**UCC Missoula**

**Safe Church Policy (2024)**

As a community of faith, UCC Missoula is committed to creating and maintaining programs, facilities, and a community in which members, friends, staff, and volunteers can worship, learn, and work together in an atmosphere free from all forms of abuse and harassment.

1. Policies
2. Persons and situations covered by these policies and procedures
   1. These policies and procedures apply to all allegations of abuse or harassment arising in or from church-related activities. These policies apply to both in-person and online interactions and to staff, volunteers, congregants, participants, and visitors.
3. Employee and Volunteer Background Checks
   1. Before beginning their employment, all prospective employees over the age of 18 will undergo a background check. Volunteers whose main duty is with children or youth will also undergo a background check. Examples of volunteer positions that require background checks include but are not limited to Sunday School volunteers, youth leaders, and trip chaperones. The background check shall include, but is not limited to, reference inquiries and a criminal history verification by a third-party vendor. The church shall pay the cost associated with any third-party vendor services.
   2. No one with a criminal history of abuse or harassment shall be permitted to work in a supervisory role requiring contacts with youth.

1. Supervision of youth
   1. One on one contact between church workers/volunteers and youth (i.e., those under the age of 18) should be conducted with the knowledge and in view of two adults.
   2. There is no limit to the number of youth over which a team of adults may assume supervision because there is no set limit to the number of adult helpers who may assist for any given activity. Moreover, the number of adults needed for supervisory responsibilities may vary by the age of the youth and the activity at issue.
   3. In addition to a completed UCC Missoula Youth Program Participation and Release Form, the parent or legal guardian of a child participating in Children’s and Family Ministry activities assigns supervision of a child to UCC Missoula by signing that child in on a written sign-in sheet. The parent or guardian resumes supervision by signing the child out on the written sign-in sheet. The sign-in sheet shall indicate the date and time the parent or guardian relinquished and resumed supervision. Parents or guardians shall otherwise maintain supervision of their children while on church premises.  For youth participating in Youth Ministry activities, attendance will be taken and all participants will have the UCC Missoula Youth Program Participation and Release Form completed and signed by parent/guardian.  Note:  Youth old enough to legally provide their own transportation may do so with parent or guardian permission.
2. Trips and overnight events involving unaccompanied children or youth
   1. The parent or legal guardian of a child shall provide written consent before any child is allowed to attend a church-sponsored trip. Written consent may be made by the parent or guardian signing a standard UCC Missoula Youth Program Participation and Release Form (2024) (attached). Trip Authorization and Waiver Form (attached).
   2. All chaperones shall provide UCC Missoula with a copy of a valid driver’s license. Those who are driving their vehicles must also show proof of insurance. Vehicles must be driven by persons 21 years or older and the drivers must fill out Volunteer/Employee Driver Vehicle Forms (attached).
   3. Every trip or overnight event must have a UCC Missoula staff person as a coordinator. All chaperones for trips must be interviewed by the staff person of UCC Missoula who is coordinating the trip.
3. General policies governing youth interactions
   1. A properly trained employee, volunteer, or mentor may spend time with a youth if necessary to achieve appropriate and specific ministry goals provided the meeting location, time spent, and the goals are monitored by other responsible persons on the teaching or ministry team and the meeting is in the presence of at least one other adult, such as in a public venue. Written consent of the youth’s parent or legal guardian must be obtained before spending time with a youth. Workers must also notify an appropriate church leader of such meetings in advance. (This is important for the Confirmation student and Mentor relationship.)
   2. Accompanying a youth to the restroom is permissible. However, the accompanying person must wait outside the restroom unless the youth requires assistance, in which case the person assisting should ensure that the restroom door remains open while that person is in the restroom with the youth.
   3. Church employees and volunteers should take care to avoid physical behavior that might be construed as inappropriate. Use extreme caution and good judgment when considering such activities as wrestling or “rough play.”
   4. Youth may be disciplined using “hands-off” methods such as loss of privileges and/or time-out, removal from the group. There is to be no physical punishment whatsoever including hitting, slapping, painful grabbing, shaking, etc.
   5. Youth should be always spoken to in a calm soft voice. Firmness and seriousness of voice are required at times, but yelling is inappropriate as are excessively angry and/or hurtful verbalization.
   6. In accordance with the United Nations Convention on the Rights of the Child and best practices from the national UCC, volunteers and staff will not post any image of a child, defined as a person under the age of 18, on the ministry’s official social media pages or website(s), including in streamed services, email lists, events, or any other distribution via internet, regardless of parental consent.
   7. This policy does not prohibit displaying underage persons’ images in the Youth Room only or during sanctioned UCC events such as worship services, etc., within the entire UCC campus with consent of the parent(s) or legal guardian(s).  Permission for display of underage persons’ images is given by completing the Photo Release section of the UCC Youth Program Participation and Release Form (2024) (attached).
   8. When communicating with youth via social media, staff and volunteers will adhere to the rules in the Safe Church Policy, section 3, regarding that two adults be present for any interaction with or communication with youth. UCC Missoula strongly discourages staff members and volunteers from accepting invitations to “friend” youth members within personal social networking sites. Contacting or communicating with youth outside the ministry’s youth group may create risks for the ministry workers and alter the dynamic between a youth leader and youth.

