



8997 S. Broadway,

80134

Highlands Ranch, CO

303-791-0803

# **Safeguarding God's Children SAFE Policy and Procedures Adopted by Church Council on**

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## Christ Lutheran Church - SAFE Policy and Procedures

### Introduction

Relationships among people are at the foundation of Christian ministry and, as such, are central to the life of the church. Defining healthy and safe relationships through guidelines, policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children, youth, and developmentally disabled individuals in sincere and genuine relationships.

**I. SAFE Policy Goals** - These policies and procedures were approved by the Christ Lutheran Church Council on \_\_\_\_\_. These policies and procedures were implemented to promote the safety of all staff, volunteers, members, and participants of Christ Lutheran Church and church sponsored activities.

- To help ensure that our church is a safe place for all, especially for children, youth and the developmentally disabled.
- To protect the staff and volunteers of our church from potential false allegations or abuse.
- To lower our church's legal risk by establishing a program that meets the test of reasonable care.
- To design a program that meets the above goals while maintaining the integrity of church programs and staffing needs.

### II. General Definitions

#### A. Minors

A "Child" is defined as anyone under the age of 12 years old. A "Youth" is defined as anyone who is at least 12 years old, but not yet 18 years old. A Youth may also be an individual who is 18 years old or older, but still in high school. Developmentally disabled individuals are also covered in this policy. The term "Minor" encompasses Children, Youth, and developmentally disabled individuals.

#### B. Church Personnel who Work with Minors

For purposes of this policy, the following are included in the definition of *Church Personnel who Work with Minors*:

- All clergy whether stipendiary, non-stipendiary, or who otherwise are engaged in ministry or service to the church
- All paid or contracted Church Personnel

- All persons who supervise (or assist with supervising) Minors, in ministries, programs or activities
- All persons who provide transportation to Minors in a vehicle
- All council or committee members or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs or activities for Minors

Examples of Church Personnel who Work with Minors include, but are not limited to:

- Lay youth ministers
- Volunteer leaders who work with Minors
- Choir directors/assistants/musicians who work with Minors
- All persons (paid or volunteer) who work or assist in the nursery
- Sunday School teachers, VBS volunteers, confirmation mentor guides, confirmation mentors, etc.
- All staff, whether a volunteer or paid, at church camps
- Adults who participate in overnight activities with Minors

Church Personnel who Work with Minors does not include:

- Minors who volunteer

Although these volunteers are not individually bound by this policy, it is incumbent upon the Program Coordinator to provide supervision, and ensure that this policy, if applicable, is followed in the programs.

### C. Types of Abuse

- Physical abuse is a non-accidental injury, which is intentionally inflicted upon a Child or Youth.
- Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a Minor and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult or Minor. The abuser may be an adult or another Minor.
- Sexual abuse perpetrated by another Minor is any contact or activity of a sexual nature that occurs between a Minor and another Minor when there is no consent, when consent is not possible, or when one Minor has power over the other Minor. This includes any activity which is meant to arouse or gratify the sexual desires of any of the Minors.

- Emotional abuse is mental or emotional injury to a Minor that results in an observable and material impairment in the Minor's growth, development or psychological functioning.
- Neglect is the failure to provide for a Minor's basic needs or the failure to protect a Minor from harm.
- Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a Minor's belongings or money.

### **III. Worker Screening Procedures**

A. All Church Personnel who Work with Minors, following training and orientation in CLC SAFE Policy and Procedures shall sign an agreement to:

- Follow said policies
- Disclose convictions/guilty pleas/pleas of no contest or nolo contendere for crimes other than minor traffic offenses
- Sign a release authorizing background, and, if applicable, motor vehicle record checks (MVR records will be checked every three years, if the subject person is still transporting Minors.)
- Church Personnel who Work with Minors must be retrained every five years.

Records will be maintained in a confidential manner, for the period of time that the subject person is working with Minors at CLC, plus five years.

