



## WESLEY THEOLOGICAL SEMINARY MOTOR VEHICLE OPERATION POLICY

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EFFECTIVE DATE: 2/1/2007

RELATED MATERIALS: COVENANT FOR DRIVERS

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### **PURPOSE:**

The following guidelines for the operation and maintenance of motor vehicles have been adopted in accordance with Wesley Theological Seminary's desire to provide a safe and healthy environment for students, employees, and visitors. This policy is intended to safeguard people and to prevent accidents involving Seminary Vehicles both on and off campus. Driving a Seminary Vehicle is a privilege. Wesley Theological Seminary reserves the right to deny or revoke driving privileges in the event that the Seminary determines that the individual's use of the Seminary Vehicle poses a risk to the Seminary or the public.

### **Definitions**

Seminary Vehicle - any owned or leased vehicle by the Seminary and/or any vehicle rented for Seminary business and intended to be insured by the Seminary's automobile insurance policy.

### **I. Policy Scope**

This policy applies to every Seminary employee, student, or any person to whom the Seminary grants the privilege of operating a Seminary Vehicle or using a vehicle for Seminary business.

This is to include:

- A.** Staff/Faculty/Students who drive their own car for seminary purposes AND ask for mileage reimbursement;
- B.** Any employee or individual contracted by the Seminary who could reasonably anticipate the possibility of students/staff/faculty of the Seminary in the vehicle.

### **II. Eligible Driver Classifications**

In order for an individual to be ("Eligible") to drive a Seminary Vehicle or use a vehicle for Seminary business, the individual must fall within one of the classifications below:

- A.** Seminary employee who is a licensed driver and is authorized to drive by their supervisor.
- B.** Seminary student who is a licensed driver and is authorized to drive by their supervisor in direct performance of Seminary business.

Even if an individual meets the requirement to be Eligible, the Seminary will not grant the privilege to drive Seminary Vehicles or vehicles for Seminary business unless the driver meets the requirements set forth in this Policy.

### **III. Driver Requirements**

The Seminary may grant the right to drive a Seminary owned or leased Vehicle or another vehicle for Seminary purposes 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 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 this 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 anyone 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 owned or leased Vehicles.

6. Consume or be under the influence of alcohol or any substance that may cause impairment while operating a Seminary owned or leased Vehicle.

7. Engage in any activity that exposes a risk to the Seminary or the public.

#### **IV. Procedures**

**A.** Before the Seminary shall grant the privilege to drive a Seminary Vehicle or a vehicle used for Seminary purposes, the driver must submit a copy of his/her Driver's License. In addition, it is the driver's responsibility to update the Seminary's files upon receipt of a renewed or modified license.

**B.** Drivers receiving traffic citations or violations while operating a Seminary Vehicle or a vehicle used for Seminary purposes shall be responsible for paying in full any outstanding fines in accordance with all applicable federal, state and local laws.

#### **V. Accident Reporting and Analysis**

The purpose of the accident investigation is to determine what factors, conditions, and/or practices contributed to the accident involving a Seminary owned or leased Vehicle, so that proper action can be taken to prevent recurrence. A complete accident investigation includes gathering pertinent data and making objective evaluations of facts, statements, and related information, which should lead to recommendations for preventive measures. An insurance identification card is located in the glove compartment of all Seminary Vehicles. Please contact the Director of Facilities to obtain the requisite EIIA accident report form.

##### **A. Reporting**

1. In the event of an accident:

a) Stay at the scene of the accident, check for personal injury, and seek medical attention if necessary.

b) Set emergency signals to prevent further damage or injury.

c) Call the local police and notify your supervisor immediately. In the event the accident is on campus, notify the Department of Public Safety as well.

d) Stay calm. Be courteous. Avoid arguments. Secure assistance of police and request that an accident report be completed. Make no statement concerning the accident to anyone except the police. Obtain the police officer's name and badge number. Do not admit fault, make no promises, settlement, or excuses.

e) Record the names, addresses, and phone numbers of the occupants of involved vehicles and all witnesses.

f) Obtain the names, addresses, and phone numbers of all persons injured, regardless of how minor the injury. Try to learn where the injured were sent.

g) Record the insurance carrier of the other party, policy number, agent's name, address and phone number.

h) Drive vehicle only if it has been determined by law enforcement authorities to be safe to do so.

i) Before leaving the accident scene, verify that all the facts have been obtained.

2. An EIIA accident report form must be submitted to the Director of Facilities within 24 hours of

the accident. Should an employee be involved in an accident while driving his/her own car for Seminary purposes, they need not submit an accident report unless injuries are sustained. If the police are generating a report, a police report must be submitted to the Director of Facilities no later than two (2) business days from the accident. It is the responsibility of the driver and/or supervisor to obtain the necessary police and Public Safety reports.

## VI. Insurance

Automobile Coverage—General Rules of July 1, 1999 (Extracted from EIIA Manual Revised June 2006)

Automobile liability insurance follows the ownership of the vehicle. A vehicle operator is covered under the owner's policy if they have permission from the owner to use the vehicle.

