



Driver information form

TOO-SMC-01.1.06_v1.0

Purpose

This form is to be used to collect relevant information about people and vehicles transporting participants on behalf of the church, after approval by the church council, to and from specific activities or programs. Before any person can provide transport for children, an appropriate screening process must be undertaken and documented (see Selecting leaders and helpers). Note: If you hold a driver's licence from a state other than Queensland, please attach details on an additional sheet.

Driver information

Ticking responses marked with an asterisk will exclude your application

Driver's full name:

Preferred name:

Driver's licence number:

Expiry date:

Number of years of driving experience:

Driver history: Please note infringements, **accidents** and insurance claims incurred in the past five years:

Driver's licence type: L P P1 P2 O

See Department of Transport list of licence type codes, condition codes and class codes

qld.gov.au/transport/licensing/driver-licensing/types/index.html

Driver's licence condition code: A B M S V X₁ X₂

Driver's licence class code: RE R C LR MR HR HC MC

- I confirm this information to be true and complete.
- I will drive carefully and follow all road rules (including that all passengers are correctly restrained).
- I will not drive with alcohol or illicit/illegal drugs in my system.
- I will not permit smoking within the vehicle.
- I agree to complete/have completed additional screening requirements before I am approved to transport children.
- I agree to adhere to the requirements of the Safe Ministry with Children policy in my interactions with children.
- I will advise of any changes to the details I have declared herein.

Applicant's signature:

Name:

Date: / /



Vehicle information

Complete this section if you propose to drive a vehicle other than a church vehicle.

Vehicle registration number:

Make and model:

Type of insurance cover:

- Nil*
 Comprehensive
 Third Party Property
 Third Party Property Fire and Theft

Is your vehicle maintained in a roadworthy condition? Yes No*

- I confirm this information to be true and complete and give permission for my vehicle to be used for transporting people to and from church activities.
 I understand that the Uniting Church in Australia, Queensland Synod insurance program does not provide cover for any loss or damage to a volunteer's vehicle, or any loss or damage arising from the use of a volunteer's vehicle.

Car owner's signature:

Name:

Date: / /



CHURCH COUNCIL USE ONLY

Driver checklist

- Driver's licence is current and not expired.
- Driver has more than 24 months driving experience.
- Driver has not committed traffic offences or been involved in car crashes which would reasonably preclude him/her from providing safe transport.
- Driver does not have restrictions which would reasonably preclude him/her from providing safe transport (see condition codes).
- Driver holds appropriate licence for vehicle (see class codes).
- Driver has agreed to abide by rules and conditions.
- Driver will be transporting children (additional conditions apply, see Selecting leaders and helpers).
- Driver has been screened and approved by church council for interaction with children and has signed the Statement of personal commitment.

Vehicle checklist

- Vehicle appears roadworthy and well-maintained.
- Vehicle is insured.
- Owner has given permission to use vehicle.
- Vehicle is registered.

Driver's licence sighted by:

Name: _____ Date: / /

Signature: _____

Determination, comments and conditions:

Signature of person acting on behalf of church council:

Name: _____ Date: / /

Reference to minute of church council meeting: _____ Date: / /

Date applicant was notified of outcome: / /

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting leaders and helpers processes	<ul style="list-style-type: none"> • Safe Ministry (children) administrator • General counsel • Risk & Insurance manager • Human Resources manager 	Associate general secretary
Due	22.01.2017			