Those who have been convicted of or have pleaded guilty or no contest to physical or sexual abuse will NOT be allowed to work with Minors.

B. All Church Personnel who Work with Minors, with the exception of VBS volunteers and confirmation mentors, shall meet the following screening requirements:\*

- All Church Personnel who work with Minors shall complete an application.
- Identity shall be confirmed with a copy of a state driver's license or other photographic identification kept on file.
- The application form shall request three references, which may be checked in the discretion of the Program Coordinator. References may be checked by phone, letter, or e-mail.
- SAFE Policy and Procedures will be reviewed and the applicant will acknowledge receipt and intent to comply by their signature.
- Background checks will be completed, and rechecked every five years.

\*Exceptions may be made at the discretion of the Program Director for occasional or substitute volunteers.

- C. VBS volunteers and confirmation mentors shall complete an application, and shall be required to review SAFE Policy and Procedures and acknowledge receipt and intent to comply by their signature.

#### **IV. Guidelines for a Safe Environment**

Christian ministry is a ministry that may involve physical touch and emotional closeness. Those who work with people know the value of an affirming hug and the need for people to have other people with whom they can share confidences, especially when they are hurting. The Christian community affirms that touching one another and sharing emotional burdens are important means of communicating God's love. Christ Lutheran Church encourages appropriate touch; however, at the same time it prohibits inappropriate touch or other means of sexual exploitation.

##### **A. Appropriate Touch**

- Use of touch must be gentle and passive, not aggressive
- Use of touch should be conscious and not haphazard. The touch should be one that gently reminds a Minor in correction, quiets a Minor in pain, or affirms a Minor in a positive manner.
- Use of touch should be limited to placing a hand on a Minor's shoulders, hands, arms, head, and upper back.
- Appropriate touch is done in group settings. Touching one another by hugging, holding hands (with Children), or putting an arm around the shoulders are reassuring gestures that show you care.
- One way to keep touch from being misinterpreted by a single Minor is to show the same genuine affection to many Minors.
- For Children under age three, appropriate touch will include lifting, carrying, consoling, holding, and rocking. Church Personnel who Work with Minors under the age of three will often be required to change diapers and/or clothes, and assist with personal hygiene such as blowing noses, washing hands, and using the restroom.

##### **B. Inappropriate Touch**

- Use of touch must be non-demanding. This means that hugs and kisses should not be asked for or by workers, and they should not be forced upon a person.

- Avoid touch in situations that could be misinterpreted as sexual advances. For example, touching while in the water is inappropriate because it is hidden.
- Sexual touch, defined as contact with penis, vagina, buttocks, breast or chest area, whether under or over the clothing, and kissing, is never allowed.
- Inappropriate sexually explicit conversation is not allowed.
- Showing sexually explicit material to Minors is not allowed.
- No discussion of the leader's own sexual experience is allowed.
- Church Personnel holding older Minors on the lap or carrying Minors on the shoulders is not appropriate.
- A Minor must never be struck for the purpose of discipline or for any other reasons.

It is the responsibility of the adult in charge to stop any touching or behavior that is repetitive, seems inappropriate, or may be interpreted as sexual harassment (i.e., jokes, sexually oriented comments, innuendo, gestures, drawings, and notes). The help of another responsible adult should be requested if a Minor is behaving (touching or speaking) in a way that is making the adult leader uncomfortable and they are unsure as to how to handle the situation.

#### C. Two Adult Rule

- Two unrelated adults must be present during all church activities involving Minors. A roaming coordinator can count as one adult as long as there is an "open" environment (door remains open).
- Parents must sign in with a waiver note at bottom indicating they acknowledge and agree that there may only be one nursery attendant on duty.
- Two adult leaders must be present for overnight stays. For groups of both sexes one leader must be a male and one a female.
- A staff person is required to attend all mission trips.
- "Youth Volunteers" may be used and will count as an adult for purpose of this rule, but only in conjunction with adult supervision and only in activities involving Children.
- There may be times when this rule is waived due to unexpected circumstances (e.g., one leader is unable to attend at the last minute or one leader has to leave the room to attend to another matter or find a parent.
- This rule may be waived if not practicable during transportation, but a single leader/driver should not be alone in a vehicle with a single Minor unless a parent has given written permission.

