

The safe operation of motor vehicles on behalf of the church is imperative to the safety of employees, volunteers and the public. Though it is not the intent of the church to police or invade the privacy of drivers of church vehicles or those driving their own vehicle for church business, it is necessary to establish a basis for determining safe operating standards for drivers.

The volunteer's ministry leader will determine which of the following categories best fits the volunteer:

YES, the volunteer's position requires (or may require) the volunteer to drive a company-owned vehicle or their own vehicle for church business.

NO, the volunteer's position does not require (or may require) the volunteer to drive a company-owned vehicle or their own vehicle for church business.

If YES above, the volunteer will complete the Motor Vehicle Record Release Authorization for Volunteers and provide a copy of their unexpired driver's license and unexpired proof of insurance. The volunteer will also have to take a Defensive Driver online class and test.

The church's insurance agent will check the driving record of volunteers on an annual basis. The Authorization will be valid while volunteering at the church and authorize driver's checks in future years.

In order to drive a personal vehicle or a church-owned vehicle for church business, the following is required:

1. Volunteers must be at least twenty-five (25) years of age.
2. Employee must have an unexpired and valid driver's license at all times when driving for church business.
3. Volunteer must have unexpired personal automobile insurance coverage. Liability insurance limits of at least \$100,000 are recommended. Note: when using a personal vehicle for church business, the employee's personal automobile insurance would generally be "primary" in the case of an accident.
4. Volunteer must complete and pass an online Defensive Driver class and provide a copy of the Certificate of Course Completion.
5. If a volunteer is borrowing another person's vehicle, proof of insurance on that vehicle is required. It is the vehicle's insurance that would be "primary" in case of an accident.
6. Drivers may not talk or text on a hand-held cell phone while driving.

7. During the first ninety (90) days of volunteering, a new driver is considered on probation for driving. If the volunteer has a chargeable accident due to their fault during the probation period, the church may at its discretion place the volunteer in a non-driving position, if available, or discontinue their driving privileges
  
8. Management will be advised by the insurance carrier any volunteer who should not be considered eligible to be a driver. The church may request that the volunteer authorize the church to obtain a driving record from the state that issued the volunteer's driver's license.
  
9. Any accident involving a volunteer while on church business will be reviewed by management. The volunteer may then be subject to disciplinary action.

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Related Procedures

- Defensive Driver Class and Test

Related Forms

- Motor Vehicle Record Release for Volunteers