

WHEATON COLLEGE VEHICLE PERMIT STUDENT INSTRUCTIONS

****In order to drive for Wheaton College, you must have a valid US driver's license for (3) years****

Vehicle	Vehicle Description	Requirements
Car	5 passenger	Written Test
Minivan	7 passenger vehicle	Written Test
Van*	12 passenger vehicle	Written Test and Road Test
Bus*	15 passenger vehicle	Written Test and Road Test

*For van and bus certification, you must allow at least 7 working days to complete the certification process as the road test has limited availability.

Below is the list of things you'll need to complete to be permitted to drive campus vehicles.

- 1. Fill out and return the application with a copy of your driver's license.**
I will run a *Motor Vehicle Record* (MVR) to make sure you have a clear driving record. You must allow **at least 2** working days for MVR results to be completed. Depending on the state, some MVRs can take longer to come back. *No permit will be given until the completed MVR comes back.*
- 2. Study the materials for the written test. This is composed of the college policies regarding vehicle usage.** In addition to the college policies, the written test contains questions regarding Illinois Rules of the Road signage, and these can be found on the Illinois website:

CYBERDRIVEILLINOIS.COM.
Look under: **Publications/Forms, Motorist, Rules of the Road/Traffic Safety, Illinois Rules of the Road**
(There is a full page of signs on the written test)
- 3. Sign the Appendix F form** at the end of the policy indicating that you have read and will abide by campus policies.

Taking the written test is done at the Transportation office, no appointment is necessary. The test may be taken Monday-Friday between 8:00 AM and 3:30 PM.

Scheduling a road test is necessary to receive a van/bus permit. The behind-the-wheel driving tests are scheduled *after* you have taken and passed the written test. There are limited slots available so please plan ahead when applying for your permit. Allow 45 minutes for this test.

Test days and times:

Mon-1:00 pm, Tues & Wed-8:00 am or 1:00 pm, Thurs-8:00 am, 1:15 pm, 4:00 pm)

Contact Nathan Moser, the Transportation Coordinator at 630-752-5114 or
nathan.moser@wheaton.edu with any additional questions.
The Transportation Office is located at the Chase Service Center (924 College Ave).



Application to Drive Wheaton College Vehicles

Please complete this application in it's entirety and return to
Transportation Office.

If you have questions please call 630-752-5114 or
email nathan.moser@wheaton.edu

*****In order to drive for Wheaton College you must have a valid US driver's license for (3) years*****

Today's Date _____

Name _____ Phone Number _____

Email Address _____

What department or group are you driving for _____

Please check one of the following:

- _____ Faculty/Staff Employee ID # _____
- _____ Volunteer How long do you envision volunteering for this group? _____
- _____ Student Year of Graduation _____
- _____ HoneyRock Student ID # _____ CPO _____
- _____ Summer Employee (Non-Wheaton Student)

How many years have you had a valid US driver's license? _____

Driver's License Number: _____ State Issued By: _____

What type of permit are you applying for: _____ Car/Minivan _____ Minibus/12 Passenger Van

I give permission to obtain a copy of my MVR initially and periodically, to ensure that my driving records meets college standards. Signature: _____



For Office Use Only

_____ Copy of Driver's License	Date _____		
_____ MVR	Date _____	Date _____	Date _____
	Date _____	Date _____	Date _____
_____ Policy Acceptance Form	Date _____	Date _____	Date _____
	Date _____	Date _____	Date _____
_____ Written Test	Date Passed _____	Trailer Written Test _____	
_____ Minibus Test	Date Passed _____		
_____ Driver List	Date Entered _____	Trailer Driving Test _____	
_____ Permit Given	Date _____		



**WHEATON
COLLEGE**
For Christ & His Kingdom

TRANSPORTATION SAFETY POLICY

Wheaton College maintains a fleet of vehicles to provide transportation for its students, faculty and staff. These vehicles support travel to college sponsored activities and events, and enable employees to perform their jobs. Travel by vehicle involves certain inherent risks, but these risks can be minimized if certain precautions are taken.

This policy applies to: 1). All drivers and passengers of Wheaton College owned or rented vehicles, and 2). All drivers and passengers of personal vehicles that are used for College business, or used to provide non-family group transportation to College-sponsored events.

This policy is administered by the Wheaton College Transportation Safety Committee under the supervision of the Office of Legal Affairs & Risk Management. Human Resources may also be involved in situations involving employees who must possess a valid driver's license and drive a College vehicle as a regular part of their work at the College.

The following section applies to all persons who are seeking permission to drive a Wheaton College owned or rented vehicle for the first time. This section does not apply to existing approved drivers of College owned or rented vehicles.

