

Subject: Driver Qualifications and Approval

---

## **POLICY**

All drivers who are transporting children, youth and/or adults on behalf of Holy Cross Episcopal Church must be approved by an appropriate member of the Church staff.

A Driver Application and supporting documents must be submitted to and approved by an appropriate member of the Church staff before an individual may transport others on behalf of Holy Cross.

### Qualifications to Drive Personal Vehicle:

1. Individuals must be at least 21 years of age
2. Individuals must be SAFE church trained.
3. Individuals must have no more than 4 points on their license.
4. Individuals must not have been at fault in any traffic accident within the past year.

### Qualifications to Drive the Academy Bus:

1. Individuals must be at least 25 years of age
2. Individuals must be SAFE church trained.
3. Individuals must have 0 points on their license.
4. Individuals must not have been at fault in any traffic accident within the past three years.
5. Individuals must not have had their driver's license suspended within the past three years.

Drivers submitting an Application (Attachment 1) for approval must also submit the following:

1. An official 3-Year Driving Record from the DMV. Available at [www.scdmvonline.com](http://www.scdmvonline.com)
2. SAFE Church training documentation
3. A copy of your Driver's License
4. Proof of insurance – the minimum insurance required by South Carolina
5. A signed copy of the Driver Application
6. A signed copy of the Transportation Policies ADM-007 and ADM-008

Drivers transporting youth or children must pass a background check from the FBI and SLED/DSS.

All Driver Applications will be reviewed and approved (or denied) by an appropriate member of the Church staff.

Approved Driver's must report any change is their driver's license status to the Church Secretary.

## **PROCEDURE**

Individuals who want to provide transportation for any Holy Cross member on behalf of Holy Cross must submit a Driver Application and the supporting information to appropriate member of the Church staff for review and approval.

Subject: Driver Qualifications and Approval

---

**PROCEDURE** (Continued)

The appropriate member of the Church staff will verify the Social Security number of the Applicant.

If approved, the appropriate member of the Church staff will sign the Driver Application and indicate the type of approval (Personal Vehicle and/or Academy Bus, Adults and/or Minors) and will forward the application to the Church Secretary who will maintain a permanent file of Approved Drivers along with the type of approval.

If the individual will be transporting Children or youth, the appropriate member of the Church staff will initiate a FBI and SLED/DSS background checks.

The Church Secretary will forward a copy of newly Approved Drivers and/or changes to an Approved Driver's driving record to the Treasurer for maintenance of the Church's insurance policies.

If the application is denied, the appropriate member of the Church staff will return the application to the applicant with the reason for denial.

When an Approved Driver notifies the Church Secretary of a changed driving record, she/he will notify the appropriate member of the Church staff of the change. The appropriate member of the Church staff will determine if the Driver's approval will be continued, limited or cancelled and the driver notified of their status.

Name _____ (Last) (First) (MI)
Driver's License No. _____ Date of Birth: _____
Address _____
Phone: Home: _____ Work _____

- Information required by Church Policy to be submitted with this Application:
1. An official 3-Year Driving Record (Obtain at the DMV or from [www.scdmvonline.com](http://www.scdmvonline.com))
  2. SAFE Church training documentation
  3. A copy of your Driver's License
  4. Proof of Insurance (minimum required by South Carolina)

Please answer the following questions regarding your driving record, experience and safety record. Any **Yes** answers to any questions below will require approval by the Rector.

1. Please state the number of years you have been driving a motor vehicle. \_\_\_\_\_
2. Do you have more that 4 points currently on your Driving Record?      Y [  ] N [  ]
3. Have you been involved in any traffic accident within the last 3 years where you were found to be at fault?      Y [  ] N [  ]
4. Are there any restrictions to your Driver's License?      Y [  ] N [  ]
5. Has your Driver's License been suspended in the last 3 years?      Y [  ] N [  ]

**IF YOU ANSWERED YES TO ANY QUESTIONS, PLEASE EXPLAIN THE CIRCUMSTANCES ON THE BACK OF THIS APPLICATION.**

**PLEASE READ AND SIGN:**  
I affirm to Holy Cross Episcopal Church that the information provided in this application is true and accurate to the best of my knowledge and that I have read and understand the Transportation Policies (ADM-007 and ADM-008) and agree to abide by its terms. I also agree to notify the church of any changes in my driving status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by an appropriate member of the Church staff:** *(Please check appropriate approved areas)*

To drive the Academy Bus: \_\_\_\_\_ Transporting Adults      \_\_\_\_\_ Transporting Minors

To drive a personal vehicle: \_\_\_\_\_ Transporting Adults      \_\_\_\_\_ Transporting Minors

By Authorized Staff Member \_\_\_\_\_ Date: \_\_\_\_\_