

THE ROMAN CATHOLIC

ARCHDIOCESE OF ATLANTA



Employee/Volunteer Driver Requirements Checklist

Please complete this checklist for ALL Employee/Volunteer Drivers. This includes any individual who drives their own personal vehicle for parish/school use, drives a parish/school owned vehicle, or drives a parish/school rented/leased vehicle. **This checklist must be renewed every three (3) years.**

Employee / Volunteer Driver Name: _____

Parish / School Name: _____

Steps	Completed	Initials / Date
1. Verify driver is 21 years of age or older.	<input type="checkbox"/>	____ / _____
2. Verify and obtain copy of valid Driver's License.	<input type="checkbox"/>	____ / _____
3. Driver completes the Employee/Volunteer Driver Form .	<input type="checkbox"/>	____ / _____
4. Driver completes Archdiocese of Atlanta Employee/Volunteer paperwork and background screening including Motor Vehicle Report (MVR), if not already on file and current. (MVR is good for 3 years.)	<input type="checkbox"/>	____ / _____
5. Driver watches Be Smart – Drive Safe video and answers questions at end of video. Driver prints completion certificate and submits this to Parish/School staff.	<input type="checkbox"/>	____ / _____
6. IF DRIVING A PERSONAL VEHICLE: <ul style="list-style-type: none"> ○ Parish/School staff completes visible inspection of any personal vehicle being used. NOTE: 10 – 15 Passenger Vans are NOT ALLOWED. ○ Obtain copy of current auto insurance coverage showing liability limits of \$100,000/\$300,000 and policy effective dates. ○ Obtain copy of current tag registration. 	<input type="checkbox"/>	____ / _____
7. Parish/School staff maintains the following documents at the location: <ul style="list-style-type: none"> ○ Copy of Driver's License ○ Driver Form ○ Be Smart – Drive Safe Certificate of Completion ○ This signed Driver Requirements Checklist ○ If driving a personal vehicle – Copy of current auto insurance coverage showing liability limits of \$100,000/\$300,000 and policy effective dates. ○ If driving a personal vehicle – Copy of current tag registration. 	<input type="checkbox"/>	____ / _____

Signature of Parish/School Employee/Volunteer Driver Administrator: _____

Date: _____