Driver Selection:

Any member of the campus community, and certain volunteers/guests approved by the Transportation Coordinator, may seek authorization to drive a Wheaton College owned or rented vehicle. However, it is a privilege and a significant responsibility to operate a vehicle, particularly when passengers are involved. Since most vehicle accidents are directly attributable to driver error and are preventable if certain precautions are taken, Wheaton College reserves the right to be highly selective in approving its drivers. This selectivity is a demonstration of Wheaton's commitment to driver and passenger safety.

Requirements for individuals seeking to drive a Wheaton College vehicle for the first time:

All individuals seeking to drive a Wheaton College vehicle for the first time must meet the following criteria:

- Be a current Wheaton College employee, student, or volunteer/guest approved by the Transportation Coordinator.
- Possess a valid U.S driver's license (not a permit), and provide Wheaton College with a photocopy thereof.
Exception: Drivers licenses (not permits) from other countries may be accepted at the sole discretion of the Transportation Coordinator, and/or the person in charge of transportation for the campus where the driving originates.
- Complete an application to drive a Wheaton College vehicle.
- Authorize the Wheaton College Transportation Office to generate a Motor Vehicle Report (MVR). If the MVR reports three (3) or more moving violations in the last three (3) years, or one (1) serious violation in the last five (5) years, the application to drive will be reviewed by the Transportation Safety Committee.
- Read this Transportation Safety Policy, and sign a statement to attest that the policy has been read and understood.
- If under the age of 25 and NOT a full-time employee of Wheaton College:
 - Pass a written test that covers the state-issued rules of the road and this Transportation Safety Policy.
 - Have at least three (3) years of licensed driving experience in the United States.*Exception: Drivers that do not meet this three (3) year requirement may, with the prior approval of the Transportation Coordinator, and/or the person in charge of transportation for the campus where the driving originates, drive locally (within one mile of any campus), and/or drive to the nearest city where needed services are available.*

The remainder of this policy applies to all drivers and passengers of Wheaton College owned or rented vehicles, including those employees who must possess a valid driver's license and drive a College vehicle as a regular part of their work at the College. It also applies to personal vehicles used to provide non-family group transportation to College-sponsored events.

Use of Wheaton College Owned or Rented Vehicles

Wheaton College owned or rented vehicles are not intended for personal use. These vehicles may only be used by approved drivers on official college business, or to provide transportation to a Wheaton College-sponsored event. An approved driver is a person who has met the new driver requirements that are listed in this policy, and has received driving permission from the Transportation Coordinator, and/or the person in charge of transportation for the campus where the driving originates.

Driver Self-Disclosure

All persons who are authorized to drive a Wheaton College vehicle shall immediately notify the Transportation Coordinator of any violations, accidents, or unresolved citations as described below, in any city, county, state, or country, irrespective of the vehicle’s ownership (Wheaton College vehicle, rental vehicle, personal vehicle, or any other vehicle). Failure to self-disclose may result in a review by the Transportation Safety Committee, and possible suspension of driving privileges. In addition, employees who drive a College vehicle as a part of their work at the College must immediately disclose this information to their supervisor.

Driver Disqualification

Wheaton College reserves the right to check the driving history of each driver by obtaining a Motor Vehicle Report (MVR), both periodically and immediately following: an “at fault” accident, moving violation, self-disclosure or other discovery of an incident that triggers review, as described below, or other serious violation.

Privileges to drive a Wheaton College vehicle may be immediately suspended should any of the following come to the College’s attention:

Incidents that trigger a review on driving privileges by the Transportation Safety Committee

	Wheaton College Student Drivers or Volunteer/Guest Drivers	Wheaton College Employee Drivers
Involved in an “at fault” accident (responsible for causing an accident).	One (1) accident	Two (2) accidents in two (2) years, or one (1) accident in five (5) years if the accident resulted in a severe injury or fatality.
Receiving three (3) moving violations in a three (3) year period.	Common violations in this category include, but are not limited to: <ul style="list-style-type: none"> • Speeding. • Running a red light or a stop sign. • Disobeying a traffic signal or sign. • Texting or using a cell phone while driving. • Driving on a license that has been expired for thirty (30) days or less. • Failure to comply with any driver’s license restriction (e.g., corrective lenses). 	
Receiving one (1) serious violation in a five (5) year period.	Common violations in this category include, but are not limited to: <ul style="list-style-type: none"> • Driving under the influence (DUI) or refusal to submit to a blood alcohol test. • Reckless driving, which may include driving at excessive speeds. • Disobeying a railroad signal and/or barrier at a railroad crossing. • Passing a parked (loading/unloading) school bus. • Speeding in a school zone. • Texting or using a cell phone while driving in a school zone. • Leaving the scene of an accident. • Driving on a suspended license. • Driving on a license that has been expired for more than thirty (30) days. • Failure to appear in court for a vehicle/traffic related offense. 	
Exhibiting poor judgement while driving a College-owned or rented vehicle, and/or violation of any portion of the Wheaton College Transportation Safety policy.	Reports of exhibiting poor judgment while driving, and/or violations of the Wheaton College Transportation Safety Policy, are investigated and reviewed by the Transportation Safety Committee.	