B.  Procedures

1. Knowledge or Suspicion of, or Allegations of abuse or harassment involving youth (find RAINN definitions and instructions for reporting, etc., at <https://apps.rainn.org/policy/policy-state-laws.cfm?state=Montana&group=4> and the MT Code at <https://leg.mt.gov/bills/mca/title_0410/chapter_0030/part_0020/sections_index.html> )
   1. When abuse or harassment of a child is known, suspected, or alleged, the allegations must be reported to the proper authorities, who will fully assume responsibility for investigating the allegations. The person who learns of the allegations shall contact the authorities by either contacting law enforcement or utilizing the Montana Child Abuse Hotline, within 24 hours. The Hotline number currently is: 866-820-5437. The person learning of the allegations will also notify the Response Team and the UCC senior pastor of the allegations and that the contact has been made.
   2. All pastors, UCC staff, and volunteers who regularly work with children and youth, are mandatory reporters of child abuse or harassment.
   3. Mandatory reporter training will be required of the above mentioned personnel on an annual basis. Records pertaining to annual training will be maintained by the church administrator.
2. Allegations of abuse or harassment involving pastoral staff
   1. When an allegation of abuse or harassment is made against pastoral staff, the person learning of the abuse or harassment shall notify a member of the UCC Missoula Cabinet to notify the Response Team who will then forward the allegations to the Church & Ministry Commission of the Montana-Northern Wyoming Conference of the United Church of Christ (https://www.mnwcucc.org). If, however, the allegations of abuse or harassment involve a youth, the procedures outlined in section 6(a) of this document shall be followed.
3. Procedures applicable to all allegations of abuse or harassment
   1. UCC Missoula recognizes that a person who has allegedly been subjected to abuse or harassment may seek recourse either internally, through the procedures described here, or through other criminal or civil avenues, depending on the facts and circumstances. Regardless of the remedy sought by the person alleging abuse or harassment, UCC Missoula will follow the procedures below to protect the safety of its staff, members, volunteers, and friends.
   2. The Cabinet shall appoint a subcommittee of the Cabinet called “The Response Team.” The Response Team shall consist of no less than two members of differing gender expression.  The Response Team shall be appointed annually. The purpose of the response team is to receive and process complaints of abuse or harassment, subject to the requirements and limitations of this document.
   3. The Response Team shall be familiar with the terms of this document, titled UCC Missoula Safe Church Policy (2024).
   4. UCC Missoula recognizes that, depending on the facts and circumstances, allegations of abuse or harassment may be resolved in a variety of ways. UCC Missoula does not recommend informal attempts at resolution where the person alleging abuse attempts to resolve the allegations directly with the alleged abuser or harasser, but rather does recommend reporting the allegations to a teacher, pastor, administrator, Response  Team, or Cabinet member.  The person alleging the abuse or harassment makes the final decision having to do with steps for resolution and is in no way expected to confront their alleged abuser.  It is their decision alone and will be based on their assessment of their personal safety and capacity.  If it is their decision to attempt to resolve the conflict directly, they may request that a member of the Response Team, Cabinet, or other neutral person be present.  If attempt(s) at resolution are unsuccessful, futile, or outside the person alleging the abuse’s wishes, the person alleging abuse or harassment will request that the Response Team institute formal proceedings which shall include the following steps:
      1. The Response Team shall notify the minister and Cabinet Moderator of the allegations of abuse or harassment and shall keep them apprised of ongoing steps and actions taken. If either pastoral staff or Moderator is the subject of the complaint, this notice requirement shall not apply to that person.
      2. The Response Team shall investigate the allegations of abuse or harassment. Investigation may include gathering statements or other information from the individuals involved in the alleged abuse or harassment and from others who may have pertinent information, such as qualified professional consultants.
      3. The Response Team shall make its findings known after its investigation with a recommendation to the UCC Missoula Executive Committee, which shall then choose to either take action based on that recommendation or seek broader input from the MT-N. Wyoming Conference (httpl://[www.mncucc.org](http://www.mncucc.org)).  The Cabinet will be notified of any action taken.
      4. By becoming a member of The Response Team, the member accepts the responsibility to recuse themself from the resolution process if they are involved in an allegation of abuse or otherwise experiences a conflict of interest regarding the allegations. If any member of The Response Team recuses themself from a resolution process or is otherwise ineligible to serve as a result of a conflict of interest, the Cabinet shall select another Cabinet member to replace that individual on the Response Team for that specific resolution process.
      5. Any person with a conflict of interest for a specific allegation may be prohibited from accessing information in regard to the allegation in order to protect the safety or interests of those involved in the allegations.

