



**Volunteer Driver agreement to transport children and vulnerable adults  
on behalf of Christ Church Wokingham**

Name of driver: .....

Phone No: ..... Email: .....

Address: .....

.....

**1. Consent**

- Children and young people will not be taken out in transport without the prior consent of their parents or carers.
- Vulnerable adults will give permission to being transported themselves, and discretion will be used in consulting first with their carers.
- I will take care when assisting children or vulnerable adults to get in and out of my vehicle, both to ensure the road is safe to do so, and in following guidelines on physical contact.

**2. The driver**

- I am over 25 and have held a full current driving licence for over two years.
- I have/do not have an endorsement of 6 points or more on my licence (if 6 points or more I will share the details with the Church Safeguarding Officer or Incumbent).
- I do not have an "unspent" conviction for a driving offence.
- I will undertake Basic Awareness and Foundation Safeguarding training (Diocese of Oxford) and complete a Volunteer Application form and Confidential Declaration form.

**3. The vehicle**

Seat belts:

- My car is fitted with seat belts (both front and rear) and the numbers of people transported will not exceed the number of seat belts available.
- All car passengers will be required to wear safety belts in the front and rear seats.
- All children up to 3 years old will be carried in a child restraint.
- Rear-facing baby seats will not be used in a seat protected by a front airbag unless the airbag has been deactivated manually or automatically.
- Children from aged 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) will use baby/child seats or booster cushions for older children.
- All other passengers will wear an adult seat belt.

Insurance:

- My vehicle is comprehensively insured.
- I have informed my insurance company that I am a volunteer driver for church activities, and if required, I have obtained a passenger endorsement for the transportation of children or vulnerable adults.
- I understand that in case of any accident, injury or vehicle damage, the church's liability insurance policy does not provide primary or direct insurance on my vehicle.
- My vehicle is clean and, in a roadworthy condition.
- At no time will the number of people in a car exceed the usual passenger number.

Escorts:

- Where possible, another responsible adult will accompany me, to assist with any emergencies.
- If I have to transport a child on his or her own without an escort (eg in an emergency), the child will sit in the back of the car if they are able to do so.
- If I have to transport a vulnerable adult on his or her own without an escort, and if it is required or judged wise, a vulnerable adult will sit in the back of the car if they are able to too.

Signed (driver): ..... Date: .....

Name of vehicle owner if different: .....

Signed (vehicle owner): .....

**Verification (by someone authorised to act on behalf of the church)**

Confidential Declaration form and (if required) DBS received? Yes/No Date: .....

Driving licence seen and Insurance certificate seen? Yes/No Date: .....

Car make and model:..... Reg No: .....

Additional car make and model:..... Reg No: .....

[NB Please give details of all cars that might be used for giving lifts.]

Signed: ..... Date .....

Role/Designation: .....

*[NB. Please remember to complete a new form should you change vehicle at any stage.]*