



Vehicle Policy - Guidelines and Procedures Manual



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Table of Contents

I.	Purpose and Overview	3
II.	List of Available University-owned Vehicles for University Business	4
III.	Approval Process	4
IV.	University Authorized Drivers Qualification and Responsibilities	6
	A. University Authorized Drivers Qualifications	6
	B. University Authorized Drivers Responsibilities	6
V.	Misuse of Vehicles	7
VI.	Use of Rental Vehicles	8
	A. United States Vehicle Rentals	8
	B. International Vehicle Rentals	8
VII.	Personal Use of University-owned, Rented or Leased Vehicles	8
VIII.	Athletic Vehicles	9
IX.	Vehicle Insurance.....	9
	A. University-owned, Rented or Leased Vehicles.....	9
	B. Privately Owned Vehicles.....	9
X.	Vehicle Accidents and How to Report	9
XI.	Parking and Moving Violations	10
XII.	Designated Department Responsibilities	10
XIII.	Emergency Preparedness Manager Responsibilities	11
XIV.	Benedictine University Police/Public Safety Responsibilities	11
XV.	Campus Services/Physical Plant Responsibilities	12
	Mobile Electronic Device Use.....	13
	In Case of an Accident	14
	Definitions	17
	15-Passenger Van Safety Warning	18
	Acknowledgement of Benedictine University's Vehicle Policy – Guidelines and Procedures Manual	19

I. PURPOSE AND OVERVIEW

Benedictine University (the "University") has established general guidelines and procedures for the use of vehicles for university business. A vehicle is defined in this Vehicle Policy – Guidelines and Procedures Manual ("Manual") as owned, rented or leased by the University, including personal vehicles of staff and faculty. **The use of personal vehicles by faculty and staff for business purposes is included in this Manual.**

Vehicle operations are essential to the services provided by the University. However, the incurrence of accidents, damage and abuse of vehicles represents a huge expenditure to the University. In many cases these costs are preventable.

The Manual sets forth the general guidelines and procedures regarding the use of vehicles. This Manual applies to the University faculty, staff, volunteers, contracted third parties ("Authorized Driver") using a vehicle for business purposes only. Authorization is accomplished through a review of driving records by the Emergency Preparedness Manager (the "Manager") and completion of the online driver training program.

Authorized drivers must comply with all applicable laws and regulations concerning the operation of motor vehicles, as well as, agree to abide by University driving precepts and regulations. Supervisors with authorized drivers are required to fully understand the guidelines and procedures outlined in the Manual.

University-owned, rented or leased vehicles shall not be used for personal use unless authorized to do so by Human Resources. "Personal Use" means any trip or segment that is made for the purpose of participating in an activity or function that is not official University business, or for which the expenses are not reimbursable by the University, or which is made to transport an unauthorized passenger.

The University reserves the right to review, at any time, the licenses and driving records of all drivers who operate vehicles.

This Manual provides guidance for the safe operation of vehicles while minimizing losses, damages, and claims against the University.

Failure to comply with these procedures set forth in this Manual may result in suspension or termination of motor vehicle operating privileges and/or disciplinary action in accordance with established University guidelines.

II. LIST OF AVAILABLE UNIVERSITY-OWNED VEHICLES FOR UNIVERSITY BUSINESS

LISLE CAMPUS:

- 2013 Ford E350 Super Duty Van – Student Affairs
- 2019 Ford Berkshire Shuttle Bus – Athletics
- 2019 Ford Berkshire Shuttle Bus – Athletics

MESA CAMPUS:

- No University-owned vehicles at this time.

Keys are stored with the Designated Department (the “Department”) responsible for that vehicle and must be signed out by an individual in that department only. Keys are to be returned to the Department promptly after completing the scheduled business.

If the Department responsible for a vehicle certifies that no vehicle from the vehicle pool is available and if an authorized driver must use his/her own vehicle, reimbursement information is available by viewing the [Travel and Subsistence Expense Report](#) procedure.

There are additional vehicles not listed above. The majority of these additional vehicles are assigned for use in maintaining the buildings and grounds of the campus and by Campus Safety. Facilities has a list of all University-owned or leased vehicles.

