

DRIVER INFORMATION SHEET

ADULT (21 years of age and older)

Driver

Name of Driver _____ Date of Birth _____
Address _____
City/Zip _____ Home Phone _____
Cell Phone _____
Driver's License # _____ Date of Expiration _____

Vehicle That Will be Used

Name of Owner _____ Model of Vehicle _____
Address of Owner _____ Make of Vehicle _____
Year of Vehicle _____
License Plate # _____ Registration Expiration Date _____

Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company _____
Policy # _____
Date of Policy Expiration _____
Liability Limits of Policy _____

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

I grant the Archdiocese/parish permission to obtain a current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from providing transportation for events.

Signature Date

ARCHDIOCESAN TRANSPORTATION POLICY

- Persons transporting youth must have a valid, non-probationary, State of Texas driver's license with no physical disability that could in any way impair his or her ability to drive the vehicle safely.
- Additionally, all drivers (adults and youth) must allow the Archdiocese/parish to obtain a current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from providing transportation for events.
- The driver must be 21 years of age or older. No one under the age of 21 may drive youth to or from a youth event, or during the event.
- Drivers, 18-20 years of age (out of high school), must have a valid State of Texas driver's license. They may drive themselves to and from an event, but they may not drive high school youth, except their siblings.
- When allowed by the Pastor, youth under the age of 18 may drive to and from an event, but this should be an exception, and must have explicit written permission from parents/guardian releasing the Archdiocese and Parish from any liability. Youth drivers may not drive other youth (other than siblings) or be allowed to make unscheduled stops going to and from the event.
- As with older drivers, if allowed to drive to an event, parents must allow the Archdiocese/parish to obtain their child's current driving record from the Department of Public Safety to ensure no violations exist which would prohibit them from driving to an events.
- ☑ In all cases, the Parish Catechetical Leader of Youth is obligated to verify that all drivers have the proper insurance and to insure that a recent Department of Public Safety report has been obtained through the Archdiocesan Human Resources Department.
- The vehicle must have a valid and current registration and license plates.
- A signed Driver Information Sheet on each vehicle used must be submitted to the Parish Catechetical Leader of Youth prior to each trip.
- Each driver and/or chaperone must be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.
- Remember, approval to work with children and youth does not give clearance to transport youth.
- For a complete copy of the Archdiocesan Fleet Safety Program, please contact the Archdiocesan Risk Management Office at 713-659-5461.