

Knox Presbyterian Church of Ann Arbor
Authorization for Driving History Check

It is necessary to complete this form and the Volunteer/Staff Applicant Release and Agreement Form if you will be driving a Knox-owned vehicle or a personal vehicle on behalf of Knox Presbyterian Church on a Knox sponsored outing.

DRIVER NAME _____

DRIVER LICENSE NUMBER _____

STATE OF LICENSE _____ EXPIRATION DATE _____

1. Do you have any physical impairment other than corrective lenses? Yes* No
2. Have you been involved in any motor vehicle accidents during the past five years?
 Yes* No
3. Have you been convicted of any moving violations during the past five years?
 Yes* No
4. Have you ever been charged with or convicted of "driving while intoxicated" or "driving under the influence"? Yes* No
5. Has your drivers license been revoked, suspended or restricted? Yes* No
6. Has an insurance company canceled or refused to provide you with auto insurance due to driving record related causes?
 Yes* No
7. Do you carry liability insurance on the automobile you would use on behalf of Knox Church?
 Yes If Yes, please identify the insurance company _____
 No If No, please do not volunteer to drive using your vehicle.
8. I am willing to have my driver record obtained by Knox through a third party vendor.
 Yes
 No If No, please do not volunteer to drive on a Knox-sponsored outing.

***If yes, please provide full details on a separate sheet of paper (dates, descriptions, amounts, etc.)**

I represent that each of my responses is truthful and accurate. I agree to notify the church within a reasonable time of any changes in the above information. I further agree that I will abide by Knox Presbyterian Church Transportation Safety Procedures, (see attached).

By signing below I hereby give my consent to any Knox Presbyterian Church selected third party vendor to release my driving history record to Knox Presbyterian Church, Ann Arbor, Michigan for the purposes of determining eligibility to drive Knox owned or private vehicles for ministry events.

I understand this information will be accessible only to the Children's Ministry Director or Youth Ministry Director and the Senior Pastor, as well as office staff processing this Driving History Check

I release any government or social service agency, Knox Presbyterian Church and / or those individuals receiving the results of this criminal check from any and all liability resulting from such disclosure.

Applicant's signature _____ Date _____

***Please read the following page and familiarize yourself with our
Transportation Safety Procedures***

KNOX PRESBYTERIAN CHURCH **TRANSPORTATION SAFETY PROCEDURES**

*Knox Presbyterian Church owns one 15-passenger mini-bus. This vehicle is available for **Knox events only**. Before events are scheduled, availability of church transportation must be checked with the Office Manager (734-761-5669 x.207 or knox@knoxannarbor.org)*

I. Driver Qualifications

- Must be at least 21 years old. (No exceptions);
- Complete Criminal / Driver History Check Authorization, (copy attached).

II. Driver Responsibilities

1. Explain vehicle rules to passengers:
 - Seat belts required;
 - Remain seated during travel;
 - Do not throw anything out of windows;
 - Do not lean out of windows, (no arms, etc. out of windows);
 - Use trash bags in vehicle;
 - Doors must be locked during travel;
 - When the vehicle stops, passengers should remain seated until the driver gives verbal permission to exit the vehicle.
2. When transporting children in the elementary program or younger, an adult supervisor at least 21 years old (other than the driver) must be present in the vehicle.
3. Take a complete count of each person in your vehicle, including yourself, before starting a trip. You will need to make a recheck count before leaving each stop during the trip.
4. Driving will be in standard caravan style:
 - Single file line;
 - Headlights on;
 - Traveling the speed limit;
 - Keep the vehicle directly behind you in view at all times. We only travel as fast as the last vehicle in the caravan.
5. In case of emergency, call the lead van immediately. If you cannot reach via cell phone, flash your high beams at van in front of you. Pull over, when safe, to the right. Do not allow anyone to leave vehicle unless vehicle is unsafe.
6. In case of emergency or if you get lost, stay in one location and call your designated contact number (please prearrange with your group before leaving who the designated contact will be!).
7. Each vehicle also has current registration and proof of insurance. In the van, these are kept in the carry pouch attached to the driver's side overhead visor; in the bus they are in the overhead storage compartment at the front.