Draft Feb 29 2024

Draft Apr 20 2024

Draft May 6 2024

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Adopted by Cabinet May 20, 2024

Rev July 23 2024

Rev Aug 13 2024

Forms:

UCC Youth Program Participation and Release Form

UCC Missoula Volunteer/Employee Driver Form

**UCC YOUTH PROGRAM PARTICIPATION AND RELEASE FORM**

Youth Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pronouns:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Birthdate:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_

Parent/Guardian 1 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 1 Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 1 Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell/Work/Home (circle one)

Parent/Guardian 2 Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 2 Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian 2 Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell/Work/Home (circle one)

Alternate Emergency Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth’s Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth’s High School Graduation Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Phone for Texts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Emergency Contact Name (other than listed above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian, please initial on each line below:

\_\_\_\_\_\_\_\_ I acknowledge that my child’s participation in University Congregational Church Youth Ministries is voluntary and may require involvement in activities that require traveling or physical exertion. Such activities may include, but are not limited to: outings, athletic games, local excursions and meetings. I acknowledge that all transportation related to University Congregational youth activities will occur in private vehicles. I acknowledge that my child's participation in any UCC youth activity presents risks that my child may suffer property damage, bodily injury or death.

\_\_\_\_\_\_ UCC is not responsible for the loss or theft of personal belongings.

\_\_\_\_\_\_ Misconduct may result in transportation home from an activity at parents’ expense. A youth dismissed for a disciplinary reason will not receive a refund of the activity fee.

\_\_\_\_\_ I hereby authorize any licensed physician, emergency medical technician, hospital or other medical or health care facility to treat the minor named herein for the purpose of attempting to treat or relieve any injury received by said minor. I authorize any such Medical Provider to perform all procedures deemed medically advisable in attempt to treat or provide reasonable healthcare. I understand that attempts will be made to contact me in the most expeditious way possible. Permission is also granted to UCC representative to provide the needed emergency treatment to the youth prior to their admission to a medical facility.

**PHOTO RELEASE**

\_\_\_\_\_\_\_\_\_ I give permission for University Congregational Church to use any approved image of my child(ren) for in-house image re-use only, which does NOT include publication, electronic or otherwise, in materials for distribution, on the church website or any social media.  I will hold permission for any image of my child(ren) to be re-used.  Approved in-house uses include in-house presentation in digital format or printed for temporary display as long as no images are broadcast through streaming services or in print format.

**TRANSPORTATION ACKNOWLEDGEMENT**

\_\_\_\_\_ I acknowledge that some youth activities will involve carpooling to and from activities. Accommodations will be made whenever possible for youth ability and accessibility needs. Youth event drivers follow the UCC Missoula Volunteer/Employee procedure. Parents will be notified of this option via email prior to the event and will have the option to opt out or transport their child directly to the event. I acknowledge and assume the risk of transportation for my child and release UCC Church, their volunteers, and employees from any liability claims.

