



Vehicle Use Policy

Category: *Public Safety*

Policy ID # *To be assigned by policy group*

Responsible Department: Public Safety

Responsible Officer: Brian Stoffer

Effective Date: 06/01/2025

Policy Summary

The Moody Bible Institute's Vehicle Use Policy governs the use of Moody-owned, leased, rented, or personal vehicles used for official business or ministry purposes by employees and students across all campuses. Only individuals who meet specific requirements—including holding a valid driver's license, being at least 18 years old (21 for larger vehicles), completing vehicle use training, and maintaining a clean driving record—may be authorized to drive for Moody. Driving privileges may be revoked at any time at Moody's discretion.

Scope

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"), rented, or personally owned, 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.

Policy

I. Authorized Drivers

An individual must meet the following criteria 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 Public Safety Office in Chicago or Spokane. This includes but is not limited to completing the Defensive Driving course assigned by Moody Public Safety, 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 Public Safety Department, 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 Public Safety Department that authorized the driver.

II. 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, or Provost and by the Chief of Public Safety or Campus Access and Parking Manager following consultation with one of the foregoing officers of Moody.

III. 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.

IV. 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 in the vehicle glove box.
 - Moody's Insurance Company:
 - Moody's Insurance Agent:
 - Moody's Policy Number:
4. Obtain information from the other party, including the following and provide for 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.
5. 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.
6. Do not sign any statements or volunteer statements as to the cause or responsibility for the accident, except as required in the police report.
7. 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 a rental car is involved, submit a copy of both sides of the rental agreement.

8. 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.

V. Renting an MBI Chicago Fleet Vehicle

MBI Chicago maintains a fleet consisting of four mini-vans and one sedan available for official Institute use. When an MBI vehicle is needed for business use, employees and students may check availability by contacting the Facilities Office. Transportation requests must be submitted through FMX (Facilities Maintenance Express) at moody.gofmx.com 48 hours prior to the date of departure. Once a request is submitted, the Facilities Office will follow up via FMX with further instructions and/or questions. These requests are scheduled on a first-come, first-served basis, with priority given to Athletics and employee use. Please note that Institute vehicles are not to be used for personal travel.

The use of an Institute vehicle incurs a charge of \$25 per 24-hour period, which is billed to the vehicle user's cost center. Departments are also responsible for fuel costs during the trip. All Chicago fleet vehicles must be cleaned out (trash thrown away, spills cleaned up, personal belongings removed) and returned with a full tank of gas. Failure to do so will result in a service fee.

If a vehicle reservation is no longer needed for any reason, the Facilities Office must be notified at least 48 hours before the date of departure. Failure to provide timely notice will result in the full amount of the vehicle request being charged to the user's cost center. Vehicle keys must be returned on the designated return date; late returns will result in a \$5 fine per day.

As an alternative to using an Institute vehicle, individuals may use their personal vehicles for Institute-related travel. In such cases, Moody will reimburse mileage based on the IRS rate. For employees, it is preferred that an Institute vehicle be used for business-related travel when available, rather than a personal vehicle. Depending on the trip, renting a vehicle through Enterprise may be a more cost-effective option. All Enterprise rentals must be arranged by the driver or department and are available at discounted rates through the Procurement Department.

VI. Student Policies

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

A. Student Requests

Students may request Institute vehicles for Institute-related events when supervised by a faculty or staff member.

B. Cargo Vans (Maxi Vans)

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

C. 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, they may only do so with the permission of the supervisor.

Contact Information

Primary 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
legal@moody.edu	312.329.4124

Facilities Department	312.329.4314
facilities.user@moody.edu	

Human Resources	312.329.4237
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Spokane Contacts

Aviation – Jodi Appleby, Office Manager Aviation	509.250.8800
Jodi Appleby – (Cell – After Hours)	509.842.6533

Michigan Contacts

Amber Tucker – Administrative Assistant to the Associate Academic Dean	734.207.9581
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Appendices

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

Department	Employee/Student Name	Date
Driver’s License Number	Driver’s License State	Date of Birth

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 (<15 over limit)	2 each	
Other Moving Violations (in the last three years):	1 each	
Total Score		

If a prospective driver or a current driver has an evaluation score more than 6, they are not eligible to drive any Motor Vehicle (Moody owned/leased, rental, or personal vehicle) for Institute business.

Approval Status	Approver Signature	Date
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History/Revisions

Review and Revision

The Vehicle Use policy will be periodically reviewed and revised as needed.

Origination Date: 5/29/2025

Next Review Date: TBD

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 the terms of this Policy 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