

Volunteer Driver Certification Process: RC Activities, Inc. Sponsored Events

This document is an overview of the Volunteer Driver Registration process and company policy concerning the use of transportation and volunteer drivers during an RC Activity, Inc. sponsored event.

Please read the **Company Policy on Transportation and Volunteer Drivers** in its entirety on page two through four of this document, and complete the following process steps to register as a volunteer driver.

1. Complete the online volunteer certification process with background check
 - a. Complete the web form at www.missionnetwork.com/volunteers and click on the SUBMIT button
 - b. On the confirmation page, choose the link for **Volunteer Certification including Volunteer Drivers** and you will be redirect to the *Verified Volunteers* website to complete your online application
 - c. All processing fees will be paid online to *Verified Volunteers*
2. Complete **Volunteer Driver Information Sheet** found on page five and six of this document
 - a. Complete the form in its entirety
 - b. Scan and email to customerservice@missionnetwork.com

Upon approval, the approved driver will receive an email with a **Volunteer Driver Certificate** for the event. At this time, each driver and/or chaperon should receive a copy of the approved itinerary from the event director, including the route to be followed and a summary of his/her responsibilities.

NOTE: Volunteer Driver Certificates are issued on a per event basis only. If a volunteer would like an additional volunteer driver certificate for a different event within a 12-month period after initial certification, please contact CustomerService@missionnetwork.com.

Company Policy on Transportation and Volunteer Drivers

(Transporting minors for events/activities)

1. Means of transportation

The organizer of an event must submit an event application at <http://www.missionnetwork.com/eventapp>. The event application must be validated prior to considering the options below.

The following list is in order of levels of risk to liability exposure. Please consider carefully.

A. Primary Option: (least risk/liability)

The best way to reduce the Organization's liability exposure in this area is to establish a "Meet you there" policy. Transportation to and from all activities is the responsibility of the parent/guardian. The organization MUST not be involved in the management or arrangement of carpooling among parents/guardians. Ensure to plan well in advance, and let the parents organize it themselves. The event begins at the location and ends at the location, and the RC Activities, Inc. permission forms must state the default under point #4: "Not Applicable. No transportation provided..."

B. Secondary Option: (very low risk/liability)

When this is not feasible, public, commercial or contracted transportation is to be provided by licensed and insured carriers for all youth ministry events. When commercial carriers are used (e.g., commercial airlines, trains, or public transportation buses), no further information is required. The use of 10-15 passenger vans, even commercially or contracted, are strictly prohibited. However, if transportation is contracted, contracts must be sent to the national office for review and signature under RC Activities, Inc. by a corporate authorized signer. It must include an appropriate hold harmless agreement protecting the organization. In addition, contracted carrier must provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined single limit), and a certificate of insurance must be requested naming the organization RC Activities, Inc. as additional insured. RC Activities, Inc. Permission forms should list the transportation company that will be providing the services.

C. Rental Option: (high risk/liability)

Renting a vehicle is an option if the two above are simply not feasible. In order to drive, all volunteer drivers must be certified and go through the volunteer driving process (See #4 in this section). Two adults must be present at all times in the vehicle while transporting youth and the protocol as outlined below in Section #2 must be followed and strictly adhered to. The rental of 10-15 passenger vans is prohibited, no exceptions as they are not covered under the RC Activities, Inc. general liability insurance. Copies of the rental agreement must be forwarded to the national office for record retention.

D. Privately Owned Vehicles: (very high risk/liability)

This should be a last resort option, and last minute planning or budget impediments should not dictate that this option be used. Extreme caution should be exercised with the option to ensure limiting the liability exposure for the adult volunteers and the safety of the youth. The protocol in section #2 must be followed and adhered to completely, no exceptions.

2. Protocol for Volunteer Drivers using hired, rented or privately owned vehicles

The following are mandated requirements.

A. Vehicles:

- i. **THE USE OF 10-15 PASSENGER VEHICLES IS STRICTLY PROHIBITED IN ANY CASE (Commercial, Rental or privately owned):**
- ii. School bus or multifunction school activity bus. (commercially hired only with professional driver)

- a) Must meet MFSAB safety standards. An MFSAB is a vehicle which complies with the Federal Motor Vehicle Safety Standards (FMVSS) applicable to school buses for crash survivability and mirrors, but does not meet the FMVSS which applies to crash prevention (warning lamps, stop arms, etc.) If used for the transportation of children, these vehicles must meet FMVSS 111; FMVSS 220; FMVSS 221; and FMVSS 222. (See below). As stated above, this is also recommended to apply to the transportation of adults.
 - 1. FMVSS 111 * Fulfills the safety requirement for the rear-view and cross-view visibility.
 - 2. FMVSS 220 * Establishes requirements for the school bus body structure in rollover accidents.
 - 3. FMVSS 221 * Regulates the strength of body panel joints in school buses.
 - 4. FMVSS 222 * Establishes occupant protection requirements for school bus passenger seating and barriers.
- iii. Rental vehicles (cars, mini-vans and SUV's)
 - a) Appropriate insurance should be obtained. Coverage can be purchased through the rental company or by contacting CCAS. If auto coverage is provided through CCAS, contact should be made with the national office.
 - b) Mini-bus or bus rentals are prohibited.
- iv. Privately owned vehicles
 - a) The vehicle must have a valid and current registration and valid and current license plates.
 - b) The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
 - c) The vehicle should be in good operating condition with no pending repairs.

