



# SAFE KIDS

Child Protection Policy of Harmony Hill Baptist Church as of January 8, 2014

## General Purpose Statement

Harmony Hill Baptist Church strives to provide a safe and secure environment for the children who participate in our programs and activities. By following these practices, our goal is to protect the children of Harmony Hill Baptist Church from incidents of misconduct or inappropriate behavior, while providing excellence in ministry to families. We intend for our church to be the safest place in town.

## Leadership Structure

For purposes of these policies, Workers should be aware of the organizational leadership of the ministry in which they assist. This is the reporting structure in the Family Ministry:

- **Family Life Pastor** (full-time)—oversees vision of ministry to children and parents; and provides hands-on leadership to adult Life Groups
- **Children’s Director** (full-time)—carries out vision and provides hands-on leadership to “KidVille” and “Kids on the Hill” and assists in ministry to parents. Regarding the day-to-day operations of the preschool and children’s ministries, the Children’s Director is the “go-to” decision maker.
- **Age Director** (part-time)—oversees Volunteers and/or Paid Caregivers working with a specific age group at a weekly program
- **Paid Caregiver** (part-time)—works in classroom as a hourly employee to provide consistent standard of care, usually with babies and young preschoolers

## Definitions

For purposes of this policy, the following defined terms are used in singular or plural form:

- **“Child”**
  - persons in or below 5<sup>th</sup> grade (usually 12 years old or younger)
- **“Teenager”**
  - persons in grades 6 to 12 (usually 12 years old to 18 years old)
- **“Volunteer”**
  - persons assisting in children’s ministry who are not employees
- **“Staff” or “Employee”**
  - persons assisting in children’s ministry who are paid employees of the church
- **“Age Director”**
  - employees of the church who oversee a specific area of children’s ministry and supervise volunteers and staff
- **“Worker”**
  - persons assisting in children’s ministry—including Teenagers, Staff, Employees, Age Directors, and Volunteers

# SELECTION AND TRAINING OF WORKERS

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## Selection of Employees & Volunteers

Volunteers should be members of Harmony Hill Baptist Church, and should have actively attended the church for 3 to 6 months. If an exception is made to this policy, it must be done by the Family Life Pastor or the Children's Director. All Workers who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

### a) **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal charges or convictions. The application form will be maintained in confidence on file at the church.

### b) **Personal Interview**

Upon completion of the application, an interview will be scheduled with the applicant to discuss his/her suitability for the position.

### c) **Reference Checks**

Before an applicant (volunteer or employee) is permitted to work with children, at least four of the applicant's references will be checked. These should include 2 character references (not relatives), and 2 professional references from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at church.

### d) **Criminal Background Check**

A national criminal background check is required for all employees and volunteers working with children.

- Before a background check is run, prospective volunteers or prospective employees will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, he or she will be unable to work with children.

- What constitutes a disqualifying offense that will keep an individual from working with children will be determined by Family Life Pastor and/or Children's Director on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children.
- Failure to disclose a criminal conviction on the application form will also be a disqualifying event.
- The background check authorization form and results will be maintained in confidence on file at the church.

## Mandatory Training

1. Harmony Hill Baptist Church will provide training on Safe Kids policies to all Workers and will strive to provide opportunities for additional training classes or events.
2. All Workers are required to attend these training events.

## Teenage Volunteers

1. Teenage Volunteers must be at least 12 years old.
2. Teenage Volunteers must be under the constant and direct supervision of an Adult Worker and must never be left alone with children.
3. Teenage Volunteers may not take children to the restroom.

# SAFEGUARDS FOR WORKERS

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## “Two Adult” Policy

1. It is our policy that a minimum of two unrelated Workers will be in attendance in an area when children are being supervised during our programs and activities.
2. Some classes may have only one Worker in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three children with the Worker.
3. We do not allow a child to be alone with a Worker on our premises or in any sponsored activity.