#### D. Classrooms - Unimpeded visibility into a classroom is accomplished through:

- Classroom doors with windows, or when relying on roaming Church Personnel as second adult, door must remain open.
- Random visits to all classrooms by the Program Coordinator or his/her designee.
- Parents of Minors, clergy and/or administrative and professional staff of the church have the right to visit any program at any time unannounced.

E. Parental Permission - Written parental or custodial permission is mandatory for:

- The rare occasion when there is a legitimate reason to depart from the “Two Adult Rule” when known in advance. Prior to the occasion, the Program Coordinator must be notified and he/she must first obtain the consent of the Minor’s parent or guardian.
- All counseling of a Minor.
- All off-site programs and events.
- All overnight events (a permission form must be completed for each event).
- All mission trips.

F. Bathroom Breaks:

- For Children who are not potty-trained:
  - The Church Personnel who Works with Minors may be required to change diapers, clothing, assist with using the restroom and have other types of contact that would be inappropriate for older Minors. The Church Personnel who Works with Minors may attend to the needs of the Child, but should make every effort to have another Church Personnel who Works with Minors present and observing the interaction.
- For Children who are potty-trained (through Kindergarten):
  - The Church Personnel who Works with Minors should escort the Child to the bathroom, but should not go in the bathroom with the Child, except in the case of an emergency.
  - Bathroom doors should remain open. Children should be encouraged to close stall doors themselves.
  - If Child needs assistance, the leader should be in visual contact with another leader while assisting the Child.
  - If the Church Personnel who Works with Minors needs to go into the bathroom, a second adult should be present.
- Minors older than Kindergarteners should go to the bathroom by themselves. In the event of an emergency, an adult Church Personnel who Works with Minors may assist them using the same rules set forth above.

## G. Overnight and Day Trips

- Written permission by a parent/guardian with a medical release form is mandatory.
- Two adult leaders are required for all events away from church premises.
- Adults and Minors should never be together in a one-on-one situation in isolation.
- The buddy system should be implemented, whenever possible.
- When possible, one male and one female leader should accompany mixed groups.
- The following apply to overnight trips:
  - Mixed groups on an overnight trip require one male and one female leader.
  - Adults must respect Minor's right to privacy and personal boundaries while showering and changing.
  - Adults must not share a bed with a Minor.
  - Adults should avoid being in a bedroom alone with a Minor.

## H. Security - Adult leaders are responsible for the safety and security of those in their program while at the church or away from the church.

- All leaders should be aware of other scheduled activities taking place in the area at the same time.
- All leaders should be alert for strangers in the vicinity.
- Supervision of Minors will be maintained before and after events until all involved are in the custody of a parent or legal guardian.
- All activities and play must be supervised.

## I. Nursery

- A procedure to clearly identify the Child and the Child's parent or guardian must be used without exception.

## J. Sign In/Out Procedures

- For all activities involving Minors under 7<sup>th</sup> grade, where parents will not be present, a sign in/out procedure will be used. A parent or guardian must sign or initial a sign in sheet before a Minor may be left at an activity, and a parent or guardian must sign or initial a sign out sheet before the Minor will be released to the parent or guardian.

