

## DRIVER SELECTION GUIDELINES

The following driver selection criteria shall apply to *all volunteers and employees* of NCC churches, schools or other institutions driving on official business or on a sponsored activity, whether the driver will be operating an NCC vehicle, a rented or borrowed vehicle or their own personal vehicle:

1. Drivers of vehicles will be *appropriately licensed* for the type of vehicle assigned. In order to operate a vehicle with a seating capacity of 11 or more for a church activity, state law requires that the driver must hold a Commercial Drivers License (Class B) with an endorsement for passengers.
2. All drivers must be at least *21 years of age*.
3. All drivers will complete a *Drivers' Questionnaire*. The completed Questionnaire will include accident and violation history, as well as permission to request a Motor Vehicle Report (MVR). References verifying experience should be contacted.
4. All drivers will have an *acceptable driving record*. To request verification of a driver's record, fax the Drivers' Questionnaire to the Conference Risk Management Department at (925) 686-2012 for a free MRV report. Most requests are completed within one week or less. *An acceptable driving record means that, during the previous three years the driver has not more than two moving traffic citations and no at-fault accidents while driving any vehicle.*
5. All drivers shall submit *proof of insurance* for any privately-owned vehicle being used showing at least the California required minimum coverages (15/30/5) although drivers are strongly encouraged to carry at least the Conference recommended minimum coverages of *250/500/50 with \$5,000 medical coverage and under/uninsured motorist coverage*.