## “Never Alone” Policy

1. A Worker should never be alone with a child.
2. A Worker must never be in a storage room, closet, or enclosed space with a child. Children are strictly forbidden from such places.
3. Any one-on-one conversations or spiritual counseling must take place in an open area in the presence of other children and Workers.

## “Open Door” Policy

1. Classroom doors should remain open unless there is a window in the door or a side window beside it.
2. Doors should never be locked while persons are inside the room.

## Physical Contact

1. Never tickle a child, wrestle with a child, exchange massages or backrubs with a child, or kiss a child.

2. Workers should refrain from having children ages 4+ sit in their laps.
3. Never touch a child inappropriately. Any body area that would be covered by a swimsuit should not be touched.
4. While volunteering at HHBC, never physically discipline a child or discipline a child while angry—even your own child.

## Discipline Policy

1. It is the policy of Harmony Hill Baptist Church not to administer corporal punishment, even if parents have suggested or given permission for it.
2. There should be no spanking, grabbing, hitting, or other physical discipline of children.
3. Workers should consult with an Age Director if assistance is needed with disciplinary issues.
4. Workers must communicate with children in respect, and should correct all children with professionalism and thoughtfulness.

## Teamwork Accountability

1. It is expected that all Workers work together to create a safe environment for children.
2. Each Worker must follow the Safe Kids guidelines.
3. Each Worker will consistently hold other Workers accountable to follow all of the Safe Kids guidelines.
4. Each Worker will report any concerns or violations of the Safe Kids policies to the Children’s Director or Family Life Pastor.

# SECURE BUILDING & SECURE CHILDREN

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## Secure Building Policy

1. The children's buildings are "secure areas" and are not open to the general public.
2. Doors marked "exit only" may never be used for children or adults to enter the building. This policy allows us to secure the building from unknown individuals.
3. Only Workers with visible nametags are allowed in the preschool or elementary areas; or parents with a visible numbered check-in sticker.

## Check-in/Check-out Procedure

1. For children below grade 6, a security check-in/check-out procedure will be followed.
2. A parent or guardian will sign-in the child, and will receive a numbered check-in sticker for the child which matches the numbered nametag given to the child.
3. The parent or guardian must present a matching numbered check-in sticker in order to sign out the child from our care.
4. In the event that a parent or guardian is unable to present the numbered check-in sticker, an Age Director will be contacted and will request to see a valid Texas Driver's License.
5. The Age Director will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

## Missing Child Procedures

It is the policy of Harmony Hill Baptist Church to use a Check-in/Check-out procedure as stated in this policy guide.

The Check-in/Check-out Procedure is designed to protect children, and to do all we can to provide parents with a sense of security.

In the event that a child is not in the room when the parent comes to pick up the child with a check-in sticker, the following procedures must be followed.

1. Determine if the child was checked into another classroom, or intentionally moved to another classroom.
2. If child is not quickly found, contact the Age Director for assistance.
3. Check the following locations:
  - Hiding places in classroom
  - Classroom restroom
  - Nearest hallway restroom
  - Other classrooms
  - Indoor playground
  - Outdoor playground
4. Consider the possibility of someone else checking out the child (spouse, grandparent, sibling.) If necessary, check the family car.
5. Check other classrooms to determine if another Worker has mistakenly gathered up the child while on the playground, worship, etc.
6. Seek assistance of church security officer.
7. Contact the Children's Director and Family Life Pastor.
8. When all possibilities are exhausted, contact the local police department.

# HEALTHY KIDS GUIDELINES

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## Allergy Awareness Policy

Workers must make note of any child with allergies, and diligently keep the area allergen-free.

## Medications Policy

1. It is the policy of Harmony Hill Baptist Church not to administer either prescription or non-prescription medications to the children under our care.
2. A parent at home should administer medications.
3. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions).
4. Parents of such children should address their situation with an Age Director to develop a plan of action.

## Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at Harmony Hill Baptist Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 24 hours
- Green or yellow runny nose
- Eye or skin infections

- Other symptoms of communicable or infectious disease

Children who are observed by our Workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up.

