

The Lutheran Church of the Holy Spirit
3461 Cedar Crest Boulevard Emmaus, PA 18049
610-967-2220 Fax: 610-966-3021 Email: info@holyspirit-emmaus.org
www.lchsemmaus.org

Driver's Information Form

In compliance with creating a safe environment for children and youth and
the church's *Protection of Minors* policy,
we ask that you complete the following form.

Please print clearly.

Driver's Name _____

(All drivers of children and youth (minors) must be 25-70 years of age)

Address _____

Phone Number _____ Cell _____

Email _____

Driver's License Number _____ Exp. _____

Auto Insurance Company _____

Auto Policy Number _____ Exp. _____

Description of vehicle _____

License Plate Number _____

Auto Registration Sticker Date _____

Please attach a photocopy of your driver's license and auto insurance card.

Please also complete the Driver's Covenant Form.

Signature _____ Date _____

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Driver's Covenant Form

I, _____, (*Print Name*) have not been convicted of or pled guilty or have pending charges (until the pending charges are upheld or cleared) to the following Vehicle Code Violations:

- Operating a vehicle while license is under suspension or revoked
- Homicide by vehicle
- Fleeing and eluding Police
- Reckless driving with willful disregard for persons and property
- Failure to stop at an accident involving death or injury
- Driving under the influence, if convictions are within the past 7 years

Signature _____ Date _____

If convicted of driving under the influence occurred longer than 7 years ago, please submit detailed information regarding that conviction. It will be reviewed on a case by case basis.

List all Traffic Violations	Date	Result, i.e. <i>pending, charged, pled guilty</i>

If there are pending charges of any of the above Vehicle Code Violations, permission to transport minors will be deferred until the charges are upheld or cleared. The following safety rules apply whether a trip is taken in church-owned, church-rented, or private vehicles.

I, _____, also agree that when transporting children and youth with The Lutheran Church of the Holy Spirit, Emmaus, PA I will abide by the following covenant:

1. All State Traffic Laws will be observed. Special emphasis is given to laws governing speeding and the use of proper passenger restraints.
 - a. If there is more than one minor moving violation in the past three years, the driver will meet with the Senior Pastor to discuss safety of the driver and the passengers.
 - b. PennDOT takes corrective action when a driving record reaches 6 or more points. Each moving violation is given two or more points, dependant upon the severity of the moving violation. The Senior Pastor may recommend that the driver not drive for a church activity until they have reduced the number of points on their driving record.
2. Seat belts are required for all occupants and their usage is to be strictly enforced. All car seat laws for younger youth must be obeyed and enforced. No child under the age of 8 will be allowed to ride in the front seat. Each passenger must be in an individual seat equipped with a seatbelt.
3. All drivers must be age 25-70, have a valid driver's license which has not been suspended or revoked for any reason. Each driver is to verify on this Driver Covenant Form that he or she is in compliance with the restrictions of the congregation, as stated in The Lutheran Church of the Holy Spirit document, *Protection of Minors Policy and Procedures*.

4. All drivers must have proof of current auto insurance, a valid registration and sticker for the vehicle and a valid inspection sticker. Each driver is to fill out the Driver Information Form stating their driver's license number, vehicle registration number & sticker date, inspection sticker date, auto insurance and any accidents or traffic violations with which they are currently charged or which they have been convicted in the past three years.
5. Drivers who will be providing transportation for a distance greater than 40 miles one way will submit to a Driver's Record Check.
6. An adult leader of at least 25 years of age must be in charge of any trip and accompany the group.
7. It is advised that, whenever possible, two adults be in every vehicle, one of which must be 25 years of age or older.
8. Passenger cars, minivans, or station wagons may be used for transporting passengers, but passengers are not to ride on the rear deck of station wagons or vans. Trucks may not be used for transporting passengers except in the passenger cab. 15 passenger vans may not be used.
9. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is registered and licensed. It is recommended that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000.
10. Drivers are not to drive in convoys of more than three vehicles, since attempts to stay close together can be distracting and pose other driving risks.
11. The use of cell phones is prohibited by drivers.
12. Frequent rest stops are encouraged for long trips, particularly for those of than 4 hours in duration. Rest stops will be pre-planned when more than one vehicle is in a convoy.
13. Drivers are not to drive drowsy. Driving time per day is limited to 15 hours and must be interrupted by frequent rest, food, and recreation stops. When there is only one driver, the driving time should be reduced to 12 hours and stops should be made more frequently.
14. There will be designated departure sites and explicit times set where/when parent(s)/guardian(s) are to pick-up/drop off the minor for each event.
15. Exact event locations(s), site phone numbers, cell phone numbers (if available) for leaders and event addresses will be provided to all parents/guardians.
16. No hazardous or disruptive activity or noise will be permitted while the vehicle is moving.
17. All passengers must follow the driver's instructions.
18. When a vehicle is moving, keep all objects and persons inside the vehicle.
19. All windows must be kept clear of objects that may disrupt the driver's view.
20. In case of an accident or emergency, stop, do not exit the vehicle unless instructed by the driver.
21. It is recommended that passengers exit on the curb side of the vehicle, never on the traffic side.
22. Any kind of illegal drugs or alcohol is strictly prohibited by all. Tobacco products are prohibited by minors and only permitted outside by adults. Adults, please be aware that even second hand smoke is harmful. All weapons, firearms, laser pointers, or fireworks are strictly prohibited.
23. Violation of these rules may result in the termination of the trip for the entire group or the removal of a participant from the trip.
24. The safety of others and my own safety is a priority on this trip.
25. The *Protection of Minors Policy and Procedures* of The Lutheran Church of the Holy Spirit is to be followed by all participants.

I have read, understand, and will comply with the above Driver's Covenant during the entire trip.

_____ I am and will remain in compliance with the safety concerns of the congregation, as stated in The Lutheran Church of the Holy Spirit's document, *Protection of Minors Policy*. I have read, understand, and will comply with the *Protection of Minors Policy* during the entire trip.

Print Name _____ Signature _____ Date _____