III. APPROVAL PROCESS

The approval process for authorized drivers will be completed by Human Resources and will include the prospective authorized driver providing a copy of their driver’s license and signing an authorization release to allow verification of their Motor Vehicle Record (“MVR”) for the past 36-months and acknowledgement of reviewing the Policy.

Approval as an authorized driver is a privilege rather than a right, and permission to drive vehicles for University business may be revoked for reasons deemed appropriate by the University. The MVR will be maintained in Human Resources and reviewed annually thereafter against the authorized drivers list which is located on the share drive at <S:\University Info\General Information\Vehicle Approval Lists>.

The Manager maintains a list of all authorized drivers. The University reserves the right to refuse approval at its discretion.

- Contracted third parties are responsible for administering an approval process for their employees; and
- Departments utilizing volunteers and/or seasonal coaches are responsible for making sure they successfully complete the University's approval process before operating a vehicle. Volunteers and seasonal coaches will have their MVRs run at least annually.

Authorized drivers must have an acceptable or conditional driving record as determined by the Manager. General guidelines for driving records are:

Motor Vehicle Record Review Guidelines

ACCEPTABLE	CONDITIONAL	UNACCEPTABLE
• 1 moving violation* in the last 12 months or less than two in the last 3 years	• 2 moving violations in the last 3 years	• 3 or more moving violations in the last 3 years
• 1 preventable** accident in the last 12 months	• 2 preventable accidents in the last 3 years. • 1 moving violation plus 1 preventable accident in the last 3 years	• 3 or more preventable accidents in the last 3 years • Any combination of 3 or more moving violations and preventable accidents in the last 3 years

*An acceptable or conditional moving violation is a speeding ticket. See Section V for unacceptable moving violations.

** A preventable accident is an accident where any other reasonably safe driver would have been able to prevent the accident from occurring.

Any authorized driver whose driving record is unacceptable will not be permitted to operate a vehicle for University business for a period of one (1) year from MVR with no moving violations within that period. A new MVR will be run and if the driving record is clean, approval will be granted.

IV. UNIVERSITY AUTHORIZED DRIVER QUALIFICATIONS AND RESPONSIBILITIES

A. University Authorized Driver Qualifications

In order to be a University authorized driver of a vehicle, drivers must:

- Be at least 18 years of age;
- Possess a valid driver's license, appropriate for the type of vehicle that the driver will be authorized to drive, issued by the Department of Motor Vehicles ("DMV") from his/her state of residence;
- Possess a Commercial Driver's License ("CDL") if transporting 16 or more persons including the driver or driving a vehicle weighing more than 26,000 lbs. (applies to authorized drivers only - students are not authorized to use such vehicles). Training for this license must be obtained through the proper state and local authorities;
- Successfully completed the University's online Safe Driver Training Program; and
- Complete the Motor Vehicle Records Check Authorization Form.
- Complete the Acknowledgement of Guidelines Form.

B. University Authorized Driver Responsibilities

University authorized drivers of vehicles are required to:

- Provides Supervisor with an email requesting their approval and stating the business need to use the vehicle.
- Provides the Department for that vehicle with the email showing the Supervisor's approval with a cc to their direct Supervisor on that email;
- Ensure that vehicles are only used for University business, this includes not transporting any unauthorized passengers such as family, friends, or hitchhikers;
- Agree to operate vehicles in accordance with applicable local, state, federal laws and University guidelines and procedures;
- Adhere to all driving laws applicable to the location, including those related to mobile device usage. Illinois and Arizona law prohibits drivers from using a hand-held mobile device to text, email or surf the internet while driving, and also prohibits talking on a cell phone while in a construction work or school zone (See Mobile Electronic Device Use);
- Immediately report all fines or traffic violations received while driving a vehicle to their Supervisor and to the Manager;
- Not permit anyone who has not successfully completed the driver approval process to operate a vehicle that is being used for University business;
- Require all occupants of a vehicle that is being used for University business to wear a seat belt;
- Report all accidents involving vehicles that are being used for University business on or off campus to Campus Safety; and

- Authorized drivers are expected to return the University-owned vehicle promptly, clean and with a full tank of gas. If refueling on the Lisle campus, gas usage must be noted on the “Gas Usage Chart” located in the Grounds Shop.

