



**WESLEY THEOLOGICAL SEMINARY**  
**MOTOR VEHICLE OPERATION COVENANT FOR DRIVERS**

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EFFECTIVE DATE: 2/1/2007

RELATED MATERIALS: MOTOR VEHICLE OPERATION POLICY

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The Seminary may grant the right to drive a Seminary Vehicle to a driver, if the driver is Eligible and meets all of the criteria set forth in Section A and does not violate any provision of Section B. The Seminary may revoke a driver's right to drive a Seminary Vehicle in the event that the driver fails to meet the criteria set forth in Section A, violates any provision in Section B or fails to follow the requirements of the Motor Vehicle Operation Policy.

**A. All drivers must comply with the following:**

1. Have a valid United States driver's license for the class of Vehicle that the individual drives or seeks to drive.
2. Immediately notify his/her supervisor or manager if his/her driver's license has been suspended or revoked or has had limitations placed upon it. The supervisor must notify the Director of Facilities.
3. Meet the insurability standards set by the Seminary's automobile insurance carrier and carry proof of said insurance in accordance with state/federal law.
4. Observe all applicable federal, state and local motor vehicle laws, ordinances, and regulations.
5. Report all incidents in accordance with procedures outlined in Section V. (Accident Reporting and Analysis) and cooperate in any investigation of the incident and any subsequent proceedings.
6. Wear a seat belt at all times and ensure that all passengers do so as well.
7. Operate the vehicle in a courteous and safe manner.
8. The Seminary does not expect employees to be conducting business while driving. Drivers must comply with local, state and federal law regarding cell phone usage while operating a motor vehicle.

**B. All persons granted the privilege of operating a Seminary Vehicle may NOT engage in the following:**

1. Knowingly operate an unsafe vehicle.
2. Offer rides to hitchhikers or person unknown to the driver.
3. Unauthorized personal use of the Seminary Vehicles.
4. Permit unauthorized persons to ride in Seminary Vehicles.
5. Smoke in Seminary Vehicles.
6. Consume or be under the influence of alcohol or any substance that may cause impairment.
7. Engage in any activity that exposes a risk to the Seminary or the public.

**COVENANT**

I have read the Motor Vehicle Operation Policy and agree to abide by its strictures, particularly those restated above in III.A., and III.B, when operating motor vehicles within the scope of my employment/relationship with Wesley Theological Seminary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_