Volunteer Application
Volunteer Driver Application Form

• Please indicate whether or not you wish to be a driver for any Downtown Ministries programs or events.
• A new application form must be completed each year and submitted with a copy of your current driver’s license and current automobile insurance card. Volunteer drivers are required to have liability insurance.
• Completed applications must be submitted for approval to a Downtown Ministries’ staff member before a volunteer may provide transportation to any participant for a Downtown Ministries event or activity.

Yes____ No____ Do you wish to drive for any Downtown Ministries event or activity?

Signature:_________________________________________________________ Date: ____/____/20___

Print Name:___________________________________________________________

If you wish to drive, please complete the remainder of the Driver Application Form.

SECTION I—Volunteer Driver History

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 drinking while under suspension or revocation? If you answered YES, please describe the circumstances and the time frame of the infractions on another sheet of paper and attach it to this form.

Yes____ No____ Are you licensed to drive a commercial vehicle (such as a school bus)?

SECTION II—Information for Volunteer Drivers

Any volunteer who is interested in being a driver for Downtown Ministries must complete each component of the Volunteer Driver Application Form and submit all required documentation:

• A copy of a valid driver’s license should be submitted by July 15 of each year.
• A copy of current automobile insurance coverage should be submitted by July 15 of each year.
  o A volunteer’s automobile insurance policy will be the primary insurance coverage for the volunteer (driver), the volunteer’s vehicle, and all occupants of the volunteer’s vehicle.
  o Any changes in the insurance provider or policy coverage should be submitted within 15 days of the effective date of the new policy change.

Volunteer drivers must also be aware of the following policies for transporting program participants:
• Volunteer drivers may only provide transportation to those Downtown Ministries participants who have a current, signed parental/guardian consent form on file.
• Volunteer drivers are expected to obey all traffic laws.
• During transport, all participants must be seated and secured with an individual working seatbelt. No “double belting” of children is permitted.
• If a volunteer driver receives a citation while transporting any Downtown Ministries’ participant(s), it is considered an “incident.” The volunteer must adhere to the Incident Reporting Policy (see Policy B, page 12) which states that the volunteer should immediately notify the Program Director to which the participant(s) belong(s) and submit an Incident Report within 24 hours of the occurrence. Additionally, a copy of the citation should be submitted with the completed Incident Report.
  - Documented incidents of speeding or unsafe driving may result in formal review by the Executive Director and loss of future driving privileges.
• Volunteer drivers are asked to exercise authority and proper guidance over the participants they transport while also carrying out the mission of Downtown Ministries. Volunteers should monitor conversations and music/lyrics for appropriateness, and redirect if necessary.
• The safety of all volunteers and participants is of utmost importance. Volunteers should report any injuries, illnesses, discipline problems, or other concerns to the respective Program Director.

Further, according to Georgia law on safety restraints for children (O.C.G.A. 40-8-76):
• Every driver who transports a child under 8 years of age shall provide for the proper restraint in a child passenger restraining system, such as a car seat or booster seat, that is appropriate for the child’s height and weight.
• Any child who is under 8 years of age or whose height is less than 4’9” (57 inches) should ride in the backseat of a motor vehicle and use a passenger restraining system.
• A child under 8 years of age may only be in the front seat when the vehicle has no rear seating position appropriate for correctly restraining a child, or all appropriate rear seating positions are occupied by other children.

SECTION III—DECLARATION AND SIGNATURE

I have read this application form and understand the Requirements and Responsibilities as stated herein. I affirm that I will carefully transport participants under my care to the best of my ability, including obeying all traffic laws. I will notify the Executive Administrator if I wish to be removed from the Approved Volunteer Driver List. The information given on this form is true and correct to the best of my knowledge.

Signed_______________________________________________________________ Date_________________

Print Name:__________________________________________________________

PLEASE ATTACH A COPY OF YOUR LICENSE AND CURRENT VEHICLE INSURANCE CARD AS WELL AS AN EXPLANATION FOR ANY “YES” ANSWERS TO THE BEGINNING QUESTIONS ON THIS FORM.

IT IS YOUR RESPONSIBILITY TO UPDATE THESE ITEMS