V. MISUSE OF VEHICLES

The following conditions are considered to be a misuse of vehicles when used for business purposes:

- Driving without authorization by proper University officials;
- Driving without a valid driver's license of the appropriate class for the type of vehicle being driven and issued by the DMV from his/her state of residence;
- Permitting a person who is not an authorized driver to drive a vehicle;
- Engaging in unsafe practices, including failure to use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses;
- Falsification of travel logs, travel authorizations, accident reports, or other forms relative to the use of the vehicle;
- Failure to comply with any law, regulation, or policy regarding the use of vehicles, including the requirement to have satisfactorily completed the University's online Safe Driver Training Program;
- Authorized drivers misusing vehicles may be personally liable for damages to persons or property caused to third parties and the legal expenses of defense; and
- Anyone with the following unacceptable moving violations within the last three (3) years may not drive a vehicle for University business:
 - Driving While Intoxicated (“DWI”) or Driving Under the Influence (“DUI”)
 - Leaving the scene of an accident
 - Negligent homicide
 - Operating with a suspended license
 - Using a motor vehicle for commission of a felony
 - Aggravated assault with a motor vehicle
 - Operating a motor vehicle without the owner's consent
 - Permitting an unlicensed driver to drive
 - Reckless driving
 - Hit and run

In addition to the above violations, the following offenses may result in suspension or termination of driving privileges for those operating vehicles along with possible appropriate disciplinary action:

- Failure to report the suspension or revocation of driver's license;
- Operating a vehicle outside of the scope of the destination, school related activity or business purpose;
- Driving which results in the intentional destruction of property;
- Failure to report an accident to your supervisor and Campus Safety;
- Returning a vehicle in an unsatisfactory condition, e.g. excessive trash, filth, etc.

VI. USE OF RENTAL VEHICLES

A. United States Rentals

Departments authorized to rent a vehicle for University business purposes are required to abide by the policies and procedures set forth in this document. All rented or leased vehicles are covered by a blanket vehicle liability policy which insures the University against the claims of others when the vehicle is being used for official University business. Normally, renters should not purchase the insurance offered by the rental agency as the University maintains its own coverage. It is stressed however, that the University's insurance is only available on vehicles rented for approved University business.

If a department rents a vehicle for University business on the Lisle campus, the rental of the vehicle must be reported to Facilities Management and the Campus Safety. Their knowledge of the rented vehicle being on campus will allow the driver(s) to use the grounds department's gasoline pump to fill up the vehicle.

B. International Rentals

Departments renting or leasing vehicles for University business in any country other than the United States must purchase insurance offered by the rental or leasing agent in that country. The cost of such insurance is considered part of the rental cost and is reimbursed as such in the travel claim process.

VII. PERSONAL USE OF UNIVERSITY-OWNED, RENTED OR LEASED VEHICLES

Vehicles that are leased for an approved driver for personal use may only be driven by that individual. Use by a spouse may be permitted on a limited basis only if the spouse becomes an authorized driver. No other individuals including children and other family members may drive a University-owned, rented or leased vehicle for personal use.

VIII. ATHLETIC VEHICLES

When operating the Ford Berkshire Shuttle buses:

- An authorized driver may not drive for more than four hours in a day and no more than two consecutive hours without taking a break;
- All trips over two hours require at least two approved drivers; and
- It is recommended that when going in reverse that you use a spotter to ensure there are no cars or pedestrians behind the vehicle.

IX. VEHICLE INSURANCE

A. University-owned, rented or leased vehicles

The Office of Business and Finance Services arranges for the insurance of the University's vehicle fleet. They will submit the schedule of insured vehicles and the schedule of approved drivers to the insurance carrier and Facilities Management. The University's insurance identification card is located in the glove compartment of the University-owned vehicles. The identification card is required by law and provides evidence of the University's fleet insurance coverage.

B. Privately Owned Vehicles

Authorized drivers using their privately owned vehicles on University business or sponsored activities are required to carry auto liability insurance with minimum limits as required by the state where the vehicle is registered. In an accident involving a privately owned vehicle, the owner must use his/her individual automobile insurance coverage as the primary insurance.

X. VEHICLE ACCIDENTS AND HOW TO REPORT

Authorized drivers involved in an accident while driving a vehicle on official University business will make no comment or statement regarding the accident to anyone except police.

