



February 2017

Thank you for expressing interest in driving our young people to and from field trips. We greatly appreciate you volunteering.

To help keep our young people safe, the Archdiocese and our insurance company have rules and regulations we need to follow.

All potential drivers must:

- be at least 21 years of age
- maintain a minimum of \$100,000-\$300,000 in automotive liability insurance
- understand that they do not have permission to work with handicapped children or adults.
- understand they cannot transport children or adults in any vehicle larger than a minivan. Absolutely no 11-15 passenger vans can be used.
- be aware that the use of electronic devices is prohibited while driving on behalf of the church.
- fill out a Driver Information Sheet (page 2)
- view Be Smart-Drive Safe and Church Transportation Videos (instructions on pages 3-5)
- be Essential-3 Qualified
  - *if never attended a live Virtus training:*  
attend a Virtus training, complete a background check (with DMV check), and view the Code of Conduct video training & sign the Code of Conduct (instructions on pages 6-17)
  - OR
  - *If attended a live Virtus training before June 30, 2014:*  
view Keeping the Promise Alive video, completed a background re-check (with DMV check), and view the Code of Conduct video training & sign the Code of Conduct (instructions on pages 18-29)
  - OR
  - *If attended a live Virtus training and viewed the Keeping the Promise Alive video:*  
complete a background re-check (with DMV check)

If you have any questions about any of the points above, please contact Susie Irlbeck, parish business administrator, at [sirlbeck@stgens.org](mailto:sirlbeck@stgens.org) or 651-429-7937.

## DRIVER INFORMATION SHEET

### DRIVER

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Phone # \_\_\_\_\_  
Drivers License # \_\_\_\_\_ Date of Expiration \_\_\_\_\_

### VEHICLE TO BE USED

Name of Owner \_\_\_\_\_ Model of Vehicle \_\_\_\_\_  
Address of Owner \_\_\_\_\_ Make of Vehicle \_\_\_\_\_  
\_\_\_\_\_ Year of Vehicle \_\_\_\_\_  
License Plate # \_\_\_\_\_ Date of Expiration \_\_\_\_\_

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

### INSURANCE INFORMATION

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

Insurance Company \_\_\_\_\_  
Policy # \_\_\_\_\_ Date of Expiration \_\_\_\_\_  
Liability Limits of Policy \_\_\_\_\_

*Please note: the minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000*

### 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 to transport participants of the event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and return to parish office.