

CCCNMO Driving Policy

Compliance with the CCCNMO Driving Policy is required for all adult (18 years or older) volunteers. Adults seeking to participate in any volunteer activity involving transportation of clients and/or transportation of goods, by agency or personal vehicle, will comply with the CCCNMO Driving Policy Agreement for Agency Vehicles and/or the CCCNMO Driving Policy Agreement for Personal Vehicles and will provide the required documentation. Those who do not wish to transport clients or goods, or who will remain a remote volunteer throughout the duration of their volunteer period, will decline the CCCNMO Driving Policy. Even if a volunteer agrees to comply with the CCCNMO Driving Policy, driving privileges are subject to being revoked at any time for any reason, in the sole discretion of CCCNMO.

CCCNMO Driving Policy Agreement for Agency Vehicles:

As a volunteer with CCCNMO who will be driving a CCCNMO vehicle, I agree to the following:

1. I possess a valid, non-probationary driver's license and have provided a copy of my license to CCCNMO.
2. I am aware of no physical disability that may impair my ability to drive safely.
3. I agree to abide by and comply with all applicable laws and ordinances, including speed limits, when driving a CCCNMO vehicle.
4. I will comply with all CCCNMO policies and acknowledge that these policies have been furnished to me.
5. Every person I am transporting in the CCCNMO vehicle will wear a seat belt.
6. I will comply with all Safe Environment policies of the Diocese of Jefferson City, if I am transporting minors or vulnerable adults.
7. I understand that I must be at least 18 years of age to drive a CCCNMO vehicle.
8. Before operating a CCCNMO vehicle, I will check to make sure no dashboard lights are on that indicate the car needs to be serviced. If such lights are on, I will notify CCCNMO staff and will not drive the vehicle.
9. I will notify the CCCNMO office manager if any service lights are on upon my return of the vehicle or if the vehicle is low on gas.
10. I understand that the CCCNMO vehicle is insured through CCCNMO.

- I ACCEPT the **CCCNMO Driving Policy Agreement for Agency Vehicles** stated above and have provided CCCNMO with the appropriate documentation to drive CCCNMO vehicles for volunteer duties.
- I DECLINE the **CCCNMO Driving Policy Agreement for Agency Vehicles**. In declining, I understand that I am not eligible to drive CCCNMO vehicles and have accepted a volunteer/intern assignment that does not require that I use an agency vehicle to transport clients and/or goods.

CCCNMO Driving Policy Agreement for Personal Vehicles:

As a volunteer with CCCNMO driving my personal vehicle for volunteer duties, I agree to the following:

1. I possess a valid, non-probationary driver's license and have provided a copy of my license to CCCNMO.
2. My personal vehicle used for volunteer services has a valid registration and meets state safety requirements.

3. My personal vehicle is insured for minimum limits of \$200,000 per person, \$500,000 per occurrence and I have provided a copy of my insurance information to CCCNMO.
4. I am aware of no physical disability that may impair my ability to drive safely.
5. I agree to abide by and comply with all applicable laws and ordinances, including speed limits, when driving a CCCNMO vehicle.
6. I will comply with all CCCNMO policies and acknowledge that these policies have been furnished to me.
7. Every person I am transporting in the CCCNMO vehicle will wear a seat belt.
8. I will comply with all Safe Environment policies of the Diocese of Jefferson City, if I am transporting minors or vulnerable adults.
9. I understand that I must be at least 18 years of age to volunteer to transport clients/goods of CCCNMO.
10. I understand that my personal insurance will be primary in the event of an accident or claim associated with my transportation volunteer service.
11. I may be eligible for mileage reimbursement, according to CCCNMO policy.

I ACCEPT the **CCCNMO Driving Policy Agreement for Personal Vehicles** stated above and have provided CCCNMO with the appropriate documentation to drive my personal vehicle for volunteer duties.

I DECLINE the **CCCNMO Driving Policy Agreement for Personal Vehicles**. In declining, I understand that I am not eligible to drive on behalf of CCCNMO and have accepted a volunteer/intern assignment that does not require that I use a personal vehicle to transport clients and/or goods.

Participant Printed Name

Participant Signature

Date