

**Student / Casual Driver Qualification Criteria**

Whether your organization is a large provincialate, small private college or thrift store, the establishment of a meaningful, effective and realistic driver qualification program is vitally important to the successful operation of any ministry's fleet. There may be religious personnel who have assigned vehicles or occupational drivers - those who do not drive as a primary job function, but do, however, use a vehicle to perform that job. Nonetheless, all drivers need to be properly qualified.

The opportunity to select the right person for the position or to allow an individual to drive will largely depend on management's ability to develop job standards which reflect the prerequisites and skills necessary for satisfactory job performance including driving. This will establish the standard against which you will evaluate the drivers abilities to fulfill your requirements. Job descriptions should be reviewed and updated at regular intervals and when changes are made in the position. Having a job description will also make your recruiting much easier.

**These Qualifications Include:**

- Possess a Valid U.S. Drivers License
- Be at least 18 years of age
- Complete a Driver History Questionnaire Form Annually (Individual Driving Assessment)
- Complete a Rules of the Road Skills Test
- The Organization will run an MVR annually on all regular drivers.
- Completion of a Road Test - Actual Driving Observed By Designated Individual
- Have Successfully Completed a Defensive Driving Course Every Three (3) Years.
- Verify Past Experience Driving Special Vehicles Such As Vans and Trucks.
- Complete a Reference Check On Past Driving Experience
- Proof of Insurance For Drivers Who Use Their Own Vehicle

