



Voluntary Driving Authority

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 usually permission to being transported themselves, but if there is concern about the capacity of the adult to make that decision then this should be discussed with your ministry lead, as it may be a carer or other health professional will need to be consulted first.
- ☐ I will take care when assisting children, young people or adults to board and alight my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.
- ☐ I have read the full transport policy and commit to adhering to the instructions contained

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 the number of points increases to 6 or more I will share the details with the Parish Safeguarding Officer (PSO) or the Vicar, and disengage from driving responsibilities for the church unless written permission to continue has been obtained from the PSO or the Vicar)
- ☐ 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 can confirm that I am covered by them for transportation of all people, including children and the elderly.
- ☐ 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 safe maximum as determined by the manufacturer of the vehicle

(continued)

Seat belts & Child seats:

- ☐ 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:

- ☐ Where I've been told that an escort is required by the church, or if I feel one is necessary I will not transport the person without an escort, except in case of emergency with consultation and agreement by either the Ministry lead, Parish Safeguarding Officer or member of clergy licenced to St Paul's
- ☐ If in an emergency I have to transport a person without an escort, when one would normally be required, the person will sit in the back of the vehicle.

DECLARATION – PLEASE SIGN

I confirm that the I agree to adhere to this policy and all related church policy while driving on behalf of the church. I give consent for the details contained in this undertaking to be kept securely on the church database for the purpose of the administering this policy.

Signed (driver): Date:

VERIFICATION AND AUTHORITY – FOR OFFICE USE ONLY

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:.....

The Driver named above has ticked to agree all points and signed the declaration. I have verified the documents listed above. I authorise the named driver to drive their own private vehicle on behalf of the church:

Signed: Date:

Role/Designation: Date Input on to ChurchSuite / /
(Ministry Lead, PSO, Vicar or Office Administrator)