Subsequent to any accident involving a vehicle driven on official University business, all communications regarding claims, including summons and complaints, must be forwarded immediately to the Chief Institutional Compliance and Risk Management Officer, with a copy to the Office of Administration and Finance and Campus Safety for disposition. The transmittal letter should include the date and place of service, together with any other pertinent information.

The authorized driver of a vehicle involved in an accident will record all pertinent information on the Vehicle Accident Form (See In Case of an Accident), before leaving the scene of the accident. An email requesting Blank Vehicle Accident Forms can be sent to the Manager.

All vehicle accidents which result in injury to any person, or which involve significant damage to property must be reported immediately by telephone 630-829-6122 or FAX 630-829-6592 to Campus Safety which is open 24/7. The caller will be contacted on the next business day for more details. A copy of the report should be forwarded to the Chief Institutional Compliance and Risk Management Officer and Campus Safety.

XI. PARKING AND MOVING VIOLATIONS

Parking tickets or similar fines and related penalties and interest are the personal responsibility of the authorized driver and should be paid promptly to the appropriate jurisdiction to avoid further penalties.

Any driver receiving a moving violation (when driving any vehicle, not just a University vehicle) must report the violation to the Manager within 24 hours of receipt. Receipt of a moving violation is grounds for reviewing the authorized driver's status. The University reserves the right to revoke approval status to operate a vehicle at the University's discretion.

XII. DESIGNATED DEPARTMENT RESPONSIBILITIES

Each department responsible for a vehicle is required to follow the procedures outlined below:

- Confirm that all Individuals are authorized drivers by checking the University's approved drivers list which is located on the share drive at [S:\University Info\General Information\Vehicle Approval Lists](#);
- Inspect the University-owned vehicle before and after the approved driver uses the vehicle for safety concerns, and report any defects immediately to maintenance;
- Ensure the materials listed below are maintained in each University-owned vehicle:
 - Vehicle registration
 - Insurance identification card
 - Emergency Road Kit
- Proper storing and parking procedures for University-owned vehicles.

XIII. EMERGENCY PREPAREDNESS MANAGER RESPONSIBILITIES

The Manager is responsible for the Vehicle Policy - Guidelines and Procedures Manual. In addition:

- Acts as the authorization source for authorized drivers; including processing authorization forms and enforcing University vehicle policy and procedures;
- Provides the University's online Safe Driver Training Program and maintains the list of authorized drivers;
- Reviews accident investigation reports, identifies preventive measures, recommends the implementation of accident prevention measures to appropriate parties, and takes other action when necessary in conjunction with the appropriate supervisor;
- Maintains all records associated with the Vehicle Policy and Procedures Manual.

XIV. BENEDICTINE UNIVERSITY POLICE RESPONSIBILITIES

In accordance with their normal operating procedures, Campus Safety shall:

- In the event of any accident or breakdown on or off-campus involving a University-owned vehicle, document the event through the University's incident reporting program including the extent of damages to all vehicles involved;
- In case of a breakdown, contact Campus Safety in Lisle at 630-829-6122 or Campus Safety in Mesa at 602-888-5516. They will coordinate the disposition of roadside assistance and/or towing regardless of your location. Once you are able to make arrangements, notify your supervisor immediately;
- Coordinate with the Manager any additional investigation needed for University-owned, rented or leased vehicle claims.

XV. FACILITIES MANAGEMENT RESPONSIBILITIES (Lisle)

Facilities Management provides the following services regarding University-owned or leased vehicles:

- Has a list of all University-owned and leased vehicles;
- Routine preventative maintenance on vehicles;
- Routine breakdown repairs;
- Inspection, registration and tag renewals;
- Manages vehicle inspection logs;
- Manages the University gas program;
- Conducts quarterly safety checks and yearly inspections;
- Additions and trades of vehicles should be reported to and approved by the Office of Administration and Finance. Original copies of leases, titles and registrations are kept on file in the office of Facilities Management. Additional copies will also be kept on file in the Office of Administration and Finance.

Mobile Electronic Device Use

At Benedictine University, we deeply value the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of mobile devices (either with a personal or company-issued device) while driving, authorized drivers shall be subject to the following restrictions when operating a vehicle:

1. The mobile electronic device must have a hands-free method of operations. This can include, but is not limited to:
 - a. A Bluetooth earbud;
 - b. A vehicle-integrated communication system; or
 - c. A mobile hands-free speaker/microphone device.
2. Before the start of travel, the mobile electronic device must be configured so that it can receive and make a call either through voice activation, or with the push of a single button.
3. If the device is going to be used as a GPS to provide travel or mapping directions, it must be set up and running before travel begins.

