

## Volunteer & Employee Driver Information

See the info below regarding the requirements for anyone driving on church or school business. **This is required of both employees and volunteers who are driving their personal vehicle for church/school use.** This would include something as simple as running an errand to pick up an item from the grocery store to driving children to retreats and field trips. The Volunteer Driver Requirements checklist and the Volunteer Driver Form are required of each driver. The “Be Smart/Drive safe” video must be viewed on the CMG website. See the attached flyer.

Please see the attached forms. I have listed these and noted their importance.

1. **Volunteer & Employee Driver Requirements** – This is a checklist to be used for each volunteer & employer driver. All nine steps need to be completed.
2. **Volunteer & Employee Driver Form** – This is Item #5 on the checklist. This needs to be completed for each volunteer & employee driver.
3. **Be Smart/Drive Safe Video** – The attached “Defensive Driving” flyer explains how to access the “Be Smart-Drive Safe” video. This is item #6 on the checklist and needs to be viewed by each driver.

**Please contact Alex Hagan of Catholic Mutual if you have any questions or concerns at 404-920-7377 or [ahagan@catholicmutual.org](mailto:ahagan@catholicmutual.org).**

# Archdiocese of Atlanta

## Volunteer and Employee Driver Requirements

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Please complete this checklist for ALL Volunteer Drivers.

Parish / School Name: \_\_\_\_\_

Volunteer Driver Name: \_\_\_\_\_

Completed	Steps	Initials / Date
<input type="checkbox"/>	1. Verify Drivers age is 21 years or more.	___ / _____
<input type="checkbox"/>	2. Verify and obtain copy of valid driver's license.	___ / _____
<input type="checkbox"/>	3. Obtain copy of auto insurance coverage (Declarations page, for example) verifying limits of \$100,000 / \$300,000.	___ / _____
<input type="checkbox"/>	4. Parish / School staff verify valid and current tag registration (obtain copy).	___ / _____
<input type="checkbox"/>	5. Volunteer completes the Volunteer Driver Form.	___ / _____
<input type="checkbox"/>	6. Volunteer watches Be Smart - Drive Safe video and answers questions at end.	___ / _____
<input type="checkbox"/>	7. Parish / School staff completes visible inspection of the vehicle. <b>10 - 15 Passenger Vans are not allowed.</b>	___ / _____
<input type="checkbox"/>	8. Volunteer completes Archdiocesan volunteer paperwork and background screening.	___ / _____
<input type="checkbox"/>	9. Parish / School staff sends volunteer paperwork to HR / SEP Office.	___ / _____

Signature of parish/school volunteer driver coordinator:

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