## Accidental Injuries to Children

In the event that a child is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, Workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to an Age Director. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an "Incident Report" will be completed and turned in to the Children's Director.
4. In emergency situations, call the appropriate authorities:
  - 911 for an ambulance
  - 800-222-1222 for Poison Control
5. All Workers are urged to receive CPR and First Aid training.

# RESTROOM GUIDELINES

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## Diaper Changing Procedures

A female Volunteer or a female Employee must change diapers in the presence of another adult in the same room.

1. Place protective paper down on mat/changing table.
2. Put gloves on.
3. Safely place child on mat/changing table. Never turn away from a child on the changing table.
4. Change diaper, being sure to use baby wipes (wiping from the front to back.)
5. Place child in safe place off of the table.
6. Place diaper, gloves, wipes, and paper in the trash.
7. Clean mat with a disinfecting wipe.
8. Wash hands thoroughly.

## Restroom Guidelines—Kindergarten and Younger

1. Children should utilize a classroom bathroom, if one is available.
2. If a classroom bathroom is not available, Worker should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone.
3. The Worker should check the bathroom first to make sure that it is empty, and then allow the children inside. The Worker should then remain outside the bathroom door and escort the children back to the classroom.

4. If a child is taking longer than seems necessary, the Worker should open the bathroom door and call the child's name.
5. If a child requires assistance, the Worker should prop open the bathroom door and leave the stall door open as he/she assists the child.
6. Teenage Volunteers may not take children to the restroom.
7. For the protection of all, Workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.
8. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

## Restroom Guidelines—1<sup>st</sup> to 5<sup>th</sup> Graders

1. For children in grades 1 to 5, Workers should follow the “send and sentry” guidelines:
  - Worker should send child or children to restroom without adult escort
  - Worker should stand sentry in hallway outside of classroom within eyesight of restrooms
  - Worker should remain in hallway until child or children returns to classroom
2. One adult Worker cannot take one child to the restroom alone.
3. Teenage Volunteers may not take children to the restroom.
4. For the protection of all, a Worker should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

# CRISIS GUIDELINES

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## Emergency Communication

All areas of preschool ministry and elementary ministry should have Worker(s) with walkie-talkie(s) when children are present, allowing all areas to communicate during an emergency.

## Emergency Weather Procedures

### ➤ EVACUATE to interior rooms.

1. In the event of a tornado or other dangerous weather, Workers should calmly evacuate, exiting the children in an orderly fashion.
2. Go to interior rooms and halls that do not open to the outside in any direction.
3. Stay away from glass, both in windows and doors.
4. Children should be calmly instructed to crouch down, and make as small a "target" as possible.
5. Children should face an interior wall, with knees and elbows on the ground, and hands over the back of their head.
6. If sturdy tables are present, children may crouch under tables.

## Fire Procedures

### ➤ EVACUATE to north parking lot.

Workers must be aware of class attendance and have an exactly correct roster at all times. In case of a fire, children will be evacuated from the buildings this way:

1. Workers must calmly gather class and move children in an orderly manner to the north parking lot.
2. Nursery Workers will load babies into rolling cribs for evacuation.
3. All extra Workers will assist babies, toddlers, and preschooler classes.
4. Workers must check bathrooms before leaving the classrooms.
5. Workers must turn off the lights when all children are safely out of the room—this is the "all clear" sign.
6. Age Director should check all classrooms and restrooms before leaving the building.

7. Each classroom has a fire escape map to show nearest exit for evacuation to the north parking lot.
8. Children cannot be released to parents until all have been accounted for in the north parking lot.

## Lockdown Procedures—Threat Outside Building

- **REMAIN in classroom** (*if already inside.*)
- **EVACUATE to church library** (*if outside.*)

The following procedures should be followed when the threat is outside of the building. The goal is to remove children and Workers from the threat, while isolating the dangerous situation from those in the building.

- Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields.
- Workers must be able to hear the lockdown announcement; therefore all areas must have a walkie-talkie at all times.

