Archdiocese of Seattle
CATHOLIC SCHOOLS

VOLUNTEER DRIVER FORM

Name of Driver: _____

Address: _____

_____

Driver License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____
(Minimum Limits $25,000/$50,000 recommended $100,000/$300,000)

Agent's Name: _____

In order to provide for the safety of those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last three years:

_____

_____

_____

Please be aware that as a volunteer driver, your insurance is primary.

Thank you for helping us with our transportation needs.

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. I understand my personal insurance is primary should an accident occur. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle. I have read and will abide with the "Requirements for Drivers" statement which are listed on Parish Assistance Memo 704. I am fit to operate a vehicle and will operate it safely and in accordance with the law at all times.

_____ _____
Volunteer Driver Signature Date

_____ _____
Reviewed By Date

Note: To be filed in Volunteer File - Copy of current Insurance coverage to accompany this form
April 2015

What are the Archdiocesan requirements for either an employee or volunteer to drive a parish vehicle or their own vehicle in connection with the parish or archdiocesan activity?

REQUIREMENTS FOR DRIVERS:

- A current valid driver's license for the classification of motor vehicle operated.
- No major traffic violations. If one exists, contact the Office of Property and Construction Services.
- All individuals must be 21 years of age or older and complete either an Employee or Volunteer driver application form. (these forms are available in the Safety and Accident Prevention Manual)
- Automobile liability insurance meeting Washington State minimum of $25,000/$50,000 with a recommendation of $100,000/$300,000. Evidence of insurance is held at the parish or archdiocesan facility.
- Meet Archdiocesan Safe Environment requirements if minors or vulnerable adults are involved.
- Passenger vans seating 11-15 are not allowed. Mini vans are allowed (A mini-van is defined as a passenger vehicle designed to transport no more than 8 total occupants.)
- Motor vehicle used must be maintained in safe operating condition.
- Under no circumstance shall the number of passengers exceed the seating capacity of the motor vehicle.
- Motor vehicle must be equipped with appropriate safety devices and individual seat belts worn by driver and all occupants.
- Drivers shall at all times comply with the child passenger restraint requirements of RCW 46.61.687 when transporting children. Current child passenger restraint requirements may be accessed at http://www.800bucklup.org/.
- Cell phones and other electronic devices are not to be used at any time while operating a vehicle unless it is an emergency. The driver should pull off the road with the vehicle in park to use one of these devices.
- All drivers operating a school bus are required to possess a valid driver's license endorsed for the classification of vehicle they are operating. All passengers, including adult employees, are to be seated at all times the vehicle is in use. Transportation on school buses is intended to for school age children enrolled in the school. Exceptions can be made for a properly screened adult chaperone who intends to accompany students on a school related function, departing from the school grounds.
- Preventative maintenance has been proven to reduce down time and extend the life of a vehicle. All Archdiocesan vehicles should be adequately maintained through a preventative maintenance program. Vehicles should be maintained and serviced on a regular basis and in accordance with the manufacturer's recommendations. A maintenance log should be kept for all repairs and maintenance work. Also, a formal periodic inspection of each vehicle should be made.

ACCIDENT REPORTING

In the event of an accident, it is very important that the driver act properly.

1. **MAKE NO COMMENT REGARDING FAULT.**
2. Exchange driver, vehicle and insurance information and call the police department.
3. Personal vehicles drivers are to contact their insurance carrier. If Parish or Archdiocesan vehicle is involved complete the Accident Report Form which is kept in the vehicle.
4. Report the accident to Sedgwick at (866-471-9518) as soon as possible.
5. Any employee or volunteer who will drive as part of their job responsibilities as well as any driver involved in an at-fault accident is required to complete a Defensive Driving Course.

Catholic Archdiocese of Seattle
Property & Construction Services
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710 Ninth Ave.
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