## K. Transportation



- All drivers must complete the CLC Volunteer Driver form, consent to a Motor Vehicle records check, and be approved by the Program Director.
- Program Coordinator's Responsibilities (the staff person involved)
  - Inspect all vehicles, driver's licenses, and proof of insurance.
  - Require all drivers to complete the CLC Volunteer Driver/Auto Form (sample attached, as may be amended)
  - Familiarize the drivers with church-owned/leased vehicles; especially safety systems.
  - Use his/her discretion in determining whether or not a vehicle and/or the driver are road worthy.
  - Know the drivers under his/her directive.
  - Must ensure that the group is in the capable hands of one or more adults (minimum age 21) when not traveling with the group personally.
  - Secure written parental permission for all Minors being transported on each trip.
  - Leave the following information with the church office:
    - Names of those traveling
    - Dates and times of departure and return
    - Destination
    - Planned stop
    - Planned arrival
    - Phone contact numbers
    - Any other pertinent information

**ANY VIOLATION OF THESE GUIDELINES MUST BE REPORTED TO THE APPROPRIATE PROGRAM COORDINATOR IMMEDIATELY AND WILL BE INVESTIGATED.**

## **V. Responsibilities**

### **A. Program Coordinator's Supervisory Responsibilities**

- To adequately supervise all leaders to ensure that CLC *SAFE Policy and Procedures* are implemented.
- To make periodic random classroom visits and inspect all areas where adults and Minors are together for periods of time, remaining aware of areas where abuse might occur.

- To take appropriate action on all complaints and accusations immediately whether presented by staff, adult leaders, parents, or Minors.
- To document all complaints and subsequent disciplinary action in writing.

#### B. Christ Lutheran Church Executive Committee's SAFE Policy and Procedures Supervisory Responsibilities

- To ensure that all Church Personnel who Work with Minors are trained on the CLC SAFE Policy and Procedures.
- To ensure that the CLC SAFE Policy and Procedures are being followed.
- To ensure that all forms are completed and on file for all positions.

### VI. Reporting

#### A. Who should Report

- Mandatory reporters - The Colorado Revised Statutes lists those professionals who are required by law to report child abuse. This includes clergy members and school employees.
- Permissive reporters - All other persons are permitted by law to report suspected abuse but are not required to do so. Permissive reporters will not be penalized by the state for not reporting instances of child abuse, but they can be sued by any victim for failure to report if they do not report reasonable suspicions. Church Personnel who Work with Minors (other than clergy members and school employees) are permissive reporters are required by this policy to follow the reporting procedures herein.

#### B. When to Report

- When a Minor alleges abuse and there is no apparent reason to believe the Minor is being untruthful.
- When an employee or volunteer has reason to believe abuse has occurred.
- When a perpetrator confesses physical or sexual abuse.
- If in doubt, a report should be made to the Program Coordinator.

#### C. Immunity from Liability

Any report is confidential. *Persons making good faith reports of suspected abuse or neglect are immune from any liability, both civil and criminal unless a court determines that such person's behavior was willful, wanton, and malicious. (C.R.S. 19-3-309)*

#### **D. Reporting Procedure:**

- The adult leader working with a suspected victim of sexual abuse must immediately notify the Program Coordinator in which the Minor is participating. It is advisable to write down the specifics of the situation as soon as possible.
- The Program Coordinator, after receiving the report, will contact the Senior Pastor. Together, they may, in the judgment of the Senior Pastor, contact Douglas County Social Services for their assessment of whether or not the facts in the case warrant an official report.
  - If the answer is “yes,” there is sufficient reason to believe that abuse has taken place - then a report will be filed.
  - If the answer is “no”, there is no need to file a report. The Program Coordinator must record in writing the reporting person’s name, date and time, and a recap of the conversation.
  - If a consensus of opinion is not reached, or if the Senior Pastor determines that there is not a need to contact Douglas County Social Services, then the Program Coordinator will inform the reporting person that he or she may report unilaterally to the authorities if he or she still believe reasonable suspicion exists. The Program Coordinator or the Senior Pastor may also report unilaterally if he or she believes that reasonable suspicion exists.
- If the Program Coordinator is the accused, then the report shall be made to the Senior Pastor. If the Senior Pastor is the accused, the report shall be made to the Synodical Bishop or his or her representative.

