The purpose of this policy is to protect all those participating in Child Evangelism Fellowship of Washington (CEF of WA or CEF®) activities by being selective in the approval of persons authorized to drive *CEF*, personal or hired vehicles for CEF of WA sponsored or endorsed events.

Every *CEF* approved volunteer and staff driver must be between the ages of 25 and 70. He/she must submit a Driver Application Form and will not transport on behalf of *CEF* until a background check has been passed and written approval granted by the *CEF* State Office.

*CEF* requires volunteer drivers of private vehicles to have a minimum amount of liability insurance. (1) $50,000 liability per person for bodily injury; (2) $100,000 liability per incident for bodily injury for all vehicle occupants; and (3) $50,000 liability for property damage.

For *CEF* sponsored events such as Christian Youth in Action® (CYIA™), a current CEF of WA medical release form must be physically present in the vehicle for each occupant. The medical form should be kept on his/her person if at all possible.

**Documentation to be kept in all vehicles used for transportation to *CEF* events:**

* Valid Driver’s License must be carried by each approved driver
* Proof of Insurance
* A copy of the CEF of WA Collision Report Form

**In the event of a collision:**

* Contact the appropriate emergency services
* If transporting minors, contact the Local Director immediately following emergency services so they can contact the parents/guardians of the minors
* A CEF of WA Collision Report Form must be filled out and sent to the State Office within 24 hours of the incident
* If the collision caused serious injury or death, the State Office needs to be notified by the local director immediately after notifying any parents/guardians of minors

**All Washington State traffic laws must be obeyed:**

* <https://traffic.findlaw.com/traffic-tickets/washington-traffic-laws.html>
* Current Washington State Department of Licensing (DOL) Driver Guide may be found at your local DO <http://www.dol.wa.gov/driverslicense/guide.html>
* If traveling in a different state, familiarize yourself with specific state regulations before your event, <https://www.ghsa.org/state-laws/states>, <https://handsfreeinfo.com/index-cell-phone-laws-legislation-by-state/>
* Seatbelts must always be used for driver and all passengers age 16 and older. [Washington state seat belt statute](https://apps.leg.wa.gov/rcw/default.aspx?cite=46.61.688)
* Child restraint laws must be followed for all passengers age 15 and younger. [Washington state child-restraint statute](https://apps.leg.wa.gov/rcw/default.aspx?cite=46.61.687) (Under age 8 and under 4 feet 9 inches (57 inches), children must be transported in child-restraint devices. For children 8 years of age through age 15 or 4 feet 9 inches or taller, safety belts or child-restraint device is required. Children under age 13 are to be transported in back seats if practical.)
* All driver’s license restrictions (glasses, etc.) must be adhered to at all times and any specialized equipment required must be used
* If ticketed by a law enforcement officer while driving on behalf of *CEF*, report to the State Office immediately. Your Driver Application will be reconsidered at that time.
* Distracted driving is prohibited <https://handsfreeinfo.com/washington-seat-belt-laws/>
* Driving under the influence (DUI) is prohibited

**Other driving cautions:**

* Be familiar and comfortable with the vehicle and all equipment contained within
* In inclement weather, extreme caution must be used
* Driving while drowsy or tired is not allowed
* Cargo should be arranged in a manner that fields of vision are not obstructed
* If a mechanical failure/issue is experienced, have all occupants remain in the vehicle until emergency services or alternate transportation arrives, if it is safe to do so

For more information about child passenger safety:

The Washington Child Passenger Safety Program Manager: 253-447-3257

The Washington Traffic Safety Commission: www.wtsc.wa.gov or 360-725-9860

The Washington State Safety Restraint Coalition: 1-800-BUCK-L-UP