

Adult Advisor Event Form and Covenant

Setauket Presbyterian Church
Setauket, NY

Name: _____

Birth Date: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Address: _____

Emergency contact information:

Name: _____

Address: _____

Phone # (day) _____ Phone # (eve) _____ Relationship: _____

Medical Insurance Company _____ Policy # _____

Allergies - Please List _____

Other Medical Information _____

I plan to attend the (event) _____

on (date) _____.

In the event I require medical attention and cannot give consent, I hereby authorize an adult advisor 25 years of age or older to seek medical attention on my behalf while I am a leader/participant at this event.

Signature _____ Date _____

I agree to the following as a condition of being permitted to act as a Volunteer Advisor:

1. I am a responsible adult at least 21 years of age.
2. I will be a positive role model, which includes full participation in all scheduled group activities.
3. I will know the whereabouts of the children/youth under my care at all times.
4. I will refrain from inappropriate language and sexual behavior.
5. I will refrain from the use of alcohol or any illegal substances, such as drugs.
6. I will observe the no smoking policy.
7. I have completed a Volunteer Information Form.
8. I have read the Child Protection Policy for Children and Youth approved by the Session of Setauket Presbyterian Church.
9. I will report any suspected child abuse in conformity with the Child Protection Policy for Children and Youth.

Signature _____ Date _____

Driver Form and Covenant

Setauket Presbyterian Church
Setauket, NY

For those adult advisors who will be driving to, from, or during the event:

Years of Driving Experience: _____

Driver's License No. and State: _____ Expiration Date: _____

Auto Insurance Carrier: _____ Expiration Date: _____

- 1. Are all licensed vehicles you own covered by insurance as required by law? Yes ___ No ___
- 2. Have you ever been denied a driver's license or had one suspended or revoked? Yes ___ No ___
- 3. Have you had any moving traffic violations or accidents in the past three years? Yes ___ No ___

If the answer to questions 2 or 3 is YES, please explain. Give dates and details of violations and accidents and attach to this form.

I agree to the following as a condition of being permitted to act as a Volunteer Driver:

- 1. I am a responsible adult at least 25 years of age.
- 2. The vehicle owner's insurance is the primary liability insurance coverage in the event of an accident.
- 3. The owner of the vehicle which I am driving is responsible for keeping the vehicle in safe working order.
- 4. The owner of the vehicle is responsible for all damage to the owned vehicle however caused.
- 5. The church's insurance shall apply in excess of the vehicle owner's liability insurance limits in the event the primary limits are exhausted, and only to the extent the church is legally obligated to pay damages.
- 6. I will not receive or initiate cell phone calls while operating a vehicle for church activities, to include receiving or initiating text messages or emails.
- 7. I will indemnify and hold the church harmless from liabilities and damage resulting from my operation of a motor vehicle not owned by the church. The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.
- 8. I have read the Vehicle Use Policy and Child Protection Policy approved by the Session of the Setauket Presbyterian Church, and I will abide by the terms of those policies.

I hereby affirm that the information I have given is stated truthfully.

A copy of Driver's License and current Auto Insurance ID Card must be attached to this form.

Driver Signature: _____ Date: _____

Vehicle Use Policy
Setauket Presbyterian Church
Setauket, NY

These policies and procedures have been established to provide consistency in the management of vehicles used for church activities, whether owned by the church or its volunteers.

The purpose of the Vehicle Use Policy is to establish a fair process for the use of the church's rented vehicles and to monitor the use of vehicles used and owned by volunteers for church related activities.

1. Use of church rented vehicles for personal use is prohibited.
2. Drivers must be qualified and approved by the church in advance of use and maintain required licenses and personal automobile insurance when using privately owned vehicles. No person under the age of 18 shall be permitted to operate a vehicle on behalf of a church activity, even in relief. No person under the age of 25 shall be permitted to drive a vehicle with children or youth as passengers, even in relief.
3. Drivers shall be qualified and approved only by one of the pastors.
4. Use of a church vehicle or privately owned vehicles for church activities should be planned at least two weeks in advance of the need.
5. Drivers shall drive responsibly at all times and follow all traffic regulations, including the speed limit. Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.
6. While operating a church rented or privately owned vehicle:
 - a. Children shall ride in approved safety seats as required by State law.
 - b. All passengers must wear seatbelts at all times. There may be no more passengers in the vehicle than seatbelts available.
 - c. Smoking is prohibited by drivers or passengers.
 - d. Drivers may not initiate or receive cell phone calls, text messages, or emails while the vehicle is on a public roadway, even at a stop light.
 - e. The driver is the guardian of both passengers and the reputation of the church. Aggressive driving will not be tolerated.
 - f. Drivers and occupants are expected to treat the vehicle with respect and operate it gently.
7. Any traffic accident or traffic violation shall be reported immediately to a pastor not on the trip or to the clerk of Session. Obtain the name of the police department and the police report number at the scene.
8. To drive on behalf of the church is a privilege. The Church reserves the right to disqualify any driver.
9. When transportation will be provided as a caravan, chaperones and drivers shall plan in advance to assure appropriate adult/child ratios and careful accounting for children at rest stops, way points, and pick-up / drop-off. Each vehicle in the caravan should travel with and make stops with at least one other vehicle in the caravan.