#### **VII. Response to Allegations of Abuse**

In the unfortunate case of an allegation of sexual abuse CLC has determined that our first priority must be the care and safety of the victim. The Program Coordinator or other appropriate staff person will take prompt and immediate action as follows:

##### **A. The Victim and Family**

- Respond to and acknowledge the victim’s pain and that of his or her family.
- Ensure the Minor is in a safe environment before the accused is confronted.
- Promptly notify the Minor’s parent/guardian in accordance with the directions of the relevant state or local agency.
- Work with the Minor, his or her family and the reporting person when follow-up is needed.
- Do not admit liability, arrange counseling, or seek to negotiate a settlement. This may void insurance coverage and might be seen as an attempt to hinder prosecution.

## B. The Church

- Notify the Senior Pastor.
- Notify the Synodical Bishop.
- Consult the church's attorney.
- Notify the liability insurance company. Let it be noted that written and verbal reports to insurers are generally non-privileged. Information provided may be divulged in subsequent criminal prosecutions or civil suits.
- If appropriate, designate one spokesperson for the Church to speak with the media and the congregation in a discrete, informed and diplomatic manner. CLC's position statement on child sexual abuse, including the policies and established safeguards of the church, should be presented. **Approval of the Executive Committee of the church council and Senior Pastor is required before communicating with the media or congregation at-large.**

## C. Government Authorities

- Cooperate to the extent of the law with any legal reporting requirement.
- Cooperate with state and local authorities in the investigation and possible prosecution of such allegation with the presence and guidance of the church attorney.

## D. The Accused

- The Senior Pastor will determine whether the accused be relieved, or placed on paid administrative leave of absence, of all his or her duties until the investigation is finished, and will determine when/if reinstatement will occur.
- The church will treat the accused with dignity and support.

## E. Confidentiality of Information

Accusations of sexual misconduct shall never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and of Christ Lutheran Church. Accusations should be dealt with as matters of highest confidentiality to the extent possible, both before and after they have been submitted to appropriate authorities as outlined above. All parties should be advised that while confidentiality will be respected to the extent possible, it cannot be guaranteed. In addition, disclosure to the congregation, and/or media, when appropriate, of accusations and the Church's response may be made in a sensitive and thoughtful manner. The parties involved will be advised and consulted prior to disclosure to the congregation and/or media.

## F. General Guidelines

- Do take the allegation seriously.
- Do not prejudge the situation.
- Do not attempt an in-depth investigation. Leave this to professionals.
- Do not deny the incident occurred, in the face of clear evidence to the contrary.
- Do not minimize the incident (i.e., “it only happened once”)
- Do not present the accused as a repentant sinner who has been rehabilitated.
- Do not blame the victim or the victim’s family.
- Do not admit liability.
- Do not provide in-house counseling.
- Do not spell out details of accusations in public interviews.
- Do influence public opinion positively by emphasizing the precautions that were taken and the policies that were implemented.



**REPORT OF SUSPECTED CHILD ABUSE**

This report serves as written documentation for the incident below:

Name of Victim: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age of victim (if not an adult): \_\_\_\_\_ Sex: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent/Guardian (if not an adult): \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

School Child Attends (as appropriate): \_\_\_\_\_

Describe the nature and extent of victim’s injuries, whether physical or emotional, including observations of previous suspected injuries, statements, dates, and time. Include photographs as appropriate.

\_\_\_\_\_

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Alleged Perpetrator (supply all information you may have.)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Reported to: (check as appropriate) \_\_\_\_\_ Department of Social Services  
\_\_\_\_\_ Law Enforcement

Agency Representative’s Name/Position: \_\_\_\_\_

Reporting Party Name: \_\_\_\_\_

Relationship to victim: \_\_\_\_\_

Organization: \_\_\_\_\_

Position: \_\_\_\_\_

**Additional Information:**

Describe family composition including siblings' names and ages, if relevant. Provide information which may be helpful to the protection of the victim including his/her present location, any action taken by the reporting person, and names of additional witnesses.