Unless the authorized driver pulls off the road and parks in a safe location, authorized drivers are prohibited from:

1. Sending or reading text messages or photos;
2. Taking or viewing photos;
3. Manually dialing a phone number;
4. Using a handheld device;
5. Looking up a contact number in the directory;
6. Manipulating the GPS function in any way; and
7. Browsing the Internet, or using any other application beyond taking and receiving calls.

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IN CASE OF AN ACCIDENT

Accidents can be traumatic events with high costs to individuals and the University. It is therefore imperative that the authorized driver (if uninjured) of the vehicle involved in an accident do his/her best to document the events as they occurred. The authorized driver should be prepared to provide a written account of the accident upon return to the University. Following the below guidelines should help the authorized driver through this process.

1. Stay Calm. Your primary concern is the safety of everyone involved in the accident.

2. Stop at once. Take the following steps:

- Call 911.
- Prevent further accidents. Turn on emergency flashers & move the vehicle away from traffic. Protect the passengers and the vehicle.
- Keep passengers with the vehicle, if possible. No one should walk for help unless absolutely necessary and only after you have contacted Campus Safety.
- Call Campus Safety, no matter the place or time. If you need towing, the vehicle should be towed back to campus where Campus Safety will direct the tow truck driver to the Grounds Garage.
- Gather the facts. Write down the name(s) of the other driver(s), addresses, and telephone numbers, insurance information as well as names and telephone numbers of all passengers and witnesses. Note the nature and extent of damage to other property or vehicles and be sure to include license number, make of car, and body type. If you have time, write down what happened to aid in future recollection. The form below is provided for this purpose and should be kept in the vehicle.
- NEVER ADMIT FAULT OR LIABILITY. Only explain what happened and only to the authorities on the scene.
- Exchange information with the other driver(s) (name, address, license plate number, and insurance information from the insurance card in the glove compartment).
- Before leaving the scene of the accident, check to determine if all factual information has been recorded.
- The authorized driver must report to Campus Safety upon returning to the campus and to the office from which the vehicle was checked out. After filing reports, they will be directed to contact the Manager at 630-829-6364. If the police issued a citation, the Manager needs copies of any paperwork.

3. If public or private property was damaged, call Campus Safety immediately at 630-829-6122 for Lisle and Campus Safety at 602-888-5516 for Mesa. Not doing so may result in disciplinary action. No matter where you are, how far away, even if it was a minor incident and no one was hurt, you must call Campus Safety. The driver may be liable and responsible for damage to the vehicle.
4. Discuss the accident only with the police, and the Manager. This is in your and the University's best interest. Do not discuss details with other drivers, witnesses, or passengers.

Benedictine University Vehicle Accident Form

- Stay Calm...Stay Safe.
- Call 911
- Contact Campus Safety (Lisle), 630-829-6122 or Campus Safety (Mesa), 602-888-5516

OTHER DRIVER'S INFORMATION:

Name: _____ Date of Birth: _____

Driver's License #: _____ State: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ License Plate #: _____

Make of Vehicle: _____ Model: _____ Year: _____

Insurance Information

Insurance Company: _____ Policy #: _____

Description of Damages, Injuries, Weather Conditions

Damage to other vehicle: _____

Injuries (if any): _____

Date: _____ Time: _____ Location: _____

Weather Conditions: _____

WITNESS/PASSENGER INFORMATION: (Additional names and phone numbers on separate sheet of paper)

Name & phone #: _____

Name & phone #: _____

POLICE OFFICER'S INFORMATION:

Officer's Name: _____ Officer's Badge #: _____

Phone #: _____ Report #: _____

Citation Information (if any): _____

Original form goes to the Business Office and copies go to the University Police and the Authorized Driver.

DEFINITIONS

Authorized Driver – is defined as persons who have completed all prerequisites to the University's employment. This includes all faculty, staff, student assistants, contracted third parties and persons on appointed volunteer status.

Designated Department – is responsible for the keys to the vehicle assigned to their area.