**POLICY ADHERENCE**

**\_\_\_\_\_** UCC adheres to a code of conduct and will ask all participating youth to abide by any/all policies established for the events/activities hosted by the UCC Youth Group. Any issues will be handled on a case-by-case basis.

UCC Missoula Safe Church Policy

\_\_\_\_I have received and reviewed the UCC Missoula Safe Church Policy (2024).

My child has permission to attend all church-sponsored UCC youth activities.

**Parent Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UCC Missoula Youth Program Health Information Form**

The Youth Program Health Information Form is required for youth participation to ensure appropriate emergency response if necessary. This form will be locked in the UCC staff office and carried by UCC staff when youth activities are not held at UCC Missoula.

Please provide a copy of the medical insurance card.

Medical Insurance Carrier:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of subscriber:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subscriber’s Place of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth’s Medical Provider Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Provider Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth’s Dentist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chronic/recurring illness/medical condition including psychological conditions (depression, anxiety, etc.):

Dietary Restrictions:

Health History: (Check, give approximate dates)

\_\_\_\_ Ear Nose and Throat issues \_\_\_\_Diabetes \_\_\_Mononucleosis

\_\_\_\_ Heart Defect/Disease \_\_\_\_Asthma \_\_\_Down Syndrome

\_\_\_\_ Seizures \_\_\_ADHD \_\_\_Other

\_\_\_\_ Tourette Syndrome \_\_\_Bleeding Disorders

Allergies:

\_\_\_ Hay Fever \_\_\_\_Insect Stings \_\_\_\_Latex

\_\_\_ Shellfish \_\_\_\_Nuts \_\_\_\_Dairy \_\_\_\_Gluten

\_\_\_\_Other

If you checked any of the above, please describe the issue, reaction, and treatment:

Current Medications/Supplements:

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

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

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

Is there any other information you feel the leaders should know in advance?

Describe your student’s swimming ability:

\_\_\_\_\_\_ Beginner  \_\_\_\_\_\_Average   \_\_\_\_Advanced

**UCC Missoula Volunteer/Employee Driver Form**

Volunteer/employee drivers using their vehicles to transport children and youth during outings, events, and other activities sponsored by UCC Missoula must comply with the following requirements:

1.        A valid driver's license.

2.       If private vehicles are used, insurance coverage must be carried to the highest level possible for the household of the driver.  Proof of insurance must be provided to the church administrator.

3.       A minimum age of 21 to transport children and youth is required.

4.       This form must be completed by the driver and approved by the church administrator.

5.       This form must be completed again upon the expiration of the driver’s insurance policy.

6.       Compliance with the laws regarding seat belts is mandatory.

7.       The vehicle will carry only the number of passengers for which the vehicle is designed.  Trucks or pickups may only carry as many as can safely sit in the passenger compartment.  No passengers shall be allowed in the bed of the truck or pickup.

8.       A first aid kit, fire extinguisher, and the binder holding the UCC Youth Program Health Information forms will be carried by UCC staff.

9.       Report accidents/injuries to the church administrator as soon as possible.

Check one:

Volunteer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete this form and submit it to the church administrator.  Please print.

Driver and Insurance Information:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_

   Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License No./State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of moving violations received in the past 3 years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain:

Motor Vehicle Insurance Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Driver’s Statement:**

I certify that the vehicle is equipped with seat belts for all occupants.

I certify that the vehicle is regularly maintained and kept in good mechanical condition.

I certify that I have not received a citation for DUI, DWI, OWI, OUI, refusing substance tests, reckless driving, manslaughter, hit and run, eluding a police officer, any felony, drag racing, license suspension, or driving while license suspended in the last 36 months.  (DUI = Driving Under the Influence; DWI = Driving While Intoxicated/Impaired; OWI = Operating While Intoxicated/Impaired; OUI = Operating Under the Influence.)

I certify that I am 21 years of age or older.

I certify I have a valid driver’s license and there are no restrictions preventing me from transporting children and youth in my vehicle.

I certify that I will adhere to posted speed limits at all times.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer/Employee Signature                                              Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Administrator                                                           Date

7/13/2024 TG/JS/AH

Rev 8/13/2024 TG/AT