

DIOCESE OF PENSACOLA-TALLAHASSEE DRIVER INFORMATION SHEET

ALL DRIVERS MUST BE AT LEAST 21 YEARS OF AGE AND HAVE A VALID DRIVERS' LICENSE, VEHICLE REGISTRATION AND VEHICLE INSURANCE / BE AT LEAST 25 YEARS OF AGE TO DRIVE WITH STUDENTS/CHILDREN IN THE VEHICLE.

A CLEAR COPY OF YOUR DRIVER'S LICENSE MUST ACCOMPANY THIS FORM IN ORDER TO PROCESS

Please Print Clearly

Full Legal Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Driver's License Number: _____

State License Issued By: _____ Date of Expiration: _____

List Site Name For Which You Will Be Driving: **Sacred Heart Cathedral School #78**

VEHICLE INSURANCE INFORMATION

YOU MUST PROVIDE PROOF OF INSURANCE: A copy of your insurance "Declaration Page" showing policy limits, names and vehicle insured and expiration date must be attached to this form.

**** Your insurance card is not acceptable! ****

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

CERTIFICATION and PERMISSION

I certify that the above information is correct and accurate to the best of my knowledge and ability.

I understand that in order to provide transportation for any diocesan, school, youth group or parish related activities, I must be at least 21 years of age and possess a valid driver's license, vehicle registration and required insurance coverage. I must be at least 25 years of age to drive with students/children in the vehicle. I understand that when providing transportation for minors, I am acting as an adult chaperone, and will conduct myself accordingly with respect to the expectations and guidelines of the Diocese of Pensacola-Tallahassee.

I am aware that consumer and motor vehicle reports may be obtained as part of the Diocese of Pensacola-Tallahassee's evaluation before being able to drive for an event. The reports may be procured by the diocese or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, an assessment of my insurability for the insurance program, or other consumer reports.

By signing this letter, I hereby provide my authorization for the Diocese of Pensacola-Tallahassee or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes.

Signature _____ Date _____

This signed form, copy of driver's license and Certificate of Vehicle Insurance Coverage must be returned to: Sacred Heart Cathedral School

(The school will forward your information to the Diocese of Pensacola-Tallahassee HR/Safe Environment Department.)

Office Use only: _____ (Good for two years from date of approval)

Date Received _____

Date Approved: _____ Non-Approved: _____

For Use of Private Vehicle on a School Field Trip

Return this Volunteer Driver Information Sheet with the following:

1. Copy of valid Florida driver license
2. Copy of declaration page of auto insurance policy showing present coverage

Cell Phone Use

Volunteer Drivers MAY NOT use cell phones in the vehicle (talking or texting) during a fieldtrip except for emergency purposes. In case of an emergency, pull off the road, park in an area that is safe for your vehicle and passengers, then make the phone call.

Diocese of Pensacola-Tallahassee Volunteer Driver – Requirements

- Three years of clean driving record history or less than six (6) points on their license within the last year
- Must be at least 25 years of age to drive students or children
- Must be a Florida licensed driver
- Complete a Level-2 background check
- Complete two on-line Safe Environment courses
- Must not have any medical condition nor be taking any medications that would impair their ability to operate a motor vehicle

Automobile Insurance

The minimum acceptable liability limits for privately owned vehicles is \$100,000/\$300,000

Part A - Liability

Bodily Injury	Each Person	\$100,000
	Each Accident	\$300,000

This information is located on the Declarations Page of your automobile insurance policy