



# Sample Driving Policy

## *Best Practice Resources – Program Operations*

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Please refer to your governing board and/or legal counsel when developing your organizational transportation policy. This sample document can be modified to fit the context of your specific mentoring program.

### Transportation Policy

It is the policy of (*Insert name of mentoring program*) to allow program volunteers to transport youth participants in their own private vehicles upon completion and acceptable review of the following:

- Driving record check (3 year clean driving history and no history of DUII)
- Proof of a valid driver's license and insurance (copies to be stored in volunteer's file)
- Vehicle maintenance check
- Signed agency driving agreement

## Agency Driving Agreement

I am requesting to be considered for approved volunteer driving status for *(insert name of mentoring program)*. As part of this consideration, I agree to supply the program with proof of a valid driver's license and liability insurance for any personal vehicles that I drive and/or own.

By signing this agreement, I commit to only driving on behalf of or in affiliation with this program under acceptable driving conditions. Further, I agree to notify the program manager immediately should weather, vehicle maintenance, personal issues, medication or others factors affect my ability to drive safely.

By signing this agreement, I understand that I am obligated to supply *(insert name of mentoring program)* with any information related to changes in my eligibility for approved volunteer driving status including, but not limited to changes with my driver's license, proof of insurance, vehicle safety, etc. Should I be involved in any accident, theft, breakdown or vehicle problem while performing the functions of my volunteer position I understand that I am obligated to report this information to program staff within 48 hours of the incident. I further acknowledge that I have access to an Oregon State Driver's Manual for my review at any time.

I agree to follow all motor vehicle laws including the use of seatbelts and I will adhere to all posted speed limits and exercise all guidelines of safe driving. I accept the responsibility of driving on behalf of or in affiliation with this agency as a volunteer mentor and I agree to be responsible for vehicle safety at all times.

I understand that my driving record must be obtained before I can be considered for approved volunteer driving status with *(insert name of mentoring program)*. I acknowledge that the agency reserves the right to run a driving record check annually or as deemed necessary. I know that any violation of the above agreement may be cause for my driving status to be revoked. I also acknowledge that any violation of the program driving policy, Oregon Motor Vehicle Laws, or safety standards may result in my dismissal from this program.

I have read the above agreement and I fully understand all my responsibilities as an approved volunteer driver with *(insert name of mentoring program)*.

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Individual's name and signature

Date