First Presbyterian Church, Kennewick, WA

Youth Transportation Checklist

Trip Name: _____

Trip Date(s): _____

Trip Leader: _____ Leader Cell Phone #: _____

☐ Verify that all drivers have a current valid Washington driver's license and are 21 or over.

☐ Check that all vehicles have proof of insurance in the vehicle and that each driver has signed the Youth Activities Driver Agreement (to be filed in the church office).

☐ Verify that each vehicle has the proper number of seatbelts for each passenger.

☐ Conduct a brief driver's meeting to verify routes, rules and rest stops; gather license and insurance information; and hand out Youth Transportation Policy to all drivers.

Complete list below of driver/vehicle/occupant information:

Driver Name	Vehicle License #	Driver Cell #	Occupants of Car	Emergency Phone #

This form <u>MUST</u> be filled out before the trip and handed in to the church office along with a copy of each driver's valid license to drive and each driver's valid insurance card. Also distribute form to each driver.

4/07/08