B. Driver:

A volunteer driver MUST comply with the following requirements:

- i. Volunteer process including: volunteer registration, Background check, completing a Driver History Form, and Safe Environment training. See Section #4 below. *(Must be completed 2 weeks prior to event for ample processing time required)*
- ii. Must be 25 years of age or older, and be able to assist in medical emergencies.
- iii. In transporting minors for a trip, two adults should be present in each vehicle; if that is not possible, the minimum required is one adult and two or more minors; a youth may never ride in a vehicle alone with an adult, except for their own parent/guardian. Even if permission is provided verbally or in writing by the parents, it is strictly prohibited.
- iv. A single minor may only be driver alone in an emergency, especially when it involves the health or safety of the minor. In such case, the minor's parents should be informed as soon as possible.
- v. Must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
- vi. Each driver should be given a copy of the approved itinerary including the route to be followed and a summary of responsibilities.
- vii. Minors should be properly assigned to each individual vehicle, depending upon its capacity (number of seat belts).
- viii. The use of cell phones or other electronic devices is prohibited while driving.
- ix. Volunteer driving is limited to a specific event location, date and time and not valid other than the period specified on the Volunteer Driver Certificate.

C. Distance limitations

(For non-contracted transportation)

- i. Daily maximum hours driven should not exceed 8 hours per driver, per day. The maximum working hours (volunteer work or job) plus driving should not exceed a total of 12 hours per day.

- ii. Maximum number of consecutive hours driven should not exceed 3 hours per driver without at least a 30 minute break.
- iii. Overnight driving should be avoided if at all possible

3. Legionaries, Consecrated and Staff

The protocol listed above applies to all Legionaries, Consecrated and Staff (members), with the exception of needing to fulfill the Volunteer Driver Process. However, drivers must also have the approval of their local superior.

- A. Community cars are not considered “Privately Owned Vehicles” in section 2 above. Community cars are to be driven only by members, and are prohibited from lending them or renting them to lay volunteers drivers.
- B. A member may drive a single minor alone only if he or she is a direct relative, with the consent of his or her parent. Even if parental permission is given verbally or in writing, it is strictly prohibited.
- C. ECYD Mission corps is an exception to this policy, as Legionaries, Consecrated and Staff become temporary legal guardians of the missionaries for 4-6 weeks. (Parental permissions and policies are built into the program)
- D. RC Mission Corp missionaries are strictly prohibited from driving minors at any time.

Driver Information Sheet

Name: _____ Date of Birth: _____

Address: _____

Social Security #: _____ Phone# _____

Driver's License#: _____ Date of Expiration: _____

State License was issued: _____

Event Name: _____

Event Start Date: _____ Event End Date: _____

Event Location (Facility, City, State): _____

Vehicle That Will Be Used

Name of Owner: _____

Address of Owner: _____

Make of Vehicle: _____ Model of Vehicle: _____

Year of Vehicle: _____

License Plate#: _____ Registration Expiration Date: _____

Circle One: **I Agree** **I Disagree**

The vehicle is in good operating condition and does not have any pending repairs. I also am aware that the vehicle tires must be inspected prior to the event to ensure they have the correct air pressure, tread depth, balance and the wheels of the vehicle must be properly aligned.

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle. The use of 10 – 15 passenger vans is strictly prohibited.

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company: _____ Policy #: _____

Date of Policy Expiration: _____ Liability Limits of Policy*: _____

*Please note: The minimal, acceptable liability limit for privately owned vehicle is \$100,000/\$300,000

Please be aware that as a volunteer driver your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs within the past ten years? Yes () No () If Yes, give explanation(s) and date(s):

Have you refused to submit to a Blood Alcohol Content (BAC) test within the past ten years? Yes () No () If yes, give explanation(s) and date(s):

Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past ten years? Yes () No () If yes, give explanation(s) and date(s):

Have you had your operator's license suspended, revoked or administratively restricted within the past ten years? Yes () No () If Yes, give explanation(s) and date(s):

Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past ten years? Yes () No () If Yes, list the date(s):

Have you been convicted or found at fault for any none fatal accidents involving a motor vehicle during the past ten years? Yes () No () If Yes, list the date(s):

Have you been convicted of any other moving vehicle violations during the past ten years? Yes () No () If Yes, list type(s) and date(s):

I certify that the answers provided to the questions on this form are true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 25 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport minors or adults.

I understand that any misstatement of the facts on this form may be grounds for termination of volunteer services from the Organization.

I have read and agree to the terms stated in the Transportation Policy provided to me and all guidelines and regulations for Distance Limitation and Private Passenger Vehicles.

Signature

Date