



# TRANSPORTATION POLICY AND DRIVER FORM 2019-2020

## A. General Rules

Transporting youth and children is an important concern. Their safety can be at risk in a variety of ways. Therefore, certain discretion must be used. This Policy includes both Requirements and Guidelines. When feasible, there should be adherence to the recommendations in the Guidelines. It is expected that the Requirements will always be followed.

## B. Requirements

1. Drivers must be known to the designated adult leader of the event.
2. When a child/youth is transported in any vehicle, the driver must be either the child's/youth's parent/guardian or a screened adult or a paid staff person who is at least 18 years old.
3. Drivers must have a valid driver's license for the vehicle being operated. For example, if driving a church bus, a commercial license is required. A copy of the driver's license should be on file at the church.
4. Drivers must require that seat belts be used at all times, and the number of passengers must not exceed the number of seat belts.
5. Drivers must follow the speed limits and all driving laws.
6. Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours.
7. When a trip is planned and the destination is expected to be 100 miles or more from the point of departure, drivers are to be listed on an "approved driver list" maintained in the church office.
8. Persons who regularly drive church owned vehicles are to be listed on an "approved driver list" maintained in the church office.
9. In order to be listed on the "approved driver list" of drivers, a Motor Vehicle Record search must be conducted and the appointed clergy and supply pastors or his/her designee must determine if the record is satisfactory.
10. Drivers must carry personal auto insurance.

## C. Guidelines

1. In the case of driving children and youth, employees/volunteers should not be alone in a car with a member of the opposite sex.
2. Drivers should receive training for the church owned vehicle being operated.
3. Drivers must carry a functional cell phone.

Name \_\_\_\_\_ Date Completed \_\_\_\_\_

Signature \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Auto Insurance Company \_\_\_\_\_

Policy Number and Expiration Date \_\_\_\_\_