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Original sent to Law Enforcement or Douglas County Department of Social Services

CC: Christ Lutheran Church (confidential files)

Human Services of Douglas County

303-688-4825

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Person Notified	Date
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Program Coordinator Signature	Date
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**Incident Report**

This report serves as written documentation.

Date of incident/conversation: \_\_\_\_\_

Names of people involved in incident/conversation: \_\_\_\_\_

\_\_\_\_\_

Notes about incident/conversation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of person writing report

\_\_\_\_\_  
Date

\_\_\_\_\_

Signature of Program Coordinator

Date

## VOLUNTEER FORM FOR POSITIONS WORKING WITH MINORS

*Complete this section if you will work with children, youth, or the developmentally disabled. This form is being used to help the church provide a safe and secure environment for all persons who participate in our programs and use our facilities.*

1. Are you a member of Christ Lutheran Church? (Church Mutual will not cover non-members in the event of litigation.)
  
2. How long have you attended CLC (years/months)?
  
3. Name and address of church where you are a member (if not CLC).
  
4. List areas of service in which you wish to serve:
  
5. Date you are available to begin service:
  
6. What is your minimum length of commitment you can make?
  
7. Please list any gifts you may have to share working with Minors.
  
8. What other experience working with children/youth do you have? (Please provide organization name, program name, dates, contact name, and phone number)
  
9. Have you ever been arrested and/or convicted of, or pleaded guilty or no contest to a crime other than a minor traffic violation or are you now under charges for any criminal offense? (An arrest or conviction will not necessarily disqualify you from volunteering)  
**Yes/ No** (If yes, explain fully on a separate sheet of paper.)
  
10. Have you ever been convicted of a crime against a Minor as a person in a position of trust?  
**Yes/ No** (If yes, explain fully on a separate sheet of paper.)

11. Please provide three personal references, two should be from people within Christ Lutheran who are well acquainted with you and one reference who is not a member of CLC. Do not include relatives.

**Please include complete addresses, telephone numbers, and e-mail address (if possible).**

1.

2.

3.

12. Have you ever been a victim of sexual abuse or molestation? **Yes / No**

(If you have answered yes, you will be required to speak to the Senior Pastor for approval to work with minors. **Your response to this question will be kept fully confidential, and you may turn this form in directly to the Sr. Pastor to preserve confidentiality.**)

*The disturbing and traumatic occurrence of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all children, youth and the developmentally disabled and the volunteers who participate in church sponsored activities.*

- Anyone who has been convicted of either child sexual or physical abuse may not volunteer service in any church sponsored activity for children or youth.
- Survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history must discuss their desire to work with children or youth with our Senior Pastor prior to engaging in any volunteer service.
- Volunteers should observe the “two adult” rule. (See CLC SAFE Policies and Procedures.)
- After training on the CLC SAFE Policy and Procedures, all volunteers must sign off on the volunteer statement.
- Adult volunteers should immediately report any behaviors that seem abusive or inappropriate to their program coordinator.

**VOLUNTEER STATEMENT - READ CAREFULLY**  
**(initial each statement, indicating your assent/ understanding)**

\_\_\_\_\_I give permission to any references, person or organization, whether identified in this application or not, to give Christ Lutheran Church (“CLC”) any information (including opinions) regarding my character and fitness for volunteer service.

\_\_\_\_\_I release any individuals, church, references, or any other person or organization, including record keepers, both collectively and individually, and whether or not identified in this application, from any liability for damages of whatever nature which may at any time result to me, my heirs, or family in account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

\_\_\_\_\_I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original.

\_\_\_\_\_I understand that a criminal records check may be conducted on me, and I consent to any such check.

\_\_\_\_\_I waive any right I may have to inspect any information provided about me by any person or organization described above.

\_\_\_\_\_Should my application be accepted, I agree to be bound by the Bylaws and Policies of CLC, including the SAFE Policy and Procedures, in the performance of my services on behalf of the church.

