

Young Life Driver Questionnaire Process

Thank you for your willingness to be a Young Life volunteer and to go through this process to be allowed to drive kids for YL events. This process will take about 20 minutes and once you are cleared to drive, you will be an approved driver for three years.

STEP 1: Email Young Life and wait for your password

- Please email your first and last name and your primary email address to: **bellinghamyl@gmail.com**
- Within 24 hours you will receive an email from Young Life headquarters in Colorado Springs, containing your YL site permission password and your user name.
- Please write down your password, along with your user name that Young Life has assigned to you. The user name will be your initials, an abbreviation of your name, or your name in full for short names.

STEP 2: Log onto the YL website

- Log onto: staff.younglife.org (no "www." before)
- Enter your user name and password
- Login
- Type "go DQ" into the rectangular box on the left of the screen and hit "go"

STEP 3: Complete the online application

- Click the link for Drivers Questionnaire online application.
- Fill out all parts of the form and hit the submit button.

Some of the information you will need and may want to collect before going online:

- Social Security number (the website is encrypted so it is secure)
- Washington State Drivers License #
- Limits of liability of your auto insurance policy

STEP 4: Complete Appendix C

Washington State drivers must complete the form: *Appendix C Employee or Prospective Employee Request*.

• Fill out the top section and the local office will fax it to our National office. This grants permission from you to allow your driving record to be viewed by the evaluators in Colorado to clear you to drive.

• Be sure to include our Area # of **WA46**.

• Once you have filled in: Name (including middle), signature, date, WA driver's license #, and birthdate, mail the completed *Appendix C* to the Bellingham Young Life Office PO Box 575 Bellingham, WA 98226.

Include a light photocopy of your driver's license with Appendix C.

• For those with access to fax machines, you may fax *Appendix C* directly to: 1-719-381-1759. Be sure to write WA46 in top right corner of *Appendix C*. *Don't forget to include the photocopy of your license!*

If you have any questions or need assistance with any of these steps, please feel free to call the Bellingham Young Life office, 360-676-8970, and someone will be happy to help you.