Major Accident – is when a vehicle is involved in an accident that is so severe that it is unable to continue and there are injuries or death to the occupants.

Minor Accident – is when a vehicle is nearly involved in an accident, or is hit, but is still able to continue.

Motor Vehicle Record (MVR) – is a report run by ScreeningOne for the purpose of checking the driving record over the past 36 months for potential authorized drivers.

Personal Use – is any trip or segment that is made for the purpose of participating in an activity or function that is not official University business, or for which the expenses are not reimbursable by the University, or is made to transport an unauthorized passenger.

Vehicle - A vehicle is defined in this Manual as owned, rented or leased by the University, including personal vehicles of staff and faculty.

WARNING ABOUT SAFETY ISSUES ASSOCIATED WITH 15-PASSENGER VANS

- For the safety of University authorized drivers and passengers, University-owned, rented or leased 15-passenger vans are not to be loaded with more than ten (10) passengers and a driver. If carrying equipment, one passenger must be eliminated for each one hundred-fifty (150) pounds of load. In addition, do not drive more than 55 miles per hour, regardless of load and do not store luggage or other items on the roof. Fill the seats from front to back. When the van is not full, passengers should sit in seats that are in front of the rear axle. Cargo should be placed forward of the rear axle.
- It is prohibited to hitch a trailer to a 15-passenger van. This will increase the instability of the van.
- Authorized drivers intending to operate a 15-passenger van should be aware of the following safety issues associated with this type of vehicle should take great care and precautions when operating it. A fully loaded 15-passenger van is inherently less stable than an unloaded one. Therefore, 15-passenger vans should not be overloaded with payload or passengers. Tests indicate that a 15-passenger van that is loaded with more than 15 passengers run six times the risk of rolling over as compared to the same vehicle containing only 5 passengers.
- According to the Consumer Advisory from the National Highway Traffic Safety Administration (NHTSA), 15-passenger vans may have a much higher rollover propensity when loaded than when relatively empty. 57% of the 235 15-passenger van occupants killed in rollover crashes from 2010-2019 were ejected. This increased risk is due to the fact that these vehicles have a rather large payload capacity and passengers sit fairly high up in the vehicle, thus raising the center of gravity. According to their tests, the propensity to roll over increases with the occupancy level. 69% of 15-passenger van occupants killed in crashes from 2010-2019 were known to be not wearing a seat belt.
- A 15-passenger van is substantially longer and wider than a car, and thus requires more space to maneuver. It also requires additional reliance on the side-view mirrors for changing lanes.

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Benedictine University maintains and enforces policies and procedures regarding the use of vehicles for business purposes.

Acknowledgement of Guidelines:

- All passengers must wear their safety belts;
- Must be used for University business purposes only;
- Only passengers on University business may be transported;
- Authorized drivers must obey all traffic regulations;
- Authorized drivers must comply with the state's Vehicle Code and the Mobile Electronic Device Use Addendum regarding texting, emailing, applicable hands-free devices, etc.;
- Authorized drivers must return the vehicle promptly, clean and with a full tank of gas;
- When operating mini-buses, authorized drivers may not drive for more than 4 hours in a day and no more than 2 consecutive hours without a break. All trips over two hours require at least two approved drivers;
- Authorized drivers must complete the University's online Safe Driver Training Program and receive a certificate of completion;
- No more than ten passengers and a driver are permitted in 15-passenger vans. If carrying equipment, one passenger must be eliminated for each 150 pounds of load;
- Do not hook up a trailer to the 15-passenger van;
- Drivers must have gone through the driving approval process.

I have reviewed the Benedictine University's Vehicle Policy - Guidelines and Procedures Manual ("Manual"). I had the opportunity to discuss and ask questions. All of my questions have been answered to my satisfaction and I fully understand this Manual.

I agree to abide by the University's Manual and I understand that any violation of this Manual may result in the loss of my privilege to operate a University-owned, rented, leased or personal vehicle for business purposes. My signature affixed below indicates my understanding of Benedictine University's Vehicle Policy - Guidelines and Procedures Manual and my agreement to comply with this Manual.

Employee (please print)

Emer. Prep. Mgr. (please print)

Employee's Signature

Emer. Prep. Mgr. (signature)

Date

Date