

## Diocese of Davenport Driver/Vehicle Information Sheet

The Diocese of Davenport requires all volunteers and employees who are driving children for a parish/school function to have insurance coverage.

If you would like to drive anytime during the year for a school/parish function you are required to:

- Sign the bottom of this form
- Attach a copy of your insurance declaration page
- Policy effective and expiration dates
- Limits of insurance before being allowed to drive
- Attach a readable copy of your current drivers license

These documents will kept on file with the school/parish office or head of the youth function for one year. This will need to be repeated annually.

The driver's insurance policy is primary while driving their personal vehicle. That policy will be called upon first to pay any claims that arise due to a student injury involving an auto accident.

NOTE: If at any time during the current year there are changes to your driver's license or insurance you must provide the parish/school with updated copies.

As a driver this is the minimum, acceptable liability limit for privately owned vehicles.

- \$300,000 bodily injury for each accident
- \$100,000 property damage liability or
- \$250,000 combined single-limit liability for each accident

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### **CERTIFICATION**

I understand that as a driver for the parish or school, my insurance would be primary. I understand that 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Please attach the following:

- Copy of your insurance declaration page
- Readable copy of your current drivers license

## Diocese of Davenport Driver/Vehicle Information Sheet

### Volunteer Driver Agreement

I will conduct myself in a manner that exhibits the highest Christian ethical standards and avoid even the appearance of impropriety. I will follow all laws and demonstrate safe driving practices.

I promise that I will:

- Report any suspected violations of school policy or the Code of Student Conduct to the administrator
- I will cooperate fully in any investigation of violations of school policy or the Code of Student Conduct
- Avoid situations where I am alone with minors and follow the two adult rule
- Uphold the authority of those responsible for the program or activity in which I am participating and assist them in every way to make the event successful
- Learn the emergency plans and evacuation routes appropriate to the situation.
- Be responsible and accountable for stewardship of all resources entrusted to my care
- Treat everyone with respect, patience, courtesy and consideration
- Keep my Virtus training, diocesan required forms , driver's license and insurance updated and provide this information to the school promptly when requested or prior to serving as a volunteer driver
- Avoid excessive familiarity, inappropriate language, or conduct that exploits or gives the appearance of exploiting another
- Report any suspected abuse of a minor.

I promise that I will not:

- Use physical affection to initiate inappropriate contact with minors
- Touch a minor in a sexual or other inappropriate manner
- Smoke or use tobacco products in the presence of a minor
- Purchase or distribute any tobacco products to minors
- Purchase alcohol for myself or to distribute to anyone while serving as a volunteer driver
- Consume any alcohol while serving as a volunteer driver
- Use, purchase, possess or distribute illegal drugs at any time while serving as a volunteer driver
- Purchase, download, possess or distribute pornography
- Swear or use profanity in any form while serving as a volunteer
- Use physical discipline
- Transport any minor in my vehicle without enough working seatbelts for each passenger
- Send text messages or view received messages while driving
- Be distracted by my phone in any way
- Carry any weapons while transporting students.

I have read the Volunteer Driver Agreement, understand its meaning and agree to conduct myself according to the terms listed above.

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator signature

\_\_\_\_\_  
Date

**Diocese of Davenport  
Driver/Vehicle Information Sheet**

SCHOOL/PARISH LOCATION: \_\_\_\_\_ Town: \_\_\_\_\_

Any employee, school, parish or affiliate of the Diocese of Davenport, who drives a motor vehicle that is insured through the diocesan insurance program, must fill out this form and return it to the school and/or parish office.

DRIVER INFORMATION (please print legibly)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Date Lic. Issued: \_\_\_\_\_ State License Issued in: \_\_\_\_\_

Date of Expiration: \_\_\_\_\_ Bus/Van Driver: \_\_\_\_\_ Yes \_\_\_\_\_ No

I authorize the Diocese of Davenport to obtain a copy of my driving record if needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VEHICLE THAT WILL BE USED

Name of Owner: \_\_\_\_\_ Model of Vehicle: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Make of Vehicle: \_\_\_\_\_

\_\_\_\_\_  
Year of Vehicle: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy #: \_\_\_\_\_ Date of Policy Expiration: \_\_\_\_\_

Liability Limits of Policy\*: \_\_\_\_\_

*\*Please note: The minimal, acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.*

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 participants of the event. \*Please include a copy of your insurance card

Signature: \_\_\_\_\_ Date: \_\_\_\_\_