



14251 SE Rust Way • Damascus, Oregon • 97089
p 503.658.3179 • f 503.658.5827 • www.damascuscc.org

Dear Proposed Driver,

A ministry leader at DCC/DCS has indicated that you are available to drive a vehicle for church and/or school sponsored events.

It may be that you have filled out a form in the past to be an approved driver. We update our records each year beginning in August. Attached you will find our Vehicle Safety Policy packet. It includes policies relating to driving a vehicle for DCC and/or DCS sponsored events. You will also find an Employee/Volunteer Authorization For MVR Review form which needs to be filled out by you. It requires a copy of your personal insurance declaration to be attached. Also, your valid driver's license must be viewed by the ministry leader. We will be obtaining a copy of your Motor Vehicle Record from the Department of Motor Vehicles. There is a charge of about \$2 for this service. If you would like to cover this cost, please give the money to the ministry leader when you submit your MVR form.

We appreciate you complying with these needed procedures before driving for any DCC/DCS sponsored event.

The ministry leader requesting your authorization is: _____.

Sincerely,

James R. Vestigo

James R. Vestigo
Business Administrator

We seek to be the visible presence of Christ.

DRIVER ELIGIBILITY / SAFETY POLICY

Policy

The purpose of this Policy is to ensure the safety of those individuals who drive Damascus Community Church vehicles and/or personal vehicles on Church time or for Church sponsored events. Vehicle accidents are costly to our Church, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Church endorses all applicable state motor vehicle regulations relating to driver responsibility. The Church expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

James R. Vestigo

Business Administrator

Driver Eligibility

- Only approved drivers (employee, volunteers, parents or students) may drive Church vehicles or drive their own vehicle for church business or a church sponsored event. **Drivers must submit the EMPLOYEE/VOLUNTEER AUTHORIZATION FOR MVR REVIEW form seven days prior to the event for which they will drive.** Authorization is valid only for one year and all drivers must re-submit applications beginning in August of each new year.
- In the event that an approved driver is involved in an accident while driving his/her own vehicle on Church business or sponsored events, the Church may be liable if you do not have insurance or if the loss exceeds your policy limits. Approved drivers who use their personal vehicles for Church business are required to carry adequate limits of liability, with a mandatory minimum of \$100,000 for property damage and \$300,000 for bodily injury. A copy of the declaration page of your personal automobile insurance policy must be provided to the Business Office annually at your renewal date.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. All drivers must comply with all applicable State regulations, including successful completion on medical, drug, and alcohol evaluations.
- Church owned/rented vehicles are to be driven by authorized employees/volunteers ONLY, except in emergencies, or in case of repair testing by a mechanic. Other employees/volunteers and family members are not authorized to drive Church vehicles without express permission from the Business Administrator.
- Church vehicles are to be driven for Church business ONLY. Personal use of Church vehicles are prohibited. No unauthorized persons are allowed to ride in Church vehicles.
- Any approved driver who has a driver's license revoked or suspended shall immediately notify the Business Administrator and discontinue driving Church or personal vehicles on Church time. Failure to do so may result in disciplinary action, including dismissal if an employee of the Church.

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- All accidents involving Church vehicles or personal vehicles driven for Church business or church sponsored events, regardless of severity, must be reported to the police and to the Business Administrator. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal.
- The use of a Church vehicle or personal vehicles driven for Church business or church sponsored events while under the influence of intoxicants and other drugs is forbidden and is sufficient cause for discipline, including dismissal.
- All drivers and passengers operating or riding in Church vehicles or personal vehicles driven for Church business or church sponsored events must wear seat belts.
- Motor Vehicle Records will be ordered periodically (at least annually) to assess driving records. An unfavorable record will result in the loss of Church vehicle driving privileges and/or employment. A standard method of evaluation for all prospective and current drivers' Motor Vehicle Records will be used.
 - **One (1) or more type 'A' Violations in the past 3 years (as defined below)**
 - **Three (3) or more accidents (regardless) of fault in the last 3 years.**
 - **Three (3) or more 'B' violations in the past 3 years.**
 - **Any combination of accidents and type 'B' violations which equal Three (3) or more in the last 3 years.**

Type 'A' Violations:

- **Driving While Intoxicated**
- **Driving While Under the Influence of Drugs**
- **Negligent Homicide Arising out of the use of a Motor Vehicle (gross negligence)**
- **Operating During a period of Suspension or Revocation**
- **Using a Motor Vehicle for the commission of a Felony**
- **Aggravated Assault with a Motor Vehicle**
- **Operating a Motor Vehicle Without the Owners Authority (grand theft)**
- **Permitting an Unlicensed Person to Drive**
- **Reckless Driving**
- **Speed Contest (racing)**
- **Hit and Run (Bodily Injury or Property Damage)**

Type 'B' Violations:

All Moving Violations not listed as type 'A' Violations.

- Drivers are responsible for the security of Church vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
- Report any mechanic difficulties or repair needs to the Business Administrator.

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EMPLOYEE/VOLUNTEER AUTHORIZATION FOR MVR REVIEW

I acknowledge I have received and reviewed the Damascus Community Church's Vehicle Safety Policy. As a driver of a Church furnished vehicle or personal vehicles driven for Church business or church sponsored events, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that periodically the Church will review my Motor Vehicle Record to determine continued eligibility to drive a church vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes and/or volunteer driving privileges.

I acknowledge the receipt of the above disclosure and authorize Damascus Community Church or it's agent, Scott Stuart Agency and/or LaPorte & Associates Inc to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an employee or volunteer of Damascus Community Church and may only be rescinded in writing.

I understand I can drive no sooner than seven days after submitting this form to the Business Office.

PRINT – EMPLOYEE/VOLUNTEER'S NAME

DATE OF BIRTH

DRIVER'S LICENSE NUMBER

CDL ? _____

EMPLOYEE/VOLUNTEER'S SIGNATURE

DATE

Valid Driver's License Physically viewed: Yes ____ No ____

Attach a copy of the personal insurance declaration page.

REVIEWER'S SIGNATURE

DATE

(Sign and retain the original copy in the employee/volunteer's file)