

University Baptist Church  
Policies, Procedures and Guidelines Manual

## Driver Safety Guidelines – Personal Vehicle Use

When members and others are requested by a staff member to use their personal automobiles to provide transportation to various church sponsored events, the following guidelines are to be followed. A staff member, designated by the Senior Minister, shall be responsible for the implementation of these guidelines.

- All such drivers shall be at least 21 years of age, possess a current driver's license and shall not have been convicted of a felony or misdemeanor involving moral turpitude.
- The driver will agree to notify the church in the event their driver's license is suspended or revoked, they are ticketed for any moving violation (including but limited to speeding, reckless or improper driving, etc.) or charged with an alcohol/drug related offense or if their insurance is cancelled or not renewed.
- The designated staff member will assess the information provided and determine if the individual may serve or should continue to serve as an authorized driver, whether it would be best to suspend driving privileges until charges have been adjudicated, etc.
- Drivers will provide a copy of their driver's license to the church every three years, or more frequently if requested, in order that updated records might be maintained.
- The driver will at all times maintain automobile liability insurance on his or her vehicle and agree to indemnify UBC and its agents in the event his or her negligence causes damage or injury to others. The driver's automobile insurance will constitute the primary liability or physical damage coverage in the event of an accident.
- Drivers will agree to use seatbelts/child safety seats (properly installed) at all times as applies for themselves and all their passengers.
- Drivers will complete a UBC Driver Safety Form on which they agree to the above guidelines. Completed forms shall be kept on file at UBC.

(1) Please note that these guidelines do not apply to members who arrange for and provide transportation to each other on an informal basis. UBC takes no responsibility for and does not seek to supervise such transportation.

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*The following information shall be completed by any person who has been requested by UBC to transport children, youth, or adults by personal automobile. Only persons with a valid Virginia driver's license, valid personal auto insurance, and who are over 21 years of age, may transport others as part of church activities. Persons driving a rented bus shall meet guidelines established by the Transportation Committee.*

**Please answer all questions. The following information will be held in confidence and will be reviewed by the designated staff member.**

1. Are you currently a licensed driver?       Yes       No  
Please present your valid driver's license to the supervising staff person so it may be copied for church records.
  
2. Do you currently have personal auto insurance?       Yes       No  
Please present your proof of insurance card so it may be copied for church records.
  
3. Have you been ticketed for driving violations within the past two years (does not include parking violations)?       Yes       No  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement to Notify of Driving Event**

I agree to notify University Baptist Church if in the future (i) my driver's license is suspended or revoked, (ii) I am ticketed for any moving violation (including but limited to speeding, reckless or improper driving, etc.), (iii) I have alcohol or drug related charges pending, or (iv) my personal automobile insurance is cancelled or not renewed. (Note: Receiving a ticket for a minor offense does not automatically disqualify a person from transporting people as a part of church activities.)

**Seat Belt Usage**

I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seatbelt usage at all times.

**License and Insurance**

I agree to provide UBC a copy of my driver's license every three years. Further, I understand that my liability and physical damage insurance policy will serve as primary coverage in the event of an accident.

*I have truthfully and accurately responded to the questions above. I agree to notify the church if any of the above driving events listed above occur.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_