



## Volunteer Driver Form

Thank You for Volunteering!!

Without volunteers like you, our vital ministries within TLC would not be possible. Please carefully read the following information and fill in all sections of this form. This form is valid for 12 months from the date you sign it.

VOLUNTEER DRIVER INFORMATION	
Name:	
Address:	
Email Address:	Phone Number:
Emergency Contact Name:	Emergency Contact Phone Number:
Driver's License Number:	Date of Expiration:
State License Issued:	Date of Birth:
Vehicle That Will Be Used: (year, make, model)	
Vehicle Owner:	License Plate Number:
Vehicle Registration Expiration:	State Inspection Expiration:
Insurance Company Name:	Insurance Policy Number:
Insurance Policy Expiration:	Liability Insurance Limits:

We greatly appreciate your interest in assisting TLC to meet its transportation needs. We ask all of our volunteer drivers to answer the following questions. Thank you for your understanding and cooperation.

Have you had any of the following citations or convictions in the past FIVE years:

	No	Yes	When
Any offense involving alcohol or drugs (DUI/Open container, etc)			
Hit and run / Failure to report an accident			
Negligent homicide arising out of the use of a motor vehicle			
Using a motor vehicle for the commission of a felony			
Evading a Peace Officer			
Negligent, Careless, or Reckless driving			
Speeding more than 20 miles per hour over the posted limit			
Driving on a suspended or revoked license			

Are you currently taking any medication (prescription or non-prescription), which you have been told may make you drowsy or that may affect the safe operation of a vehicle?			
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In order to provide for the safety of our youth and all members of TLC, we cannot use your services as a volunteer driver at this time if you answer **YES** to any of the above questions.

**Certification**

I certify that the information given on this form is true and correct to the best of my knowledge. I have read and fully understand the policies on the reverse side and agree to abide by them at all times. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid, unrestricted (except for corrective lenses) Pennsylvania driver's license; have the proper vehicle registration and current inspection; and have the required insurance coverage in effect on any vehicle used in transportation. I understand that my insurance is primary. I also certify that the vehicle is in sound and safe condition and will not operate the vehicle if there is any deficiency that would affect the safe operation of the vehicle. I agree that I will adhere to all state and local traffic laws at all times when operating the vehicle including, but not limited to, driver / passenger seat belts, booster seats, child safety seats, speed limits, and the overall safe operation of the vehicle.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



## Volunteer Driver Form

The following conditions must be met to transport individuals by private vehicle for TLC activities:

### 1. The driver shall:

- a. Be at least 18 years of age and in good physical and mental health;
- b. Possess a valid, unrestricted (except for corrective lenses) Pennsylvania driver's license and provide a copy of the driver's license to be kept on file;
- c. Maintain an acceptable driving record;
- d. Have the following minimum amounts of insurance coverage on the vehicle and shall provide a copy to be kept on file:
  - Bodily Injury: \$100,000 each person/\$300,000 each accident
  - Property Damage: \$25,000 each person/\$50,000 each accident
  - Uninsured Motorists Coverage
- e. Be aware that in the event of an accident, the driver's insurance shall be considered the primary insurance;
- f. Each year complete a new Volunteer Driver Form and note all requirements on the form.
- g. Comply with all TLC CYS policies at all times.
- h. Be aware that NO alcohol is permitted in the vehicle or consumed by the driver prior to or during the transportation activity.
- i. Be aware that NO Smoking is allowed in the vehicle when transporting individuals for TLC sponsored activities.
- j. Advise the TLC immediately anytime the driver's driving record changes or insurance information changes.

### 2. The vehicle shall:

- a. Not be a rental vehicle;
- b. Be owned by the Volunteer or Volunteer's Spouse;
- c. Have a current registration with the State of Pennsylvania;
- d. Have a current State Inspection;
- e. Be in safe mechanical condition at all times, i.e., good tires and brakes, properly functioning turn signals and lights, equipped with seat belts (one operational seat belt per occupant), equipped with child passenger restraints (devices such as approved car seats and approved booster seats) when needed.
- f. Not be an 11-15 passenger van.

### 3. When transporting individuals:

- a. Drivers shall provide proper and adequate supervision of the children and youth participating in the field trip, activity, event, or program.
- b. Drivers shall not use cell phones, PDA's or other devices that could cause a distraction at any time while the vehicle is in motion.
- c. Generally, individuals shall be transported from the church or other pick-up point and returned directly to the same place. For any deviation from this standard with respect to youths, the parents shall provide their own written and signed permission to the church. Examples of acceptable deviations from the standard: parents have arranged for the driver to drive their student or child home from the activity site, or parents have arranged for a relative to pick up the student from the activity site.
- d. The supervisor of the activity/event shall have copies of the Permission Slip and Trip Event Form in their possession during the activity/event. Each driver shall have a listing of all passengers they are responsible for. In the event that vehicles are not traveling together, each driver shall have copies of the Permission Form in their possession for each passenger.
- e. Drivers shall fully and unconditionally comply with all applicable State traffic laws, regulations, and ordinances at all times while operating the vehicle.
- f. The number of occupants in the vehicle may not exceed the maximum allowable number of occupants for the vehicle.

**TLC - keep this form on file and renew annually.**

**A new copy of proof of insurance should be obtained whenever the Volunteer Drivers' policy expires.**