\_\_\_\_\_I may not volunteer until I have been trained and have received a copy of the Christ Lutheran Church *SAFE Policy and Procedures* and by volunteering, I confirm my agreement to abide by the policies and practices contained therein.

\_\_\_\_\_I understand that a sexual relationship with a minor can lead to a felony conviction and imprisonment. I also know that the church insurance policy may not provide legal defense in a sexual misconduct charge or pay any portion of a jury verdict assessed against me on account of such conduct.

**I state that I carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand. I recognize that CLC is relying on the accuracy of the information I provide on this application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

Valid for 3 Years

EXPIRATION DATE: \_\_\_\_\_

## **CHRIST LUTHERAN CHURCH VOLUNTEER DRIVER/AUTO FORM - Part I**

*Attach a copy of your license and proof of insurance.*

Complete Part I and review Part II of this form if you *might* drive your personal or personally-leased vehicle or a vehicle owned/leased by the church as part of your service. Approval must be obtained from the program coordinator of the sponsored activity before you drive a vehicle owned/leased by the church. Drivers of church owned/leased vehicles must be at least age 25, and drivers of personal vehicles must be at least age 21. Potential drivers over age 65 will have their records checked by the church's insurance company and will be cleared to drive by their underwriters.

Name:

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Address:

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Home Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Have you ever been convicted of a DUI, speed contest, or drug related offense? YES/NO

Have you had your license suspended or revoked within the last five years? YES/NO

Please disclose any moving violations within the last three years.

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This information is truthful and accurate. I agree to notify the church within a reasonable time of any change in the above information. I also agree to permit a background check, including a motor vehicle records check.

Signature: \_\_\_\_\_ Date:

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CLC Volunteer Driver/Auto Form - Part II

Policy for SAFE TRANSPORTATION

Travel Restrictions

- A. Drivers are limited to 12 hours of driving in a 24 hour period with frequent breaks and stops.
- B. Speed limits and all driving laws must be obeyed at all times. The driver will be responsible for all fines resulting from personal illegal acts.
- C. State seat belt requirements must be complied with.
- D. Passengers may not be transported in truck beds or in the rear deck area of a station wagon or sport utility vehicle under any circumstances.
- E. Drinking of alcohol or use of intoxicating substances prior to or during the trip is strictly prohibited.
- F. Cell phone use by drivers while the vehicle is moving is strictly prohibited.
- G. Luggage and equipment must be secured so as to prevent injury in case of an accident or sudden stop.
- H. Drivers should avoid transporting just one passenger at any given time, resulting in one-to-one contact with a child, youth or developmentally disabled person.

Private Vehicle Insurance Protection

All privately owned/leased vehicles must be covered by auto liability insurance that meet or exceed \$100,000/\$300,000/\$100,000. The primary insurance is the private owner's insurance and the secondary insurance is the church policy.

I acknowledge that I have read, understood and agree to follow this Policy for Safe Transportation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

CLC Volunteer Driver/Auto Form - Part III

PERSONAL MOTOR VEHICLE CHECKLIST: (to be completed for each personal vehicle used on trips sponsored by CLC, for each trip outside of a five mile radius of the church or for any overnight trip)

DATE: \_\_\_\_\_ TRIP DESTINATION: \_\_\_\_\_

(Section below to be completed by vehicle owner)

Owner's Name: \_\_\_\_\_

(Volunteer Driver Form must be on file with Church office)

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

Vehicle Make, Model and Year: \_\_\_\_\_ Color: \_\_\_\_\_

Plate Number: \_\_\_\_\_

Alternate Driver's Name: \_\_\_\_\_

(Volunteer Driver Form must be on file with Church office)

PROOF OF INSURANCE: Please make sure a copy is on front page of the Volunteer Driver Form or attached, to be kept on file in the church office.