In addition to the above, the Transportation Safety Committee may recommend suspension of driving privileges if:

1. The driver falsifies information on their driver's application.
2. The driver provides untruthful information pertaining to an "at fault" accident, moving violation, or serious violation.
3. The driver uses a Wheaton College vehicle for personal reasons.
4. The driver lends a Wheaton College vehicle to another person who is not authorized to drive a Wheaton College vehicle.
5. The driver changes the destination without informing the Transportation Coordinator
6. The driver lends the vehicle to another driver (authorized or not) without informing the Transportation Coordinator.
7. The driver operates a College vehicle while on a revoked or suspended license.
8. Other extenuating circumstances as determined by the Transportation Safety Committee.

Suspension of Driving Privileges

The Transportation Safety Committee has:

1. The responsibility to review driving applications, MVRs, accidents, and any other incident or report that may impact a person's authorization to drive a College-owned or rented vehicle, and
2. The obligation to suspend or terminate the driving privileges of any driver who, at the Committee's sole discretion, is unfit to operate a College-owned or rented vehicle.

The Transportation Safety Committee recognizes that the suspension of driving privileges is not a matter to be taken lightly, and that loss of driving privileges can be disruptive to certain programs. The Committee additionally understands that certain persons need to drive as a condition of their employment, and that the employee could be terminated should a loss of driving privileges occur. Nonetheless, when the Committee determines that driving suspension is warranted, they will place the need for safety above other considerations, and immediately suspend driving privileges regardless of the personal and programmatic impact.

The Committee will report all employee driver suspensions to Human Resources and to the employee's supervisor. For employees who drive a College-owned or rented vehicle as a part of their work at the College, this may result in immediate termination, or initiate an employee disciplinary process that could result in termination.

Driving Suspension Appeals

Any driver may appeal their suspension of driving privileges to the Transportation Safety Committee. Drivers must submit their appeal in writing within five (5) business days after receiving an adverse decision.

During the appeal process, the Transportation Safety Committee will consider thoughtfully any explanations or extenuating circumstances that the suspended driver may wish to offer.

The Committee will deliver appeal decisions in writing as soon as practicable following Committee review. For employees, the Committee decision will be delivered to the employee through their supervisor.

The Committee's suspension appeal decisions will be final.

Driver Road Handling Tests

Driver applicants who request, or employees that are required to drive a vehicle larger than a standard mini-van or a vehicle that tows a trailer of any kind, must pass a behind-the-wheel road-handling test. Road-handling tests may only be attempted twice within any 12-month period.

For the main campus, drivers may schedule a road-handling test by contacting the Transportation Coordinator. For other campuses, drivers may schedule a road-handling test by contacting the staff member responsible for transportation at that facility.

Safe Driving Practices

All drivers of Wheaton College owned or rented vehicles must comply with the following rules for safe travel:

1. **Speed Limit:** No vehicle may be driven at a speed greater than the applicable speed limit (posted or not). Where no speed limit is posted, drivers must adhere to speed limit restrictions imposed by the state where the driving occurs. Unposted speed limits vary state-to-state, but generally adhere to the following:
 - A 25 MPH speed limit for any residential, business, and urban area.
 - A 35 MPH speed limit for any unpaved road.
 - A 45 MPH speed limit for any construction area.
 - A 55 MPH speed limit for any rural highway, or any interstate near a major city.
 - A 65 MPH speed limit for any interstate in a rural area.

