

**CHURCH OF THE OPEN DOOR
& CARROLL CHRISTIAN SCHOOL
Driver Commitment & Safety Policy Acknowledgement**

Staff & Volunteer Drivers,

Thank you for being part of our ministry! In an effort to ensure the welfare and safety of all transported on behalf of Church of the Open Door (Church) and/or Carroll Christian School (School), to protect the general public, and to comply with vehicle insurance requirements, we ask two things of you:

1. Please provide a copy of your valid driver's license (CDL or otherwise) for us to keep on file.
2. After reading the Commitment below and making a copy for yourself, please sign and return this Driver commitment & Safety Policy Acknowledgement form to Church of the Open Door Welcome Center or Office or to the Carroll Christian School Office for school.

DRIVER COMMITMENT

I agree to the following when driving one of the Church of the Open Door and/or Carroll Christian School vehicles:

- Drivers must adhere to all Church beliefs and policies.
- Drivers must possess a valid motor vehicle license and be listed on the Authorized Drivers List that is on file with the Church and/or School and our insurance company.
- When driving a vehicle that is fitted with seatbelts, ALL passengers and the driver MUST use the seat belts at all times while in the moving vehicle.
- When in a school bus ALL passengers MUST remain seated while the bus is moving.
- Drivers need to report all vehicle operating deficiencies to Facilities.
- If an accident or incident happens, the Driver must gather all the information immediately and if the police is involved, drivers must get all information from the officer concerning the accident or incident including the policeman's name and badge number. You MUST file an accident report as soon as you return to the Church/School. This report is given to the Facilities Manager. *You should find an Accident Report Kit in the glovebox of your vehicle to assist with this.*
- Vehicle keys must be returned to the Church Financial Secretary during business hours. After business hours' keys should be returned to mail slot in the bus barn door. Please do not leave keys in the vehicles. (Other arrangements may be made when needed.)
- Drivers understand that Motor Vehicle Reviews will be requested periodically at a minimum of at least every three years.
- Personal use of ministry vehicles is prohibited without prior permission from Ministry Leadership.
- All Drivers must take the Online Driver Safety course accessed through the Church of the Open Door Website after log-in. (need to register the first time).

I have read and understand Church of the Open Door & Carroll Christian School Transportation Safety Policy, and its requirements and expectations of me as a Staff/Volunteer Driver.

Staff/Volunteer Signature

Date

Staff/Volunteer Name (PRINT)