



Northern Illinois Conference

OF THE UNITED METHODIST CHURCH

303 E. Wacker Dr. • Suite 2020 • Chicago, IL 60601

Office (312) 346-9766

Church Staff & Volunteer Driver Policy

This policy has been adopted to promote the safe operation of vehicles in support of the Northern Illinois Conference's mission. All staff and volunteer drivers must comply fully with the following requirements and safety practices.

Driver Eligibility Requirements

1. Licensing & Insurance

- Must hold a valid state driver's license.
- Must carry personal automobile insurance with the following coverage:
 - \$100,000 bodily injury (per person)
 - \$300,000 total bodily injury (per accident)
 - \$100,000 property damage
- When staff or volunteers use their personal vehicle for church-related activities, **their personal auto insurance will be the primary coverage** for any claim.
- Coverage will be verified annually.

2. Commercial Driver's License (CDL)

- Required for operating any mini-bus or other vehicle owned/leased by the church that requires a CDL under state law.

3. Motor Vehicle Record (MVR) Check (Every 3 years)

- Required for all staff and volunteers whose duties include transporting passengers.
- Drivers must cooperate fully in providing information needed for the MVR check.

4. Disqualifying Violations-Church staff and volunteers whose MVR checks reveal any of the following violations are ineligible to serve as drivers:

- **Within the Past 10 Years:**
 - DUI or driving under the influence of alcohol/drugs
 - Failure to stop/report an accident
 - Reckless driving or engaging in a speed contest
 - Driving while impaired
 - Making a false accident report
 - Homicide, manslaughter, or assault committed while driving
 - Driving with a suspended/revoked license
 - Attempting to elude a police officer
- **Within the Past 3 Years:**
 - Two or more moving violations (e.g., speeding, texting while driving, failing to stop)
 - Two or more at-fault accidents



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Safe Driving Practices

All church drivers must:

- Be at least 21 years old and have held a driver's license for 2 years.
- Never allow youth participants to transport other participants.
- Carry safety items in the vehicle: first-aid kit, flashlight, jumper cables, emergency contact list, and proof of insurance.
- Perform a pre-trip safety check (lights, signals, tires, wipers, horn, and fluid levels).
- Keep all required documents current (driver's license, registration, inspections, insurance).
- Always wear your seat belt and require all passengers to always do the same.
- Ensure children under age 12 ride in the back seat.
- Obey all traffic laws, including speed limits and distracted driving laws (no texting, earbuds, or headphones while driving).
- Keep headlights on while driving for safety.
- Avoid driving when fatigued, late at night, or while taking medication that causes drowsiness.
- Plan rest stops at least every few hours; arrange relief drivers for long trips.
- Never consume or be under the influence of alcohol or drugs while driving; never allow passengers to do so.
- Pay all traffic/parking fines personally—these will not be reimbursed.
- Secure personal belongings: the church is not responsible for lost or stolen items.
- Driver agrees to indemnify the Northern Illinois Conference and affiliated churches against all claims, damages, or expenses (including legal fees) arising from the use of a personal vehicle for church purposes.

Acknowledgement

I have read, understand, and agree to follow the **Northern Illinois Conference Church Staff & Volunteer Driver Policy**.

Driver Name: _____

Signature: _____

Date: _____