



**Part A- Adult/Child Driver Information Form
(Includes articles)**

Name of Driver _____ Birthdate _____

Address _____

City/St/Zip _____

Phone: (_____) _____ Cell Phone: (_____) _____

Driver's License Number: _____ State Issuing: _____ Expiration Date: _____

Year and Make of Vehicle: _____ Model: _____

If owner different than above-named individual, please complete this section. If owner is the same, skip this section.

Vehicle to be used (information to be provided for each vehicle used)

Name of Owner _____

Address _____

City/St/Zip _____

Phone: (_____) _____ Cell Phone: (_____) _____

I acknowledge that I have received a copy of the Summary of the Diocesan Transportation Policies. I am enclosing a copy of my insurance declarations page indicating compliance with the minimum amount of insurance coverage required.

For transportation of Adults and Children, the required insurance amount is 100/300/50.

Signature of Driver _____ Date

Office information:

This information is considered sensitive and should be securely stored, accessible only to authorized personnel. This form is to be updated annually and remain in parish/school files.

Appendix 10

Summary of Diocesan Transportation Policy

I understand the following:

Minimum standards for unacceptable drivers include, but are not limited to, drivers who, in the past three (3) years, have one or more of these serious violations:

- A. Driving under the influence of alcohol or drugs
- B. Hit and Run
- C. Failure to report an accident
- D. Negligent homicide arising out of the use of a motor vehicle
- E. Operating during a period of suspension or revocation of driver's license
- F. Using a motor vehicle for commission of a felony
- G. Operating a motor vehicle without owner's authority (grand theft auto)
- H. Permitting an unlicensed person to drive
- I. Reckless driving
- J. Speed contest
- K. Any combination of accidents and moving violations which total three (3).

Driver must obey all state and local laws regarding the use of electronic devices.

When transporting on behalf of the diocese, the insurance company of the owner of the vehicle will be the primary insurance carrier, in the case of an accident/injury, unless using a diocesan/parish/school-owned vehicle.

An 11 – 15 passenger van which is capable of transporting more than 10 occupants (including the driver) regardless of the current seating capacity is prohibited.

When transporting persons, prior to departure, the driver must ensure copies of medical releases and permission forms are provided for each passenger.

It is the responsibility of the driver to ensure that passengers adhere to the current State of Texas safety belt laws and regulations.

Drivers must have completed the appropriate Safe Environment requirements of the Diocese of Victoria.

Driver must follow recommended adult/child ratios in all vehicles.

Daily maximum driving time is ten (10) hours, and it is recommended that a break be taken for every 250 miles driven.

Please reference <http://www.victoriadiocese.org/> for the entire Diocese of Victoria Transportation Policy.