

## **Annual Driver Renewal Check List:**

**Please have your Driver Renewal form completed and your copies handed in at least two weeks prior to the time you are scheduled to start driving for the year**

**Drivers Only:** If you anticipate that you will be Driving anyone (children, youth or adults) you will need to complete the Volunteer Driver Form annually and submit copies of the following annually:

Did I Remember to Include a copy of...

- My Driver's License
- My Auto Insurance Card
- The First Page of my Auto Insurance Policy and
- The Car Liability Page of my Auto Insurance Policy

*Please note:*

*The minimum accepted liability limit for privately owned vehicles is \$300,000 per person/\$300,000 per accident for Bodily Injury and \$100,000 for Property Damage or Combined Single Limit of \$300,000.*

Dear Volunteer Driver,

Thank you for volunteering to provide transportation to our Parish Seniors and/or Youth.

We truly appreciate your service!

A Department of Motor Vehicles background check (Diocese of Rochester Volunteer Driver Form) is done annually and is only required for those volunteers who are driving students or adults from point A to point B. A background check from the DMV will not be done for volunteers who are not transporting/driving anyone.

If you are volunteering to provide transportation, please fill out the attached Volunteer Driver Form and submit it along with the following items listed below:

- 1.) A copy of your Driver's License
- 2.) A copy of your Auto Insurance Card
- 3.) A copy of the First Page of your Auto Insurance Policy and
- 4.) A copy of the Car Liability Page of your Auto Insurance Policy

*Please note:*

*The minimum accepted liability limit for privately owned vehicles is \$300,000 per person/\$300,000 per accident for Bodily Injury and \$100,000 for Property Damage or Combined Single Limit of \$300,000.*

To clarify: CASE Training, the Code of Conduct and routine Background checks are to be completed by every volunteer, every three years. Volunteer Drivers will complete their CASE requirements every three years and in addition, have their DMV checks done annually.

Please do not hesitate to contact me with any questions or concerns you may have about C.A.S.E. You can find me in the St. Kateri Faith Formation Office.

Sincerely,

Corynn Shaw  
Catechetical Coordinator  
St. Kateri Parish  
Phone: 544-8889 Ex. 3403  
Email: [corynn.shaw@dor.org](mailto:corynn.shaw@dor.org)

Effective for one year beginning \_\_\_\_\_

## DIOCESE OF ROCHESTER

### *Volunteer Driver Form*

In New York State, coverage follows the owner of the vehicle. That is, the owner's personal auto policy is the primary insurance in effect to cover claims arising out of an accident during a bona fide parish/school function. If a claim arising out of an accident during a bona fide function exceeds the personal auto policy, the Protected Self Insurance Program (PSIP) automobile coverage is excess to that policy and under most circumstances would respond to claims beyond the volunteer's policy limits. Employees or volunteers who seek protection under the PSIP coverage are required to stay within the scope of their activities in terms of routes taken. In other words, coverage beyond the personal auto policy would be afforded only for "point A to point B" trips and would not respond where deviations are taken.

#### I. Driver

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

#### II. Vehicle that will be used

Name of owner: \_\_\_\_\_

Address of owner: \_\_\_\_\_

Year and Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Registration Expires: \_\_\_\_\_ Inspection Expires: \_\_\_\_\_

*If more than one vehicle will be used, information must be provided for each vehicle.*

#### III. **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 Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Liability Limits of Policy\*: \_\_\_\_\_

**\* Please note:** The minimum accepted liability limit for privately owned vehicles is \$300,000 per person/\$300,000 per accident for Bodily Injury and \$100,000 for Property Damage or Combined Single Limit of \$300,000.

**IV. 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 driver, I must be 21 years of age or older, hold a valid driver's license for three years or more, and have the required insurance coverage in effect. I understand that the Diocese of Rochester will not be liable for any damages to my vehicle sustained while performing duties on their behalf.

I have taken and passed the mandated CASE training (volunteers) or Safe & Sacred training (employees).

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**V. Federal Drivers Privacy Protection Act - Authorization to Obtain Vehicle Records**

For the sole purpose of the determination and evaluation of my motor vehicle operating record and pursuant to the State and Federal regulations of compliance, I \_\_\_\_\_ authorize the Diocese of Rochester to obtain my Motor Vehicle Record from the Department of Motor Vehicles. I understand that this record may contain personal information (1) in addition to any/all driver violations and/or accidents, which may be on record through the New York State Department of Motor Vehicles.

In addition, should my application be accepted for employment and/ or upon my becoming an employee or volunteer for the Diocese of Rochester, I further authorize any/all additional requests for my Motor Vehicle Record be submitted and reviewed as needed for the sole purpose of my continued evaluation and eligibility standards under the State and Federal regulatory compliance standards.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date Signed

(1) "Personal information" means information that identifies an individual, including an individual's photograph, social security number, driver identification number, name, address (but not the 5-digit zip code), telephone number and medical or disability information.