

Valid for 3 Years

Expiration Date _____

FIRST EVANGELICAL LUTHERAN CHURCH
VOLUNTEER DRIVER FORM

Place valid driver license here
to be photocopied by church office
and kept on file

Complete this form if you *might* drive your personal vehicle or a vehicle owned by the church as part of your service. Clearance must be obtained from the church before you drive a vehicle owned by the church. Check with the Director of Volunteer Ministry. Drivers of church owned vehicles must be at least age 25, and drivers of personal vehicles must be at least age 21. Potential drivers over age 65 will have their records checked by the church's insurance company each year and will be cleared to drive by their underwriters.

Name _____
Address _____

Phone Home _____
Cell _____

Have you ever been convicted of a DUI, speed contest or drug related offense? _____

Have you had your license suspended or revoked within the last five years? _____

Have you had two or more moving violations within the last three years? _____

This information is truthful and accurate. I agree to notify the church within a reasonable time of any change in the above information.

I have read the policy for safe transportation.

I also agree to permit a background check (regular drivers of church owned vehicles only).

Signature _____ Date _____

SEARCH FEE
\$2.20

PERMISSION FOR RELEASE OF INDIVIDUAL RECORDS and REQUESTOR RELEASE AND AFFIDAVIT OF INTENDED USE

Driver's License offices provide only personal driving record information.
Records and/or other requests are available only at 1881 Pierce St., Lakewood, CO
Pursuant to §24-72-204 (7)(b)(XIII), C.R.S.

I (please print) _____ hereby authorize the release of personal information as contained in records maintained by the Colorado Department of Revenue, Division of Motor Vehicles, to the requestor identified below pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (§24-72-204, §42-1-206, §42-3-125 C.R.S.).

OR

I (please print) _____ am the parent or legal guardian of (please print) _____ and hereby authorize the release of personal information contained in records maintained by the Colorado Department of Revenue, Division of Motor Vehicles, to the requestor identified below pursuant to the Driver's Privacy Protection Act (18 USC 2721) and Colorado law (§24-72-204, §42-1-206, §42-3-125 C.R.S.).

Driver's Date of Birth _____ Driver's License Number _____

Signature _____ Date _____

Release Records to (name) _____ Driver's License Number _____ State _____

Company (if applicable) _____

Address _____

City _____ State _____ ZIP Code _____

Under penalty of perjury, I attest that I shall not obtain, resell, transfer, or use the information in any manner prohibited by law. I understand that motor vehicle or driver records that are obtained, resold, or transferred for purposes prohibited by law may subject me to civil penalties under federal and state law.

Signature of Requestor _____ Date _____

If your check is returned for insufficient funds or a closed account, you may not be issued or renew any type of driver's license or identification card until the original check is redeemed and an administrative and short check fee are paid.

Policy for SAFE TRANSPORTATION

Travel Directives

- a. Drivers are limited to 10 hours of driving per day with frequent stops and breaks.
- b. Speed limits and all driving laws must be obeyed at all times. The driver will be responsible for all fines resulting from personal illegal acts.
- c. Seat belts must be worn by all occupants.
- d. Passengers may not be transported in truck beds or in the rear deck area of a station wagon or sport utility vehicle under any circumstances.
- e. Drinking of alcohol or use of intoxicating substances prior to or during the trip is strictly prohibited.
- f. Cell phone use by drivers while the vehicle is moving is strictly prohibited.
- g. Luggage and equipment must be secured so as to prevent injury in case of an accident or sudden stop.
- h. Drivers should avoid transporting just one passenger at any given time, resulting in one-on-one contact with a minor, senior, or developmentally disabled.
- i. No use of alcohol, narcotics, marijuana or other substances that may alter your driving ability

Program Coordinators Responsibilities (the staff person involved)

- a. Inspect all vehicles, driver's licenses, and proof of insurance using this form
- b. Familiarize the drivers with church-owned vehicles; especially safety systems.
- c. Use his/her discretion in determining whether or not a vehicle and/or the driver is road worthy.
- d. Know the drivers under his/her directive.
- e. Must accompany all groups traveling outside the continental United States.
- f. Must assure that the group is in the capable hands of a Volunteer-HR (minimum age 21) when not traveling with the group personally
- g. Secure written parental permission for all minors being transported on each trip.
- h. Leave the following information with the church office: Names of those traveling, dates and times of departure and return, destination, planned stops, planned arrival, phone contact numbers and any other pertinent information.

Private Vehicle Insurance Protection

All privately owned vehicles must be covered by auto liability insurance that meet or exceed \$100,000/\$300,000/\$100,000. The primary insurance is the private owner's insurance and the secondary insurance is the church policy.