

Dear Safety Officer, Treasurer or Local Church Leader,

The school season is about to start and we want to remind you the following important information. The church/school has an obligation to know if volunteers have good driving records before they are allowed to drive to and for church/school functions. All our volunteer drivers **MUST** complete the [Adventist Screening Verification with Sterling Volunteers program](#). All volunteers who work in any capacity with children or church/school money, are required to be trained and to complete a background check through the Adventist Screening Verification. The volunteer driver will need to select the role/position as a driver in Sterling Volunteer so his/her driver's record will be requested. Please use the link below for more information or contact Courtnie Hodgins at 704-596-3200 Ext. 5708.

<https://www.carolinasda.org/verified-volunteers>

In addition to the Sterling Volunteers program, the volunteer driver will need to complete the driver's questionnaire (next page). The original completed questionnaire will be kept at the church/school and a copy will be sent to [insurance@carolinasda.org](mailto:insurance@carolinasda.org).

Thank you for keeping your Church and School as a SAFE place to worship and learn.

Carolina Conference Insurance Team

Telephone: 704-596-3200

Fax: 704-919-5677

[Insurance@carolinasda.org](mailto:Insurance@carolinasda.org)

<https://www.carolinasda.org/insurance>

# Volunteer Driver Questionnaire

## Carolina Conference

**Directions:** Please have each volunteer driver used for church/school related functions complete the questionnaire.

Name: \_\_\_\_\_ Are you over 21 years of age? \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State in which license is held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Have you been involved in any at fault accidents within the last three (3) years?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If "Yes," please describe below:

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Have you been cited for any moving violations (**moving violations** are **traffic** offenses committed when a vehicle is in motion) within the last three (3) years?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If "Yes," please describe below:

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If driving a personal vehicle for church/school related functions, please fill out the following information:

Do you have a current auto insurance policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

Carrier: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Limit of Liability: \$ \_\_\_\_\_

Medical/PIP Limit: \$ \_\_\_\_\_

**I understand that should I be involved in an accident while driving my personal vehicle for the church/school, my insurance will be primary.**

Further, I agree not to carry more passengers than the official rated load capacity for my vehicle. All vehicle occupants will be required to wear seat belts (no double belting allowed). 15 passenger vans cannot be used.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Church/School: \_\_\_\_\_

**This questionnaire expires 3 years after the volunteer sign date.**

## VOLUNTEER DRIVERS FOR CHURCH/SCHOOL ACTIVITIES

In an effort to alert volunteer drivers of their responsibilities, as well as to screen volunteers for good driving records, the Carolina Conference has developed a "Volunteer Driver Questionnaire." **ALL** volunteer drivers must complete the [Adventist Screening Verification with Sterling Volunteers](#) program and this questionnaire before being approved as a designated driver. The church/school has an obligation to know if volunteers have good driving records before they are allowed to drive for church/school functions. The original completed forms will be kept on file at the local church or school, please send a copy to [insurance@carolinasda.org](mailto:insurance@carolinasda.org) for our files. In the event of an accident that results in litigation, the church/school will then be able to prove that it did ask for driver information indicating the driver's safety record.

1. The minimum age for drivers is twenty-one (21) years of age.
2. If the driver is transporting other individuals, he or she must be age twenty-five (25) or older.
3. Each driver must be in good standing with the church/school for a minimum period of six months before being allowed to drive for church/school functions.
4. If only one child is being transported in the vehicle, at least one additional adult must be riding in the vehicle.
5. Each driver must be properly licensed and have proper insurance in force. In addition, each driver must have an acceptable record of not more than two traffic citations and no at fault accidents in the last three (3) years.
6. No vehicle is to carry more than the official rated load capacity and all passengers must wear seat belts. No double belting is allowed. Violations of this policy could result in insurance refusing to pay claims.
7. Churches/Schools need to verify that drivers have at least state mandated minimum automobile liability and medical payments insurance and keep proof of a valid driver's license. Adventist Risk Management does recommend that volunteers have at least \$100,000/\$300,000 liability coverage with transporting others outside their direct family. If an accident occurs while driving a personal vehicle, the volunteer's insurance will be considered the primary coverage and ARM will be secondary coverage up to \$1 million.

**[ALL church/school volunteer drivers need to complete the "Sterling Volunteer" program.](#)**