

HOPE CHRISTIAN FELLOWSHIP

VOLUNTEER DRIVERS

PROCEDURES AND GUIDELINES

The purpose of this program is to establish procedures and guidelines for personal vehicle use on behalf of the church on church business and/or church sponsored activities. The church will keep on file a list of qualified, insured drivers who will be using their own vehicles.

The attached Driver Insurance Form is to be completed by each driver wanting to drive for the church. Prior to driving, the Form is to be returned to the church along with a copy of a valid driver's license and Proof of Insurance. Acceptable proof would be a copy of the declaration page of the driver's current insurance policy covering the vehicle to be driven. Minimum limits are \$100,000 Combined Single Limit or Split Limits of \$100,000 Bodily Injury per Person, \$300,000 Bodily Injury per Accident and \$50,000 Property Damage.

An authorized person from the church will verify that these items have been received and keep them on file. The records will be updated annually to verify that all drivers have a valid licenses and current insurance.

It is also the policy of the church to not allow anyone under 21 to transport passengers to and from church sponsored events. Church sponsored events are those on a church ministry calendar (i.e. youth, children's, etc) and include things like retreats, day trips, conferences, etc.

- I agree to abide by all traffic laws including those regarding cell phone use and texting.
- No "Chinese Firedrills"
- I will check to ensure that everyone has their seatbelts on before driving.
- I will take my responsibility of driving extremely serious and make safety and defensive driving my priority.

Dear Driver:

This completed form is required and must be on file in order to use your personal vehicle for Church Business and/or Church Sponsored Activities. Please return the form to the office along with copies of your valid California Driver's License and Proof of Insurance. All drivers must carry at least \$100,000 CSL or \$100,000/\$300,000/\$50,000 Split Limits.

Driver's Name: _____

Address: _____

Driver's License No: _____

Daytime Phone: _____ Evening Phone: _____

Insurance Co: _____

Amount of Coverage: _____ Policy No: _____

Position: Church Employee _____ Church Volunteer _____

Vehicle Use: Church Business _____ Church Activity _____

Frequency: Weekly _____ Occasional _____

Your private auto insurance company is, according to California Law, primarily responsible for injuries and/or damages incurred while using your vehicle for Church Business or Church Sponsored Activities.

I understand my liability while I am a driver on Church Business or Church Sponsored Activities. By signing this form I agree that all information on this sheet is correct. I am a legally licensed driver, and auto insurance is in effect at this time with at least \$100,000 CSL or \$100,000/\$300,000/\$50,000 Split Limits.

Signature

Date: _____

Verification to be completed by Church office: _____ Current Driver's License _____ Current Proof of Insurance Church Representative's Signature: _____ Date: _____
--