Staff or police officer **announces "lockdown with outside threat."** This announcement should be repeated several times.

1. Lock exterior doors.
2. Clear hallways, restrooms, and other rooms that cannot be secured. Secure and cover classroom windows.
3. Move all persons away from the windows.
4. Take attendance of children in each classroom.
5. Workers should prepare a list of missing and extra children in the room.
6. Workers should take this list with them once they are directed to leave the classroom.
7. Control all movement, but continue programming. Do not exit the room until an announcement is made.
8. Once the threat has subsided, the staff or police officer will announce "all clear."

## Lockdown Procedures—Threat Inside Building

- **REMAIN in classroom** *(if already inside.)*
- **EVACUATE to church library** *(if outside.)*

The following procedures should be followed when the threat or intruder is inside of the children's building.

Staff or police officer announces "**lockdown with threat inside.**" This announcement should be repeated several times.

1. Immediately direct all children and Workers into the nearest classroom or secured space.
2. Classes that are outside of the children's building **SHOULD NOT** enter the children's building, but must move to the worship center library.
3. Lock classroom doors.
4. **DO NOT** lock exterior doors.
5. Move people away from the windows and doors. Keep all children sitting on the floor, and turn off the lights.
6. Take attendance of children in each classroom.
  - Workers should prepare a list of missing and extra children in the room.
  - Workers should prepare to take this list with them once they are directed to leave the classroom.
7. **DO NOT** respond to anyone at the door until "all clear" is announced.
8. Keep out of sight.
9. Be prepared to ignore any fire alarm activation, as the church will not be evacuated using this method during a lock down.
10. When or if children are moved out of the classroom, assist them in moving as quietly and quickly as possible.
11. When the threat is over/the intruder has left the building, the staff or police officer will announce "all clear."

# TECHNOLOGY USE GUIDELINES

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## Social Media & Electronic Communication

Workers may not communicate with children via Facebook, Twitter, email, instant messaging, FaceTime, text messaging, or any other forms of electronic communication. However, it is appropriate to communicate with the parents of children by use of such means. Workers may not post pictures, videos, or information regarding

HHBC children on any website other than HHBC's official website or HHBC's Facebook page.

## Cell Phone Policy

Cell phones should only be used in an emergency to call 911. Otherwise, cell phones should not be used in the presence of children, so that Workers are fully focused on children's safety.

# ABUSE PREVENTION & RESPONSE

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## Reporting Suspicious Behavior

1. Workers are to consistently assist one another in following the Safe Kids policies.
2. Be aware of confusing or uncertain behaviors and practices used by other Workers.
3. Anyone who knows of or suspects sexual offense or abuse against a child shall immediately report the incident or suspicion to the Family Life Pastor or Children's Director. The suspected offense or abuse should be reported also to the local law enforcement authorities and/or Child Protective Services in conformity with applicable laws.
4. Suspicion is cause enough to report. The confidentiality of the victim and the person who reports will be maintained, in conformity with applicable laws.

## Responding to Allegations of Child Abuse

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.

2. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
3. We will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists.
4. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
5. Our insurance company will be notified, and we will complete an incident report.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children.
7. The Senior Pastor will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.
8. A pastoral visit will be arranged for those who desire it.

# OFF-CAMPUS EVENT GUIDELINES

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## Driving Regulations

1. Only those who are 25 or older may drive children during an event.
2. The driver shall possess a valid driver's license; insurance and the driver's record shall conform to any standards that are required by the church's insurance company.
3. A "Drivers and Chaperones form" is required for all adults supervising or driving to any offsite or overnight events.
4. Vehicles that are used for and during events shall meet all legal requirements.
5. All occupants of the vehicle must wear Seatbelts.
6. Driver must follow all laws and obey all speed limits.
7. Driver must not use cell phone for any reason while children are in the vehicle.
8. It is preferred to have two approved adults in each vehicle. At least 2 or more children must be in the vehicle.

