

# Diocese of Peterborough

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## # 1120A, Diocese of Peterborough

### Policies for Volunteer Drivers

1. The minimum age for volunteer Drivers is eighteen.
2. Drivers must hold a valid Ontario Drivers Licence, "G" and carry a minimum of \$1,000,000.00 for car and \$2, 000,000.00 for vans of personal liability and property damage primary insurance.
3. Drivers must consult their insurance company or check their policy before driving.
4. Drivers must complete a Volunteer's Driver Form.
5. The driver's vehicle must be mechanically fitted with seatbelts that are in working condition.
6. Routes that the volunteer drivers take should be predetermined.
7. Volunteer drivers can refuse to drive when the weather is inclement, or road conditions are dangerous.
8. A list of passengers per driver will be left at the parish office or with a contract person.
9. A list of passengers' names and emergency information will be given to each driver. This information is confidential and is to be kept in a safe place.
10. Permission slips must be signed by parents or guardians to allow a child or youth (under 18) to be transported by a volunteer driver.
11. Telephone the parish office or contact person if an unforeseen situation arises, which will result in a major delay.
12. Drivers must not drink or have alcohol in their vehicle while carrying out their volunteer driving assignment.
13. Drivers must not smoke in the vehicle.
14. Never drive with only one youth or child in the vehicle. Always have two children or youth or ask another adult to accompany the volunteer driver.
15. Drivers have the right to let their passengers know if the passenger's behaviour is inappropriate.
16. Drivers shall carry no more passengers than the number of seat belts available.
17. Advise parish team/contact /ministry leader of any changes in your driving record, condition of automobile, medical health (if it affects your ability to drive or have car insurance).

**Information Collection:**

Personal information on this form will be used for Screening of Volunteers. This information will be stored permanently in a confidential locked cabinet in the Parish Rectory. Any questions with respect to this information should be directed to the local pastor or the Diocesan Screening Committee 350 Hunter Street West – Box 175, Peterborough, Ontario, K9J 6Y8. Phone: (705) 745-5123 Fax: (705) 745-2555. Original File– Diocesan Pastoral Centre.

# Diocese of Peterborough

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## # 1120B, Volunteer Drivers

Parish \_\_\_\_\_ Date \_\_\_\_\_

Name of Volunteer Driver \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Driver's Licence Number \_\_\_\_\_

Driver's Licence Class \_\_\_\_\_ Expiry date \_\_\_\_\_

Vehicle Make and Licence Number \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Amount of Coverage \_\_\_\_\_ Expiry Date \_\_\_\_\_

- I hereby advise that I am planning to drive occasionally as a volunteer. I have received and read the Policies for Volunteer drivers and agree to its terms.
- I have shown the parish representative my driver's licence and insurance information.

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

Volunteer drivers are advised that:

- A. They must carry third-party liability insurance as required under legislation on the province of Ontario.
- B. The Diocesan Liability Insurance comes into effect only after the volunteer driver's liability insurance has been exhausted.
- C. They must provide written notice to the parish team, with all available particulars, of any accident involving the above vehicle while serving as a volunteer for the parish.
- D. They must advise the parish team of any changes in the driver's licence or insurance.
- E. The parish is not responsible for any parking tickets or traffic violations.

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