THE TABERNACLE
LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

Transportation Volunteer Approval - Procedures
Sept 2022

- Volunteers will read and sign *The Tabernacle Transportation* policy, which will be turned in to the Campus Administrator at the location they serve.

- The volunteer will complete a background check.

- Campus Administrators will process the background check and report the results to the Campus Pastor, for final vetting.

- The Campus Pastor will follow-up with the Campus Administrator with final approval. If issues arise with the volunteer's background check related to moving violations/drunk driving or other offenses (*please see The Tabernacle Transportation policy*), the Campus Pastor will consult with the Executive Team for further direction.

- When a volunteer is approved to provide transportation, the Campus Administrator will contact them to finalize all documentation: a copy of their driver's license, proof of insurance and registration.

- Campus Administrators will communicate with the Student Ministries Pastor/Leader/TABkids Leader when a volunteer has successfully completed the above process. BREEZE records reflecting this information will also be updated by the Campus Administrator.

- The Campus Administrators will file this documentation in a *secure location*. All documentation related to this policy will be kept strictly confidential at all times.