

Non-Commercial Driver Packet Checklist

1. Reviewed and Signed Foothills Van Care
Guidelines ___
2. Signed DMV Pull Form ___
3. Attached copy of Driver's License ___
4. Attached proof of insurance ___

NAME: _____

Foothills Van Care Guidelines

- Drivers must be an approved van driver and have/use your own assigned key fob to Sign Out or Sign In with the QR code and drive.
- Church vans are for youth transportation and ministry trips only. Personal use is not allowed.
- All vans are to be returned to and parked in the Van Cage. Flood lights, high resolution security cameras, and a contracted company that conducts real time security monitoring of the vehicle cage and reports any unauthorized activity to the police after 10:00 PM. Returning vans after 10:00 PM is an authorized activity and will not sound an alarm.
- QR Code stickers are located next to the key fob button on each van. Check Out (Depart) and Check In (Return) of vans is completed online by scanning the QR code. Before leaving, while in the van, drivers must scan the QR code and complete the short online Check Out questions. When drivers return, while in the van, drivers must scan the QR code and complete the Check In questions.
- All accidents, both major and minor, must be immediately reported to Don Bastrom. Accident instructions are in each vans glove compartment or attached to the Driver's side visor.
- The last driver is responsible to confirm the van is trash free, van is empty of all items and excess dirt and sand is vacuumed out. Several trash cans are located throughout the van cage for cleaning convenience.
- At Check Out, if a driver finds trash or items left in a van, there is a drop down line to note details. All Check In's and Out's are recorded and saved. Responsible drivers will be contacted.
- In an effort to keep vans clean and trash free – Food is not allowed in FCC vans, drinks are only allowed in sealed containers.
- The FCC Van Care Maintenance routine includes: A regular physical inspection of the vans to confirm no exterior or interior issues, taking vans to be washed and vacuumed, and regular fueling of vans to ensure they remain above $\frac{3}{4}$ full.
- Keys can be found in the Office kitchen key-box. Approved van drivers on the "Approved van driver" are permitted to take van keys from the box. When drivers remove a key, they must place a completed white key tag which can also be found in the box or at the front desk. This is to ensure that other drivers know where vans are at to avoid reservation conflicts.
- To apply to the approved van driver list, drivers must complete the FCC Van Care Guidelines and sign below with an attached copy of their drivers' license and valid insurance card. Drivers must also complete the attached "Pull notice program" information release form. This allows the DMV to share DMV records confirming current license status and any recorded violations.
- Blue Fobs are only given to regular drivers, and must be requested by a ministry. Fobs are assigned to drivers and upload their speed and tracking to the FCC van tracking software when used in a van. If you are not assigned a personal fob, you may request a

loaner fob from the transportation ministry or your ministry contact. If you feel you need a fob, please ask your ministry contact. Fobs are required to drive FCC vans.

If you have any questions, feel free to call Don Bastrom at the church office 619-442-7728. In case of emergency call mobile 619-507-1904 or 619-852-7405

I have read and understand the Foothills Van Care Guidelines. I agree to follow these guidelines listed, as well as any updates sent regarding the program. I will be a good steward of Foothills vehicles and represent Foothills Church positively while driving church vans.

X



EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

SECTION 1 — DRIVER INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, _____ Foothills Christian Ministries _____ COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) §1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

Table with 3 columns: EXECUTED AT: CITY, COUNTY, STATE. Values: EL CAJON, SAN DIEGO, CA. Includes a signature line with 'X' and a date field.

SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, _____, of Foothills Christian Ministries _____ AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual.

Table with 3 columns: EXECUTED AT: CITY, COUNTY, STATE. Values: EL CAJON, SAN DIEGO, CA. Includes a signature line with 'X' and a date field.

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at dmvc.ca.gov/otherservices, or by calling 916-657-6346.

PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MAKE AVAILABLE UPON REQUEST TO DMV STAFF.

DO NOT RETURN THIS FORM TO DMV.