



VOLUNTEER DRIVER POLICIES & PROCEDURES

FIRST BAPTIST CHURCH HUNTSVILLE, ALABAMA

"Whatever you do, do it all for the glory of God." – 1 Corinthians 10:31

Purpose

To help ensure the safety of passengers and the well-being of volunteer drivers, FBC Huntsville establishes the following Volunteer Driver Policies & Procedures. These guidelines apply to all drivers transporting individuals for FBC-sponsored activities. These guidelines apply to all drivers using either church-rented or personal vehicles to transport children, students, and/or vulnerable adults for FBC-sponsored activities, unless all occupants of the vehicle are members of the same family. These guidelines do not apply to competent adults carpooling in private vehicles to FBC-sponsored activities.

Eligibility Requirements

1. Driver's License & Driving Record

- Drivers must hold a valid State of Alabama driver's license.
- Drivers with two moving violations or one "at fault" accident within the past 36 months will not be approved to drive for FBC-sponsored activities.

2. Insurance

Volunteer drivers must comply with the state law of Alabama regarding auto insurance coverage.

Approval & Recertification

3. Registration & Certification

- Drivers must submit to an online criminal background check and motor vehicle record (MVR) check prior to approval.
- Results will be reviewed by the Safekeeping Administrator and if needed, the Executive Pastor.
- All drivers must review and comply with these policies: Volunteer Driver Policies & Procedures; and the Safekeeping Policies and Procedures for Kids, Students, & Vulnerable Adults.

4. Recertification

All volunteer drivers must be re-certified every three years with an MVR check. A criminal background check will be run every three years.

5. Approved Driver List

A list of approved drivers will be maintained by the church office in coordination with the Ministerial Staff.

Conduct & Responsibilities

6. Vehicle Conduct

- Conduct of occupants must be consistent with Christian values.
- Smoking, alcoholic beverages, profanity, and horseplay are strictly prohibited.
- Seat belts must be worn by all passengers and the driver.
- The driver is solely responsible for maintaining order and safety during transport, with assistance from other adult leaders as needed.

7. Vehicle Operation & Safety

- Drivers must obey all traffic laws, including posted speed limits and DOT/state regulations.
- Use of handheld devices while driving is prohibited. Hands-free use should be limited to essential communication.
- Drivers are responsible for any fines incurred as a result of traffic violations.

Accidents & Incident Reporting

8. Accident Reporting

- Contact the proper authorities (police, highway patrol, sheriff) immediately.
- Notify the Church Business Administrator or Executive Pastor as soon as possible.

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