driver Evaluation Assessment Form (attached as Appendix A to this Policy) with 6 points or less.
- G. Authorized Drivers must successfully complete Moody’s Vehicle Use Training conducted by Moody’s Facilities Office in Chicago or Spokane. This includes but is not limited to watching the “Street Smart: Driving Skills” video, or any other training video designated by Moody from time to time in its sole discretion, and completing the Driving Skills quiz.
- H. Authorized Drivers must have on file, with Moody’s Chicago Facilities Office, a signed Vehicle Use Policy Acknowledgment.
- I. Authorized Drivers must complete the Motor Vehicle Authorization Form which authorizes Moody to obtain and maintain his or her driving records from time to time. Depending on the state issuing the driver’s license, a person seeking approval may be asked to obtain a copy of his or her driver’s license record from their home state’s driver’s licensing authority. *
- J. Authorized Drivers will operate vehicles in a safe manner, observing all local, county and state ordinances and laws pertaining to the operation of motor vehicles, including the proper use of seatbelts.

*Authorized Drivers are under an ongoing affirmative duty to report any material changes in their driving record (e.g. new moving violation, accidents - including incidents involving vehicles/circumstances unrelated to Moody business or ministry purposes) to the respective Facilities Department that authorized the driver.

III. Revocation of Authorized Driver Status

Driving privileges *may* be immediately discontinued at any time for any reason as determined by Moody in its sole discretion. A determination to suspend or revoke Authorized Driver status and driving privileges may be made by any one of the following individuals: Moody's President, Chief Operating Officer, Chief Financial Officer, Executive Vice President Media, or Provost and also by the Chief of Public Safety or Facilities Manager following consultation with one of the foregoing officers of Moody.

IV. Driver Evaluation Assessment Form

An individual applying to become an Authorized Driver, or a current Authorized Driver who fails to pass the Driver Evaluation Assessment Form due to achieving a score of seven or more points will be prohibited or suspended from driving a Moody Vehicle or using a personal or rental vehicle for Moody business or ministry purposes until the individual achieves a point score of 6 or below.

V. Accidents, Vehicle Damage, and Violations

All accidents involving a Moody Vehicle must be reported immediately to the proper law enforcement authorities and a police report must be made. Employees and students should also immediately notify their supervisor of all accidents and complete an incident report with Moody's Department of Public Safety by calling (312) 329-4357 (24-hour hotline). Any injuries caused by an accident involving a Moody Vehicle, or occurring while the employee or student was driving on Moody business or ministry purposes should also be reported to Public Safety.

Charges related to any loss or damage to a Moody Vehicle will be charged to the department whose personnel or student is using that vehicle. Departments may choose how the charges are settled (i.e. partial or full payment by department, employee, or student).

It is the responsibility of any Authorized Driver involved in an accident to obtain all required information and documentation. Should injuries stemming from that accident prohibit the Authorized Driver from obtaining the necessary information; the Authorized Driver's supervisor/advisor will be responsible for that information and documentation. Public Safety will promptly provide accident information to Moody's Legal Department which will report the accident to Moody's insurance carrier.

In the event of an accident, the following steps should be followed by employees and students:

1. Make sure law enforcement officials are called to the scene; police report must be filed for all Moody Vehicle accidents.
2. Call Public Safety on the Chicago campus at (312) 329-4357 at the earliest opportunity, while still on scene if possible. Notify them that the accident has occurred and your current location. Public Safety is a resource that can be used to assist the driver by arranging for passenger

transport back to campus or to another safe location, notifying supervisors or family members and communicating pertinent information.

3. Provide the following Moody information to the other party involved in the accident. In Moody-owned Vehicles, the insurance document is located in the vehicle glove box.

- Moody's Insurance Company:
- Moody's Insurance Agent:
- Moody's Policy Number:

5. Obtain information from the other party, including the following and provide to Public Safety:

- Driver's name, driver's license number, address, phone number, and complete insurance information.
- If the person does not own the vehicle, make sure you get the vehicle owner's name, address, and phone number.
- Record the license plate numbers of all vehicles involved.
- Obtain owner information of non-vehicle property damage

6. If possible, take photos of all vehicles and property damage involved. Take photos of the intersection attempting to capture road conditions and forward photos to Public Safety.

7. Do not sign any statements or volunteer statements as to the cause or responsibility for the accident, except as required on the police report.

8. Submit all accident documents to Public Safety (originals if possible), such as:

- State Motor Vehicle Accident Report, the driver exchange of information form, or any other similar documents obtained at the accident scene.
- If rental car is involved, submit a copy of both sides of the rental agreement

9. All vehicle damage and accidents should be reported to the Facilities Office and Public Safety, whether at fault or not. Employees and students are responsible for all fines due to violations and tickets when driving a Moody Vehicle. All violations and tickets must be reported to the Facilities Office at the time they are received.