Who operates the vehicle?	Who owns the vehicle?			
	The Institution (owned or long term lease)	The Vehicle Operator (an employee, volunteer, or student)	A Borrowed Car (i.e., from another person/not owned by institution)	A Car Rental Firm <sup>1</sup>
An Employee (includes faculty, staff and work study students)	The institution's policy provides liability coverage to the institution and the employee.	The employee's policy provides liability coverage to the employee and the institution. The institution's policy will provide excess coverage if driving on institution business.	The other person's policy provides liability coverage to the employee and the institution. The institution's policy will provide excess coverage if driving on institution business.	The car rental firm provides liability coverage <sup>2</sup> . The institution's policy will provide primary and/or excess coverage to both the institution and the employee.
A Volunteer (includes students while driving on institution business)	The institution's policy provides liability coverage to the institution and the volunteer.	The volunteer's policy provides liability coverage to the volunteer and the institution. The institution's policy will provide excess coverage if driving on institution business.	The other person's policy provides liability coverage to the volunteer and the institution. The institution's policy will provide excess coverage if driving on institution business.	The car rental firm provides liability coverage <sup>2</sup> to the volunteer. The institution's policy will provide primary and/or excess coverage to both the institution and the volunteer.
A Student (while driving on personal business)	The institution's policy provides liability coverage to the institution and the student.	The student's policy provides liability coverage to the student.	The other person's policy provides liability coverage to the student.	The car rental firm provides liability coverage <sup>2</sup> to the student.

<sup>1</sup> Anyone leasing a car for Seminary business should obtain an EIIA insurance card from the Director of Facilities.

<sup>2</sup> In some states, car rental firms transfer the liability to the renter of the vehicle. If an individual is renting for institution business, the institution's policy provides liability coverage. Therefore, the liability coverage offered by the rental firm may be declined.

Automobile Physical Damage coverage also follows the ownership of the vehicle. In the case of rental vehicles, if the use of the vehicle is for institution business, the institution's policy provides collision coverage to the rental vehicle. Therefore, the collision damage coverage offered by the rental firm may be declined.

### **VII. The Seminary Truck**

Wesley Theological Seminary reserves the right to require training for all drivers of the Seminary Truck. If the Seminary determines that such training is necessary and the driver fails to complete the training within 30 days of notification by the Seminary, the Seminary shall revoke the driver's privilege to drive a Seminary Vehicle.

### **VIII. Vehicle Inspection**

Drivers who suspect that the Seminary vehicle is unsafe must report it to the Director of Facilities. The vehicle is not to be driven until the safety issue has been addressed.

### **IX. Maintenance**

The Director of Facilities shall ensure that all vehicles under his/her control receives appropriate scheduled preventive maintenance and District of Columbia State and Emissions Inspections if required.

### **X. Van Rentals**

- A.** Occupant capacity of leased vans is limited to 9 persons. No one is permitted to purchase, lease or rent 15 passenger vans for Seminary activities or business.
- B.** Forward seats should be loaded first at all times. Do not leave a front bench seat unfilled while placing passengers in a rear bench seat.
- C.** Storage is NOT permitted on the roof of the van. Storage behind the last row of seats must be limited to 100 pounds.
- D.** Van rental will likely require that a certificate of general liability coverage, obtained from our insurance provider EIIA, be kept in the van for the duration of the leasing period. Requests for such a certificate should be directed to the Director of Facilities.

### **XI. 15 Passenger Vans**

- A.** The use of 15 passenger vans is *not recommended*. (Reference 12-35 of EIIA Risk Control Manual)
- B.** It is understood that should a 15 passenger van be borrowed for Seminary business, all drivers must have proof of relevant training whether by the Seminary or an external organization.
- C.** Trips are limited to a radial distance of 15 miles from the Seminary.
- D.** The van must be insured by the lending institution's coverage as it is not insured by that of the Seminary.
- E.** Drivers of 15 passenger vans are expected to adhere to all other requirements delineated above in X. B., C., and D.

### **XII. Car Rentals**

Wesley Theological Seminary carries insurance for physical damage (collision damage insurance) or theft (comprehensive insurance) of a rental vehicle. Therefore, the collision damage and comprehensive coverage may be declined when renting a vehicle for Seminary business.

Wesley Theological Seminary does carry automobile liability insurance (coverage for injury or damage to other vehicles/persons). This coverage need not be purchased at the rental agency. All accidents must be reported according to the guidelines in Section V. (Accident Reporting and Analysis).

### **XI. Car Rentals- Foreign Countries**

Employees renting vehicles for seminary business in any location other than the Continental United States must purchase all insurance provided by the rental agency, including automobile

liability, collision and comprehensive damage insurance. In some foreign countries, it is illegal not to purchase the local insurance offered.

## **XII. Recommended Safety Tips**

Use headlights 1/2 hour before sunset and after sunrise and during reduced visibility (i.e. rain, fog, snow). Headlights must be on if windshield wipers are in use. Acquaint yourself thoroughly with routing/road map prior to departure when traveling on unfamiliar roads. Reduce speed according to weather and road conditions. Use turn signals. Exercise caution when backing up a vehicle. Turn off ignition, remove key, and lock vehicle when unattended. Allow plenty of time for contingencies when planning the time to arrive at your destination. Do not allow the number of passengers to exceed the number of seat belts.

The information contained in this Policy is subject to change by Wesley Theological Seminary at any time. Users of this Policy should consult with appropriate seminary offices to verify the current text or status of the policies, procedures, or information contained in this Policy and to determine whether information in this Policy or other publications has been superseded or changed. **Inquiries regarding this policy can be directed to the Director of Facilities at (202)885-8694.**