

Driving Record Check Policy

October 2009



Because we care for the safety of our church community at Community Christian Church, we require that every driver of a church vehicle [with or without passengers] meet the following requirements:

- Every driver must undergo a driving record check to be eligible to operate a church vehicle. This also applies to any driver who operates a personal vehicle for a church function in which children under the age of 18 are in the vehicle.
- All driving record information is strictly confidential. The office manager [Administrative Assistant] will process the paperwork. If no 'red flags' are identified, the information will be filed in a locked cabinet until a subsequent check is processed. All old documents will be shredded.
- 'Red flags' are any unsafe patterns that might pose a risk for our community including but not limited to: DUI, excessive speeding, reckless driving, excessive fines or violations, etc.
- In the case of a 'red flag,' the Senior Minister, an elder, and the transportation ministry team leader will have a conversation with the individual about the issue.
- A prospective driver is not automatically excluded due to a mark on his/her driving record. The nature, severity and date(s) of the offense(s) will be taken into account. Each case will be treated individually.
- Anyone failing to complete a driving record consent form will be unable to operate a church vehicle or transport children under the age of 18 for a church function.
- Subsequent checks will be conducted every 2 years.