2. **Headlights:** To maximize visibility, headlights should be used at all times day or night.
3. **Severe Weather and Hazardous Road Conditions:** Wheaton College owned or rented vehicles should not be driven in severe weather, or when road conditions are hazardous.
4. **Cell Phones and Electronic Devices:** No driver may use a cell phone, or any handheld or hand-operated electronic device when the vehicle is in motion, or when the vehicle is stopped in traffic (e.g., while waiting at a stoplight).
Exception #1: GPS devices may be used for simple tasks but should not be programmed except when the vehicle is safely parked.
Exception #2: Devices that utilize hands-free technology may be used where permitted by state and local laws.
5. **Seatbelts:** Driver and passengers must wear their seatbelts any time that the vehicle is in motion. Passengers must remain seated upright throughout the trip, and all seatbelts must be used with the shoulder harness in place in accordance with their design. If a driver becomes aware that a passenger is not properly wearing their seatbelt, they must gain seatbelt compliance, or stop the vehicle at the nearest safe location until the passenger complies with the seatbelt use requirement.
6. **Front Seat Passenger to Assist with Driver Alertness:** Whenever the driver is carrying one or more passengers, they must require a passenger to sit in the front seat, and to remain awake and undistracted, in order to assist with keeping the driver alert.
7. **Vehicle Carrying Capacity:** No vehicle may carry more passengers, or cargo, than the vehicle was designed to carry. Every passenger must have his or her own individual seat and seatbelt, and all cargo must be properly stowed. Whenever possible, cargo should be arranged such that the driver's vision through the center rear view mirror remains unobstructed. Vehicle loading must never exceed the manufacturer specified Gross Vehicle Weight (GVW) restriction. External cargo devices (trailers, car top carriers, ski or bike racks, etc.) may only be used with special permission from the Transportation Coordinator.
8. **Radar Detectors:** No vehicle may use any device that is capable of monitoring speed detection systems.
9. **Hitchhikers:** Picking up hitchhikers is not permitted.
10. **Impaired Driving:** No driver, before or during trips, may use medications, alcohol, drugs or other substances that may cause drowsiness or other physical or mental impairment.

Reversing

The majority of vehicle collisions occur when vehicles are being backed into another position. This is especially true with large vehicles and vehicles towing trailers. In order to prevent collisions related to reversing, the driver should check for nearby and overhead obstructions and clearance distances before backing up the vehicle.

Driving Time Limits

Drowsiness and fatigue impairs reaction time and decision-making, and increases the risk of being involved in a serious accident when driving. To reduce the risk of accidents related to sleepiness and exhaustion Wheaton College requires all drivers to comply with the driving time limits listed below:

Driving Time Limits	Daytime Travel (prior to sunset)	Nighttime Travel (prior to sunrise)	Daytime/Nighttime Travel Combined
Maximum driving time permitted before a minimum fifteen (15) minute break or swapping drivers is required.	Three (3) hours	Two (2) hours	Two (2) hours
Breaks: Within fifteen (15) minutes of reaching the driving time limit, the driver should exit the highway to a safe rest area. The driver must take a minimum fifteen (15) minute break before they can resume driving. Relief Drivers: All relief drivers must be independently authorized to drive a Wheaton College owned or rented vehicle. If vehicle operation requires a driver road-handling test, they must fulfil that additional requirement.			
Time of Day Driving Limits	Start Driving	End Driving	
Except for unplanned emergencies (flat tire, roadside breakdown, etc.), all drivers are expected to be off the road and not driving during these hours.	5:00 AM	12:00 AM (Midnight)	
Trip Planning: All trips should be planned so that drivers are not expected or pressured to drive before 5:00 AM or after 12:00 AM (midnight), unless otherwise authorized by the Transportation Coordinator. Exception for Local Travel: Travel that does not exceed 20 miles, or that is necessary to provide transportation to or from the nearest local commercial airport, may take place at any time day or night.			
Maximum Driving Time Limits	Each Individual Driver	All Drivers Combined	
Maximum driving time permitted for all drivers in a day before a minimum six (6) hours of sleep is required.	Nine (9) hours in one day*	Eighteen (18) hours in one day	
* Multiple approved drivers are required for any trip that exceeds the nine (9) hour individual driver daily time limit.			

Overhead Height Restrictions

Due to the risk of overhead collisions, all vehicles carrying 12 or more passengers, and any vehicle that exceeds a posted overhead height clearance limit, are restricted from entering any drive-thru, parking garage, or drive with a low canopy.

Athletics Use of Vehicles

No athlete may drive a vehicle following any athletic, club, or intramural competition or practice, unless: 1). The athlete did not take part in ANY strenuous sporting activity during competition or practice, 2). The athlete's participation in any NON-strenuous sports activity was limited to thirty (30) minutes or less, or 3). The competition or practice is located within fifteen miles of a Wheaton College campus or destination of overnight stay. This restriction applies equally to any vehicle owned or rented by Wheaton College, or any personal vehicle.

