

Sunnyvale Presbyterian Church Driver Guidelines

Drivers must be at least 21 years of age, have a valid driver's license, safe driving record and carry the minimum insurance required by law. Drivers must fill out the attached form indicating their driving record and insurance information.

Drivers must read and agree to carefully follow these guidelines:

- Ensure your car is in safe condition; with good brakes and tires (including the spare); and that you have enough gasoline.
- The driver is ultimately responsible for the safety of the passengers.
- Drivers will not operate vehicles while under the influence of alcohol or drugs with vehicle operation warnings (prescription, over-the-counter, or illicit).
- All passengers must wear seat belts at all times. Seat belts should be used as designed, one person per belt. Students under 12 years of age or under 100 pounds must be transported in the rear seat of all vehicles.
- Observe speed and other traffic laws, not only for safety, but as an example to students riding with you.
- Smoking is prohibited in vehicles.
- Before leaving, the program director should provide you with directions, final destination information and contact information in case of emergency.

If you will be driving students more than 50 miles from the church, driving on overnight trips, or driving students more than twice per year, you must be enrolled in the DMV screening program. To do this, fill out the "Authorization for Employer Pull Notice Enrollment of Driver"

<http://www.dmv.ca.gov/forms/ept/inf1101.pdf>

and turn it into the Director of Youth Ministry

Presbyterian Church of Sunnyvale Driver Information Form

Full Name of Driver: _____

Telephone(s): _____

Driver's License Number: _____

Expiration Date: _____

Year & Make of Car: _____

Car License Plate: _____

Name of Insurance Company: _____

Policy Number : _____

Expiration Date: _____

Insurance Limits: _____

Please answer the following questions. If you answer "yes" to any question, please fill out and sign "Authorization for Release of Driver Record Information".

Will you be transporting students more than 50 miles from church, on overnight trips or on more than 2 church organized activities this year? **Yes** **No**

Have you been issued a moving violation in the past 24 months? **Yes** **No**

Have you had your driver's license suspended or revoked in the past 10 years? **Yes** **No**

Certifications: please initial each of the blanks and sign at the bottom:

_____ I understand that my own automobile insurance is primary and the Presbyterian Church of Sunnyvale does not provide any additional coverage for my automobile.

_____ I certify that the information given on this form is true and correct to the best of my knowledge.

_____ I certify that I have read and agree to follow and enforce the driver's guidelines provided to me.

_____ In the event of an emergency and I cannot be consulted, I hereby authorize that I be transported to a hospital and that emergency treatment may be administered.

Signature

Date