

# TRANSPORTATION WORKER APPLICATION FORM

It is the goal of this church/school to create a safe and secure environment for all members, visitors and constituents. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services through our transportation ministry. This information will be used for the sole purpose of helping the church/school select drivers and provide a safe and secure environment.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Social Security number: \_\_\_\_\_

Have you ever used name(s) other than the one above? If yes, please list:

Current address: \_\_\_\_\_

Length of residence at current address: \_\_\_\_\_

Previous address: \_\_\_\_\_

Current phone number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**Please respond to all questions that apply to the position you are applying/volunteering for:**

Position applying/volunteering for: \_\_\_\_\_

When are you available to work? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

License number: \_\_\_\_\_ State issued: \_\_\_\_\_

Do you have a commercial driver's license? \_\_\_\_\_ License number: \_\_\_\_\_ State issued: \_\_\_\_\_

Do you have current insurance: \_\_\_\_\_ Name of company: \_\_\_\_\_

Name of agent: \_\_\_\_\_ Phone number of agent: \_\_\_\_\_

Have you ever provided transportation for another organization? \_\_\_\_\_

If so, please list the organization(s) and dates: \_\_\_\_\_

What types of vehicles have you been trained to drive? \_\_\_\_\_

Please list all traffic violations (Include type/date/result): \_\_\_\_\_

Current employer: \_\_\_\_\_ Length of service: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

<i>Previous employers (within last five years)</i>	<i>Dates employed</i>
_____	_____
_____	_____
_____	_____
_____	_____

Is there any reason you should not work with or around children or youth? \_\_\_\_\_

Have you ever been the subject of a child abuse investigation? \_\_\_\_\_

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of or pleaded guilty to a criminal offense? \_\_\_\_\_  
If yes, please provide details: \_\_\_\_\_

**Please list your educational background:**

Name	Graduate?	Year	Degree or course of study
High school _____	_____	_____	_____
College _____	_____	_____	_____
Other (Please specify) _____	_____	_____	_____

**Please provide the following church information:**

What, if any, church affiliation do you have? \_\_\_\_\_  
How long have you attended that church? \_\_\_\_\_ Are you a member? \_\_\_\_\_  
List other churches you have been affiliated with: \_\_\_\_\_  
\_\_\_\_\_

Have you ever worked with youth or children? \_\_\_\_\_ If yes, where? \_\_\_\_\_  
\_\_\_\_\_

Please explain why you are qualified for the desired position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list four references: (not family members)**

- Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ How long have you known this person? \_\_\_\_\_

I hereby give permission to make a thorough investigation of my past employment, education, and background check and release from liability all persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. And, I understand that any false statements or implications made by me on this application, or other required documentation, shall be considered sufficient cause for denial of employment or discharge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## REQUEST FOR CRIMINAL/MOTOR VEHICLE RECORDS CHECK

I hereby request \_\_\_\_\_ (agency) to release information which pertains to any record of convictions or driving records (*circle one or both*) contained in its files or in any criminal or motor vehicle file maintained on me whether local, state, or national. I hereby release the said agency from any and all liability resulting from such disclosure.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Maiden name (if applicable): \_\_\_\_\_

Print any and all aliases: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issued: \_\_\_\_\_

Today's date: \_\_\_\_\_

**Record sent to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## TRIP SAFETY PROCEDURES

The following safety rules are designed for use prior to each trip, regardless if it is taken in church/school-owned or private vehicles. The organizer and/or driver for the trip will ensure all participants read and understand the following "rules for the road."

- 1. Seatbelts must be worn at all times.**
- 2. No hazardous, disruptive activity or noise will be permitted while the vehicle is moving. All passengers must follow the driver's requests.**
- 3. Keep all objects inside the vehicle.**
- 4. All windows must be kept clear of objects that may disrupt the driver's view.**
- 5. In case of an accident or emergency, stop and do not exit the vehicle unless instructed by the driver. Always exit on the sidewalk or shoulder side of the vehicle, never on the traffic side.**
- 6. Violation of these rules may result in the termination of the trip for the entire group or the removal of a participant from the trip.**
- 7. The safety of others and myself is a priority on this trip.**

I have read, understand and will comply with these rules during the entire trip.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **AUTO SAFETY AND SURVIVAL KIT**

When going on an extended trip, the following components are necessary to ensure safety and security:

- **Accident reporting forms;**
- **A cellular/mobile telephone (not to be used by the driver while driving);**
- **Blankets;**
- **Bottled water;**
- **Coins for telephone use;**
- **Duct tape;**
- **Emergency phone numbers (road service, church, pastor, etc.);**
- **Fire extinguisher (dry chemical);**
- **First-Aid kit;**
- **Flashlight and batteries;**
- **Emergency flags/flares;**
- **Food (nutrition bars, trail mix, etc.);**
- **Gloves;**
- **Insurance information;**
- **Jumper cables;**
- **Maps;**
- **Paper towels and toilet tissue;**
- **Radio with fresh batteries; and**
- **Rags and towels.**