Roadside Assistance

Whenever a vehicle is used for travel, there is always a potential that roadside assistance may be needed. If a driver should lose an ignition key, become locked out of a vehicle, have a flat tire, run out of gas, require a jump start, experience a mechanical problem, or encounter a situation that makes driving the vehicle unsafe, the driver should immediately stop driving the vehicle and call one of the following:

- The Transportation Coordinator at 630-752-5114
- Public Safety at 630-752-5911 after hours.
- HoneyRock at 715-479-7474 daytime / 262-607-0908 after hours.
- The Wheaton College Science Station at 605-430-6719 daytime / 419-367-2697 after hours.

The Transportation Coordinator will arrange roadside assistance on the driver's behalf. The driver should not call a tow truck or attempt to make any vehicle repairs on his/her own. Should replacement transportation become needed, the Transportation Coordinator can help to arrange for this transportation as well.

► What to do if a vehicle breaks down in an area where this is no cell phone coverage.

In situations where there is no cell phone coverage, the driver and all passengers should stick together wherever possible, remain with the vehicle, and attempt to flag down local law enforcement. If law enforcement does not pass by, the driver may flag down a passing vehicle to ask them to send law enforcement when they are able. Do not accept rides from any person that you do not know. Instead, wait for law enforcement to arrive.

► What to do if a vehicle is towed.

In situations where a College-owned or rented vehicle is towed, it is important for the driver to obtain the name and phone number of the tow truck company, and the location where the disabled vehicle is being towed. It is also important to obtain alternate safe transportation for the driver and all passengers. The Transportation Coordinator can assist in making these alternate travel arrangements.

Driver Vehicle Inspections

Vehicle roadworthiness is an important aspect of vehicle safety. While fleet managers exert considerable efforts to maintain the vehicles that Wheaton College owns, the driver of the vehicle holds an additional responsibility for reporting any mechanical problem or vehicle damage that could affect the vehicle's roadworthiness. This is especially important for longer trips when the vehicle is away from its routine service area. To fulfill this driver responsibility, all drivers are required to perform the following vehicle inspections:

Pre-Trip and Post-Trip Vehicle Damage Inspections:

Each time a driver checks out a Wheaton College vehicle, they are expected to complete a Rental Confirmation Inspection form (for the main campus this form is located on the back page of your rental confirmation). In addition to listing the name of the vehicle's authorized drivers, their cell phone numbers, and the beginning and returning mileage, this form provides the driver with a place to document any pre-existing or new vehicle damage and/or problems or concerns the driver has for the vehicle. If you do not receive a Rental Confirmation Inspection form with your rental, please talk to the Transportation Coordinator.

Mid-Trip Vehicle Safety Inspections:

All drivers are expected to perform daily vehicle safety inspections for any trip that extends beyond a single day. Drivers are not expected to have any advanced knowledge of the vehicle to perform these inspections, but when problems are noted, they must immediately report the problem to the Transportation Coordinator.



Important Friendly Reminders:

ANYONE who wishes to drive a campus vehicle must complete the application (and be approved) prior to the need for a vehicle. The Transportation Office will need to obtain a copy of the applicant's driver's license to check their MVR (Motor Vehicle Record) this process can take a couple of days, so please plan accordingly.

Anyone needing to drive a 12 or 15 passenger vehicle will need to take a behind the wheel driving test. These road tests are only offered at specific times, so please allow at least one week prior to your reservation to complete this process.

All reservations go through 25LIVE via the Employee Portal, and therefore can only be requested by an employee. (Employee tab/Help and Resource/Transportation Request) if you have any questions, contact the Transportation Coordinator at 630-752-5114 or transportation@wheaton.edu



Please always to enter your entire Oracle account number when submitting your reservation request (ie: xxxxxx-101-xxxx-xxxx-xxx)

When returning vehicles, please make sure to clear all belongings and trash from the vehicle.

Key Information

ALL KEYS MUST BE PICKED UP DURING BUSINESS HOURS (7:30am-4:00pm). Keys for weekend reservations must be picked up by 4:00 pm on Friday. If keys are not picked up during business hours, a fine will be added to the reservation.

The replacement cost for a lost electronic key is \$225. This covers the purchase cost of the new remote and the necessary reprogramming at the dealership. The cost will be added to the invoice for your vehicle reservation.

2024-2025 Vehicle Rental Rates

Vehicle Type	Seating Capacity	Daily Rental Rate	Fuel Cost Per Mile
Car-Honda Insight Hybrid	5 max*	\$60	\$0.11
Minivan-Dodge Caravan	7 max*	\$80	\$0.17
Van	12 max*	\$115	\$0.21
Minibus	15 max*	\$150	\$0.37

- This indicates the maximum number of people which INCLUDES the driver.

I-Pass Rates (Per Vehicle)

I-Pass (Car, Minivan, Van) - \$7.50

Bus I-Pass (Minibus) - \$20