Failure to follow these accident guidelines could result in a loss of Moody driving privileges. Failure to report damage and accidents will result in a \$50 fine.

VI. Student Policies

This section provides *additional* guidelines that apply to Authorized Drivers who are also Moody students.

A. Cargo Vans (Maxi Vans)

Cargo Vans are not to be equipped, rented or used for student group transports.

B. Driver Responsibility

Students are not authorized to drive between the hours of midnight and 5:00am unless specifically permitted by Public Safety or in response to an emergency. If students are required to drive after midnight for their PCM assignment, they may only do so with the permission of the PCM coordinator.

C. PCM Vehicle Policies

Moody-owned vehicles are assigned to the PCM department on a semester-long basis. Priority for these vehicles is typically given to larger groups traveling to a PCM that may be more difficult to access via public transportation. Only drivers who are approved by both the PCM and the Facilities Departments may drive Moody vehicles to PCM-related activities.

1. **Requesting a PCM Vehicle:** Students may request a PCM vehicle by submitting the **PCM Vehicle Request** form online through the my.moody portal. Once this request has been submitted, students will receive an email with driving approval paperwork that must be completed and submitted to Facilities. It takes up to three business days for students to be approved by Facilities once they submit the required paperwork. (*Note: Approval of paperwork by Facilities does not guarantee that a PCM vehicle is available.*) Once their paperwork has been processed, students will be notified of their approval status by Facilities. They must then notify the PCM department of their status. If their vehicle request is approved, they will receive an email with their PCM vehicle reservation and important procedures for vehicle use (i.e., **PCM Vehicle Approval & Guidelines** email). If their request is denied, they will be notified via email as well.

Students must also designate a secondary driver for their group and ask them to come into the PCM office to get approved.

2. **PCM Vehicle Key Procedures:** PCM vehicle keys may be picked up at the designated information desk (as noted in the **PCM Vehicle Approval & Guidelines** email) up to 15 minutes before the PCM group's time slot. Only approved drivers may pick up vehicle keys and they must bring a copy of their driver's license with them to the desk. When drivers pick up the keys, they must also obtain a PCM Vehicle Checklist. This checklist ensures that all damage or mechanical issues are reported for each PCM vehicle. This checklist must be completed **by the driver** and submitted to the designated desk (as noted in the **PCM Vehicle Approval & Guidelines** email) *immediately* upon return from PCM each week along with the vehicle keys.
3. **PCM Vehicle Extensions:** Students may request to extend their PCM time for a PCM-related event, such as a ministry outing or required meeting. (*Note: Extensions*

are not required for unavoidable delays, such as traffic or mechanical issues.) These extensions must be requested from the PCM department at least one week in advance and written permission must be granted in order for students to extend their reservation time. Taking an extension without receiving written permission from the PCM department will result in a \$50 fine as detailed in the Motor Vehicle Rental form.

Vehicle Use Policy Acknowledgment

By signing below, I acknowledge that I have read, understand and will comply with this Vehicle Use Policy. I understand that my execution of this Acknowledgement is not intended nor does it qualify me as an Authorized Driver and that I must comply with all of the terms of this Policy in order to qualify as an Authorized Driver. I understand that if driving privileges are extended to me, my driving privileges may be revoked or suspended as outlined in this Policy.

Signature

Date

**Appendix A:
Moody Driver Evaluation Assessment Form (the “Assessment”)**

Department	Employee Name	Date
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Instructions

- The Moody Chicago campus Facilities Office is responsible for the administration and grading of this Assessment.**
- If a prospective driver or a current driver has an evaluation score in excess of 6, they are not eligible to drive a Moody owned or leased vehicle.**

Points are assigned as follows:

Description	Points	Score
Years of Driving Experience		
Less than 4 Years	3	
5-8 Years	2	
9 or more Years	1	
Accidents (within last 3 years)	1 each	
Major Moving Violations (within last 3 years) Convicted or Uncontested		
Hit and Run; Leaving the scene of an accident	6 each	
DUI (Driving under the influence)	6 each	
Implied consent refusal (refusal to take blood alcohol test)	6 each	
Felony, homicide or manslaughter involving use of motor vehicle	6 each	
Racing	6 each	
Fleeing or eluding a police officer	6 each	
Operating a vehicle while license suspended or revoked	6 each	
Excessive speed (15 mph over limit)	3 each	
Reckless, negligent or careless driving	6 each	
Speeding violations	2 each	
Other Moving Violations (within last three years):	1 each	
Total Score		