

1. Title: Driver Approval

2. Purpose:

Provide policy on church vehicle driver qualifications, training and certification.

3. Policy:

3.1 The Church Transportation Manager (CTM) is responsible for certifying applicants as “Approved Drivers” for operating church vehicles.

3.2 The CTM is responsible for maintaining an “*Approved Drivers Register*”.

Driver Qualifications

3.3 Approved Drivers shall be members of the church.

3.4 Approved Drivers shall be at least twenty-five (25) years of age, and will require an Approved Driver Certification before being permitted to drive a church vehicle. After certification, recertification as an Approved Driver will be required every 5 years. For drivers who are seventy (70) years of age or older, recertification as an Approved Driver will be required annually.

3.5 Approved Drivers shall be in good physical and mental health. Any formerly Approved Driver who undergoes a significant physical or mental episode in their life will be required to be recertified as an Approved Driver before being permitted to once again drive a church vehicle. The requirement for this recertification will be at the discretion of the CTM.

3.6 Approved Drivers shall have a verified qualifying clean driving record: having no moving violations or chargeable accidents within the last 3 years.

3.7 Drivers shall have a valid Texas driver’s license (copy of) on record in the Church Office. The Church Administrator shall maintain this file in the Church Records. This file shall be classified as a Confidential File (Secured and used only for the Church’s official business.) Note: a Commercial Driver License is NOT required by the State for qualification for operating a 15 passenger van.

DRIVER TRAINING

3.8 Drivers shall be trained in all policies and procedures as described in OPS 17.01, 17.02, 17.04 and 17.05.

3.9 Drivers shall successfully complete FPCC's prescribed training regarding driving safety and vehicle operation.

3.10 Drivers must demonstrate competency during FPCC's training for operating the vehicle to qualify as an Approved Driver.

3.11 Drivers shall demonstrate competency during training in using the church's vehicle's tire changing equipment.

4. Definitions:

Approved Driver – one who has been certified by the CTM as an *Approved Driver*.

5. References:

OPS 17.01, OPS 17.02, OPS 17.04 and OPS 17.05.

6. Applicability:

This OPS applies to the operation of both church-owned and church-rented vehicles.

7. Procedures:

Obtaining "Approved Driver" Certification

7.1 An applicant shall complete the Application for Approved Driver Certification Form 170301 (F-170301) and submit it to the CTM.

7.2 The CTM shall determine if the applicant is qualified as a candidate and if qualified, arrange for vehicle operation training.

7.3 The CTM shall provide the appropriate training.

7.4 The CTM shall rule on the candidate's qualifications and competency and

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indicate same by approving or disapproving the candidate as an “*Approved Driver*” in F-170301.

7.5 The CTM shall notify the candidate of the approval/disapproval decision and if approved, enter the candidate’s name in the *Approved Drivers Register*.

7.6 The CTM shall give the completed F-170301 to the Church Administrator for filing in the Church Records.

8. Review Schedule:

The Discipleship Committee Chairperson is responsible for reviewing this OPS on the triennium of the effective date and making any needed revisions for the Session’s approval.

9. Approval:

The Session approved the revision of this OPS on the above Revision Approval Date.

**First Presbyterian Church – Conroe
Driver Application**

Must attach a copy of valid Driver's License.

Section A to be completed by Applicant:

Provide all information below as it appears on the Applicant's Driver's License.

Driver's Full Name:			
Date of Birth:		Social Security Number:	
Address:	City	State	Zip
Driver's License Number (Must be a valid Drivers License):		State:	Expires:
Any Moving Violations in the Last Five Years:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any Physical, Visual, Hearing or Medical Impairments?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:			
Do you take any medications that may impair your abilities to operate a vehicle:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:			
Authorization to Obtain Motor Vehicle Records:			
<p>I am aware that motor vehicle reports may be obtained as part of the First Presbyterian Church, Conroe evaluation of my request to operate a church vehicle. The reports may be procured by the First Presbyterian Church, Conroe or its insurance broker/company representative(s), and may include information obtained from state motor vehicle departments, my driving record or an assessment of my insurability for the insurance program.</p> <p>By signing below, I hereby provide my authorization for the First Presbyterian Church, Conroe or their insurance broker/company representative(s) to procure such information and reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes.</p>			
_____ Signature of Driver		_____ Date	

Section B to be completed by First Presbyterian Church Discipleship Ministry Committee

Driver is a:	
<input type="checkbox"/> Volunteer	Employee Position/Title: _____
<input type="checkbox"/> Church Employee	

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Church Name: _____	City _____
Contact Person: _____	Title: _____
Phone Number: _____	Fax: _____
Email: _____	
Signature of Approving Church Official _____	Date _____