(Section below to be completed by Program Coordinator)

Passengers:

- 1. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 2. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 3. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 4. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 5. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 6. \_\_\_\_\_ Contact #: \_\_\_\_\_

Basic Safety Check (✓ required if present)

- 1. Seatbelts for every passenger: \_\_\_\_\_
- 2. Tire treads OK: \_\_\_\_\_ Spare: \_\_\_\_\_
- 3. Brakes OK: \_\_\_\_\_
- 4. Windshield wipers OK: \_\_\_\_\_
- 5. Headlights and turn signal operational: \_\_\_\_\_
- 6. Rearview mirrors OK: \_\_\_\_\_
- 7. Exhaust system OK: \_\_\_\_\_
- 8. Cargo properly secured: \_\_\_\_\_

Additional Safety Items (recommended; ✓ if present)

- 1. First Aid kit: \_\_\_\_\_
- 2. Fire Extinguisher \_\_\_\_\_
- 3. Flash Light: \_\_\_\_\_
- 4. Flares or reflectors for emergencies: \_\_\_\_\_
- 5. Jumper cables: \_\_\_\_\_

PROGRAM COORDINATOR'S SIGNATURE: \_\_\_\_\_



DRIVER'S SIGNATURE: \_\_\_\_\_

CLC Volunteer Driver/Auto Form - Part IV

**CLC OWNED/LEASED VEHICLE CHECKLIST:**

(to be completed by Program Coordinator or designee)

DATE: \_\_\_\_\_ TRIP DESTINATION: \_\_\_\_\_

Lessor's Name: \_\_\_\_\_

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

Vehicle Make and Year: \_\_\_\_\_ Color: \_\_\_\_\_

Plate Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Telephone Number: \_\_\_\_\_

Primary Driver's Name: \_\_\_\_\_

Alternate Driver's Name: \_\_\_\_\_

(Volunteer Driver Forms must be on file with Church office; proof of insurance must be attached to this page if current copy not already on file in the church office.)

Passengers:

- 1. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 2. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 3. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 4. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 5. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 6. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 7. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 8. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 9. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 10. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 11. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 12. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 13. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 14. \_\_\_\_\_ Contact #: \_\_\_\_\_
- 15. \_\_\_\_\_ Contact #: \_\_\_\_\_

**Basic Safety Check (✓ required)**

**If present)**

- 1. Seatbelts for every passenger: \_\_\_\_\_
- 2. Tire treads OK: \_\_\_\_\_ Spare: \_\_\_\_\_
- 3. Brakes OK: \_\_\_\_\_
- 4. Windshield wipers OK: \_\_\_\_\_
- 5. Current Inspection sticker: \_\_\_\_\_
- 6. Headlights and turn signal operating: \_\_\_\_\_
- 7. Rearview mirrors OK: \_\_\_\_\_
- 8. Exhaust system OK: \_\_\_\_\_
- 9. Cargo properly secured: \_\_\_\_\_

**Additional Safety Items (recommended ✓)**

- 1. First Aid kit: \_\_\_\_\_
- 2. Fire Extinguisher \_\_\_\_\_
- 3. Flash Light: \_\_\_\_\_
- 4. Flares or reflectors for emergencies: \_\_\_\_\_
- 5. Jumper cables: \_\_\_\_\_

PROGRAM COORDINATOR'S SIGNATURE: \_\_\_\_\_

ACCOMPANYING ADULT'S SIGNATURE: \_\_\_\_\_

**REFERENCE CHECK FORM**

Name of prospective volunteer:

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Name/contact information for referral:

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Date(s) of contact:

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Method of contact: Phone/in person/letter/e-mail

1. How long have you known this individual?
2. What is the nature of your relationship?
3. Have you observed this individual interacting with children or youth? If so, please describe.
4. Have you ever observed or had any reason to suspect that this individual has abused or had inappropriate contact with any youth or child?
5. Can you provide any additional information about this person and their suitability to work with the children and youth of our church?

Name of person conducting reference check (please print):

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