



Part B- Applicant Request for Driving Record Check

Name of Driver _____ Birthdate _____

Address _____

City/St/Zip _____

Phone (_____) Cell Phone (_____)

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

Name of Parish or School that will utilize you as a driver for parish/school owned vehicles or trailers: _____ City: _____

Please submit a copy of your license with this application.

License Restrictions (Example: "A" With Corrective Lenses) _____

Please read and initial the following eight (8) statements:

_____ 1. I declare that all statements contained in this application are true, and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my ministry involvement.

_____ 2. I give complete permission for the Diocese of Victoria to conduct a driving record check for the purposes of my employment or volunteer services.

_____ 3. I understand and agree that information provided above will be held confidentially by the Diocese of Victoria. The Diocese of Victoria uses a third party provider to conduct driving record checks. Other than this provider, I understand my driving record will be held in the strictest confidence and will not be shared with any other entity including my employer and/or volunteer organization without my written consent.

_____ 4. I understand that I can withdraw from the application process at any time.

_____ 5. I understand that this application DOES NOT meet the Safe Environment requirements for working with and/or transporting children and youth. (For further Safe Environment information, please contact your parish or school.)

_____ 6. I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application.

_____ 7. I understand that a drug test could be required 24 hours after an accident; results are to be submitted directly to the Diocese of Victoria Office of Transportation Director marked Personal and Confidential.

_____ 8. I authorize investigations of all statements contained in the application.

My signature indicates that I have read and understand the above initialed statements contained in this application. I have also been provided with a copy of the Summary of Diocesan Transportation Policy.

Applicant Signature: _____ Date: _____

Office information: This information is considered sensitive and should be securely stored, accessible only to authorized personnel. The original is to be kept at the parish/school level.

Summary of Diocesan Transportation Policies

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.

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

A Motor Vehicle Record check will be performed every three (3) years or as deemed appropriate.

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