## Field Trips, Retreats, or Overnight Trips

Staff and Volunteers may not have slumber parties, sleep-overs, or over-night parties with HHBC child(ren) unless it is an official church event sanctioned by the Children's Director. For HHBC sponsored field trips or retreats, the following guidelines should be followed.

1. Any activity that has a risk factor to it requires the presence of an experienced and/or certified guide or instructor. For example, swimming, river rafting, rock climbing, challenge course, or other risk-related activities.
2. If any special equipment is used that requires special instruction, the instructions for its use will be posted and followed. Participants will also be instructed verbally in the use of the equipment.

3. Medical and permission forms are required from all children participating in any offsite or overnight church events. These forms shall accompany the Worker leading the event. In the case of an accident that requires medical attention, the person who is responsible for the event will use all means possible to contact the parent, guardian or emergency contact while ensuring that the child receives the proper care.
4. A "Drivers and Chaperones" form is required for all adults supervising or driving to any offsite or overnight events.
5. There shall be a first aid kit on the premises at all church events including all overnight events.
6. Any overnight event shall have, at the least, one adult trained in first aid and CPR who can administer minor first aid, dispense medicine as needed, and who is capable of determining whether additional medical attention is necessary. This person is also responsible for reporting all incidences to the Children's Director.
7. Events will be programmed so that all participants will consistently remain in groups of three or more. All children will have an adult Worker present.
8. Boys and girls may not sleep in the same room unless there is no other option. If they are in the same room and there is a divider available, it shall be used to separate the genders. If there is no divider available, boys and girls shall be at least six feet apart from each other.
9. There shall be at least one adult of the same gender in the sleeping quarters; two adults are required for each gender if less than three children are present.
10. Adults must change clothing or bath at a different time or separate location than the children; never allowing children to see them in any state of undress.

# SAFE KIDS AGREEMENT

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Harmony Hill Baptist Church

1. I have read the “Safe Kids” policies of Harmony Hill Baptist Church.
2. I understand completely all these policies regarding working with children.
3. I commit to obey all of these policies.
4. I commit to follow all instructions given to me by staff or leadership regarding working with children.
5. I commit to communicate to and correct all children with professionalism, respect, and thoughtfulness.
6. I will assist other volunteers and employees in following these Safe Kids policies.

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Signature of Volunteer/Employee

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Date

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Witness—Signature of Ministry Director (church staff)

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Date



# SAFE KIDS TEST

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Harmony Hill Baptist Church

WORKER'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

1. T F When convenient, a teenage volunteer may escort a child to the restroom.
2. T F A Worker should never be alone with a child.
3. T F While watching a movie, it is acceptable for a worker to have a Kindergarten child sit in his or her lap.
4. T F While volunteering in the children's ministry, a parent is encouraged to spank their own child during a church event if needed.
5. T F Workers should not be meddlesome—if other Workers ignore Safe Kids policies, it's no one's business to interfere.
6. T F Workers should bend the rules for staff kids.
7. T F Doors marked "Exit Only" should be propped open during busy times so parents can enter the building from the side parking lots.
8. T F If a child is ill, a Worker should find some Tylenol and give them a dose.
9. T F We encourage men to be helpful and change diapers in the nursery.
10. T F A Worker should never be alone with a child in the restroom with the door to the restroom closed.
11. T F For children in grades 1-5, a Worker must escort children into the restroom.
12. T F In case of a tornado, children should be evacuated to the Treehouse.
13. T F In case of fire, nursery Workers should load babies into the rolling cribs for evacuation.
14. T F In the case of a lockdown with an outside threat, the outer doors must remain unlocked.
15. T F In the event of a lockdown with outside threat, Workers should remove all persons away from the windows, and continue programming.
16. T F It's acceptable to check your Facebook status or emails while assisting in Children's ministry.
17. T F It's acceptable to send encouraging emails to children in your class.
18. T F It is never appropriate to provide spiritual counseling to a child while in the children's building.
19. T F While on a retreat, a Worker must never allow children to see them in any state of undress.

