

ROMAN CATHOLIC DIOCESE OF BOISE DRIVER INFORMATION SHEET

I. DRIVER

Name: _____ Date of Birth: _____
Address: _____
Drivers License #: _____ Date of Expiration: _____
Any Restrictions? Yes No Please Explain: _____

II. VEHICLE THAT WILL BE USED

Name of Owner: _____
Address of Owner: _____
Make & Model of Vehicle: _____ Year of Vehicle: _____
License Plate #: _____ # of Seat Belts Available _____

III. INSURANCE INFORMATION

When volunteers or employees are using their privately-owned vehicle(s), the vehicle's insurance coverage will always be considered *primary*. Please attach a copy of the declaration page of your current policy *or* complete the following information:

Insurance Company: _____
Policy Number: _____
Date of Policy Expiration: _____
Liability limits of policy*: _____

*Please note: The Diocese requires that drivers maintain minimum automobile limits of \$100,000/\$300,000.

IV. 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 on behalf of the ROMAN CATHOLIC DIOCESE OF BOISE.

Signature

Date

Thank you for providing this information

TRANSPORTATION POLICY

Chartered transportation, with driver provided, is preferable. Certificates of Insurance must be provided by the charter company. Liability limits of \$1,000,000 to \$5,000,000 will be required depending on the size of the group transported. Please notify the Finance Office 60 days prior to using chartered transportation so that fulfillment of Diocesan Insurance requirements can be monitored. *Use of private automobiles for transporting large groups on field trips should be avoided whenever possible.*

If a privately owned passenger vehicle is used, the following information must be obtained from the driver by completing the *Drivers Information Sheet* (see next page).

- Drivers must be 21 years of age or older.
- Drivers must have valid, non-probationary Idaho driver's licenses with a good driving history. Drivers may be subject to Motor Vehicle records check.
- The vehicle must have a valid and current registration and license plates.
- The vehicle must be insured for \$100,000 per person/\$300,000 per accident limit of liability for bodily injury and property damage..
- If you are utilizing a van which seats 16 or more passengers (including driver), please, make sure the driver has proper license or training which is required by the State of Idaho. Contact the Finance Office or Department of Motor Vehicles for information.

Each driver and/or chaperone should be provided a copy of the approved event itinerary including the destination route(s) to be followed.

For interscholastic events, please provide the drivers with directions to athletic fields.

NOTE: This policy applies only in cases where the parish or school organizes transportation. If participants are responsible for their own transportation, the above does not apply.
