

TRANSPORTATION GUIDELINES

Professionally hired transportation is the most desirable method to be utilized for any trip and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles should be avoided, if possible. If a private passenger vehicle must be used, then the following information must be faxed to Cari at (208) 342-1571 and kept on file by the parish/school driver coordinator. The driver must certify this information.

11-15 passenger vans are NOT allowed per diocesan policy

- 1 The driver must be 21 years of age or older.
- 2 The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
- 3 The vehicle must have a valid and current registration and valid and current license plates.
- 4 The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence/ \$100,000/property. A combined single limit (CSL) of \$300,000 is acceptable.
- 5 The driver must complete the Defensive Driving Curriculum noted on the Driver Information Sheet.
- 6 Copies of VALID DRIVER'S LICENSE, INSURANCE and CATHOLIC MUTUAL GROUP'S CERTIFICATION that the Defensive Driving Curriculum has been completed and passed must be supplied to the Diocese for Diocesan events and to the Parish for parish events.

A signed **DRIVER INFORMATION SHEET** for each vehicle used must be submitted to the parish/school driver coordinator prior to the trip. The coordinator will fax this to the diocese.

*--This form should be faxed to Cari at (208) 342-1571 by 5 days before driving or
driver may not be authorized to drive.*

A copy should be kept on file by the parish or school

DRIVER INFORMATION SHEET

DRIVER:

Name (exactly as on driver's license): _____ Date of Birth: _____

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

Phone #: _____ Driver's License #: _____

State issuing driver's license: _____ Date of Expiration: _____

INCLUDE A COPY OF YOUR DRIVERS LICENSE

VEHICLE THAT WILL BE USED: **11-15 passenger vans are NOT allowed per diocesan policy**

Name of Owner: _____ Address of owner : _____

Model of Vehicle: _____ Make of Vehicle: _____ Year of Vehicle: _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

NEW---Beginning July 1, 2018 **ALL** drivers must complete Catholic Mutual Group's
Defensive Driving Curriculum at www.CatholicMutual.org.

Click on "Member Login" in the blue bar

User name 0019boi

Password service

Click "Online Training"

Select Boise from the drop down

Register for new account – fill in all required fields

Under Defensive Driving curriculum, click "Start curriculum".

Once the video and quiz are completed, the driver will need to download and print the completion certificate. The certificate **MUST** be included with the Driver Information Sheet.

Date training completed: _____

For more information contact Cari Magette at (208) 342-1311 or CMagette@RCDB.org.

INSURANCE INFORMATION:

When using a privately-owned vehicle, the insurance coverage is the insurance policy covering that specific vehicle.

Insurance Company: _____ Policy Number: _____ Expiration Date: _____

INCLUDE A COPY OF YOUR PROOF OF INSURANCE OR DECLARATION OF INSURANCE

Liability Limits on Policy (From Declaration of Insurance)

Single Injury Liability Limit (Minimum of \$100,000 Required): _____

Combined Injuries Liability Limit (Minimum of \$300,000 Required): _____

Property Damage Liability Limit (Minimum of \$100,000 Required): _____

OR

Combined Single Liability (CSL) Limit (Minimum of \$300,000 Required): _____

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, and have the proper and current license and vehicle registration, completed CMG's Defensive Driving Curriculum and have the required insurance coverage in effect on any vehicle used on behalf of a parish or school.

Signature

Date