20. T F While transporting children in a vehicle, seatbelts must be worn only if trip is further than 10 miles from the church.
21. T F If an adult volunteer is alone with a noisy classroom of children, he or she should close the door to prevent distracting other classrooms.
22. T F It is acceptable to playfully tickle a child.
23. T F It is acceptable to exchange a backrub with a child.
24. T F Workers should correct children with professionalism and thoughtfulness.
25. T F Any tithing member of Harmony Hill Baptist Church has a right to be in the children's building whenever they want.
26. T F The check-in and check-out procedures should be enforced for church guests, not for prominent members of our church.
27. T F Workers shouldn't pay attention to overprotective parents concerns with food allergies.
28. T F Unless a worker has proof that a child has broken a bone, they shouldn't bother filling out an Incident Report.
29. T F A Worker should never turn away from a child on a changing table.
30. T F When assisting in children's ministry, a Worker should make good use of their time by checking text messages on their cell phone while children are occupied.
31. T F A Worker should never be alone with a child in a restroom stall with the door to the stall closed.
32. T F If it's a quiet evening, Workers do not need access to walkie-talkies.
33. T F In case of a fire, children should be evacuated to the outdoor playground.
34. T F In case of fire, Volunteers have no responsibilities to assist—only paid staff should assist with evacuation.
35. T F In the case of a lockdown with a threat inside, the outer doors must remain unlocked.
36. T F In the event of a lockdown with threat inside, any class of children on the outside playground should remain in place and hide.
37. T F It's acceptable to take photos of children at the church and post them on your Facebook page.
38. T F Workers should first investigate abuse suspicions, and only report confirmed abuse cases to the authorities.
39. T F It is acceptable to have a child assist a Worker getting items out of a storage closet.

# 2017 DRIVER & CHAPERONES FORM

## Harmony Hill Baptist Church

We sometimes need help in transporting children on field trips or for special events. The purpose of this form is to reduce the liability of the volunteer drivers and the church by being proactive in our selection of parent drivers. If you are interested in helping with such needs during this calendar year, please fill out this form and return it (along with copies of your driver's license and your current vehicle insurance card) to the church.

### Volunteer Driver Information

Name: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Vehicle #1: Model/Year/License # \_\_\_\_\_ # of working seat belts \_\_\_\_\_

Vehicle #2: Model/Year/License # \_\_\_\_\_ # of working seat belts \_\_\_\_\_

The church requires volunteer drivers to have a minimum amount of liability insurance. (1) \$100,000 liability per person for bodily injury; (2) \$300,000 liability per incident for bodily injury for all vehicle occupants; and (3) \$50,000-\$100,000 liability for property damage.

Vehicle #1 Insurance Co.: \_\_\_\_\_ Policy #: \_\_\_\_\_

Vehicle #2 Insurance Co.: \_\_\_\_\_ Policy #: \_\_\_\_\_

- YES  NO Are you licensed to drive a commercial vehicle?  
 YES  NO Have you been in an accident in the last three years? If you answered YES, please describe the accident and its cause on another sheet of paper and attach it to this form.  
 YES  NO Have you been ticketed for moving violations within the last three years? If you answered YES, please describe the infractions on another sheet of paper and attach it to this form.  
 YES  NO Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation?

### Requirements for Volunteer Drivers I certify that for the calendar year:

- I possess a valid Texas driver's license.
- I will contact my insurance company to ascertain if there are any liability policy limits or exclusions regarding transporting other child or adults on a field trip that might affect my ability to meet the qualifications for a volunteer driver.
- I will maintain the minimum insurance coverage required by the church for volunteer vehicles.
- I will advise the church of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
- Children riding in my vehicle(s) will be seated and in both the front and back seat will be secured with individual working seatbelts. (Double belting of children is permitted.)
- To my knowledge, my vehicle is in safe operating condition (brakes, tires, etc.).

**Declaration and Signature** I affirm that I will carefully transport children under my care, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

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

**Church Approval** \_\_\_\_\_ Approved with copy of TDL & Insurance \_\_\_\_\_ Disapproved for Driver List

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