

***Undertaking of Voluntary Driving to transport children, young people and vulnerable adults  
in private cars on behalf of St Paul's Church, Letchworth.***

Name of driver: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

**CONSENT – PLEASE TICK**

- I understand that children and young people will not be taken out in transport without the consent of their parents/carers
- I understand that adults will give permission to being transported themselves, but discretion should be used as to whether their cares should be consulted.
- I will take care when assisting children, young people or vulnerable adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

**THE DRIVER – PLEASE TICK**

- I am over 25 and have held a full current driving licence for over two years
- I have/do not have an endorsement of 6 points or more on my licence (if 6 points or more I will share the details with the Parish Safeguarding Officer or Incumbent.
- I do not have an “unspent” conviction for a driving offence.

**THE VEHICLE – PLEASE TICK**

- My vehicle is **comprehensively** insured.
- I have **informed my insurance company** that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children, young people or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle
- My vehicle is clean and, in a road, **worthy** condition
- At no time will the number of people in a car exceed the usual **passenger number**.

**Seat belts:**

- My car is **fitted with seat belts** (both front and rear), and the numbers of people transported will not exceed the number of seat belts available
- All car passengers will wear safety belts
- All children up to 3 years old must be carried in an age appropriate baby carrier or car seat
- Rear-facing baby seats will not be used in a seat protected by a front air-bag unless the air-bag has been deactivated
- Children from aged 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions

**Escorts:**

- I will be accompanied by an escort where a risk assessment has been undertaken and the need for an escort has been highlighted.
- If in an emergency I have to transport a child on my own, the child will sit in the back of the car.

**General Data Protection Regulations 2018:**

I confirm that I give consent for the details contained in this undertaking to be kept securely on the church database for the purpose of the administering policy.

**Signed (driver):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of vehicle owner if different:** \_\_\_\_\_

**Signed (vehicle owner):** \_\_\_\_\_

**VERIFICATION**

Confidential declaration and Criminal disclosure received Yes/No Date: \_\_\_\_\_

Driving licence seen and Insurance certificate seen Yes/No Date: \_\_\_\_\_

Car make and model: \_\_\_\_\_ Reg No: \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Role/Designation: \_\_\_\_\_