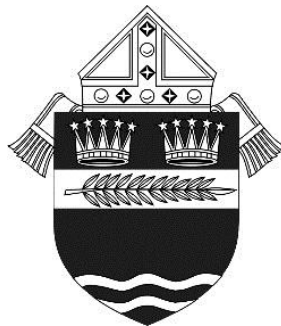


DRIVER'S LICENSE CLEARANCE



Diocese of Palm Beach



Diocese of Palm Beach

DRIVER'S LICENSE CLEARANCE PROCEDURES

Effective April 1, 2016

All employees, and volunteers who drive on activities of any diocesan entity, must undergo a driver's license check.

- Check all new employees prior to hiring and re-check every three years.
- Employees driving others (for example, driving children or the elderly) must be checked every year.
- Volunteers who drive others on behalf of the Diocese must be checked every year.
- Volunteers who drive themselves on diocesan business must be re-checked every three years.

Procedures

1. The "Authorization for Drivers License Check" form must be completed, signed by the individual, and kept on file for your records.
2. Request a copy of the driver's license from the individual and keep on file. Update as licenses expire. Do not include copies of driver's license with your request to Gallagher.
3. Complete the "Drivers License MVR Request Approval Form."
4. Scan and Email the completed "Drivers License MVR Request Approval Form" to:

Miami.BSD.Diocese_Request@ajg.com

(If unable to email, you may fax the completed form to Arthur J. Gallagher & Co. at 305-716-3293)

NOTE: MVR'S RESULTS WILL BE PROCESSED WITHIN 48 HOURS OF RECEIPT

The "Authorization for Drivers License Check" and "Drivers License MVR Request Approval Form" can be downloaded and printed from the DMR website.

If you have any questions, you may contact Arthur J. Gallagher & Co. at 1-800-488-3003 or 305-592-6080 (Virginia, Ampy or Lorena).

MVR Results

Gallagher checks the driving records of all drivers whose information is submitted, but because of confidentiality issues, they cannot share that information but only communicate the results based on the agreed upon underwriting criteria as to approved or not approved. If the driver would like to obtain a copy of his/her driving records he/she should contact the State of FL Motor Vehicle Division directly.

If the driver finds that there is an error and the error is corrected by the State, the driver should ask the State how soon the corrected driving record will be on file. Then, resubmit a driver's license check form to Gallagher with a note on what transpired, so that Gallagher can check the record again and advise if the driver is authorized at this time.

Underwriting requirements

Underwriting requirements include but are not limited to:

- 3 years of clean driving record history or less than 6 points in their license within the last 3 years
- No one under 21 years old driving diocesan vehicles on a regular basis
- No one under 25 years old driving students or children on a regular basis
- FL license (Out of state drivers moving to FL are required by law to obtain a FL license within 10 days after move)
- No driver approval for a suspended license
- No driver approval if a driver has been charged with a DUI conviction. Please note that DUIs sometimes do not show up on the MVR check, but, remain on the person's record, for life, on the criminal background check report.

Employees Who Drive Their Own Personal Vehicles on Diocesan Business

All employees and volunteers who regularly drive their own personal vehicle on Diocese of Palm Beach business, within the scope of their employment, are required to carry personal auto liability insurance at the \$100,000/\$300,000 level.

A copy of the "declarations page" of the policy should be provided annually to the bookkeeper of each entity and maintained on file. In the event of an accident, a copy of that declarations page will be requested from the bookkeeper.



Diocese of Palm Beach

DRIVER'S LICENSE CLEARANCE PROCEDURES

Commercial Driver's License (CDL) Policy

Commercial Driver's License (CDL)

In addition to the Background and Driver's License Check required for all employees, any Diocesan employee or volunteer who, as part of their assigned duties must drive a commercial vehicle including conforming school buses, must carry a Class B or C commercial Driver's License (CDL).

Potential New Employees

Before presenting a job offer to a potential employee, the bookkeeper must first **contact the Diocese of Palm Beach Human Resources Office** to process a CDL License Check through Gallagher and to schedule a Drug and Alcohol Test. Once the CDL License Check and Drug and Alcohol Test are completed and clear results are received, the job may be offered to the potential employee and they may drive a commercial vehicle for the entity.

Current Employees

Before an existing employee may begin driving a commercial vehicle, the bookkeeper must first **contact the Diocese of Palm Beach Human Resources Office** to process a CDL License Check through Gallagher and to schedule a Drug and Alcohol Test. Once the CDL License Check and Drug and Alcohol Test are completed and clear results are received, the employee may begin driving a commercial vehicle for the entity.

Volunteers

Before a Volunteer may begin driving a commercial vehicle, the bookkeeper must first **contact the Diocese of Palm Beach Human Resources Office** to process a CDL License Check through Gallagher and to schedule a Drug and Alcohol Test. Once the CDL License Check and Drug and Alcohol Test are completed and clear results are received, the volunteer may begin driving a commercial vehicle for the entity.

Borrowed Diocesan Owned Commercial Vehicles

When a commercial vehicle is borrowed from one entity for use by a second, the driver approved for that vehicle from the owner entity must be the designated driver during its use by the borrowing entity.

Annual Random Drug and Alcohol Test

On an annual basis, the Diocese of Palm Beach Human Resources Office conducts a random drug and alcohol drug test.

Covered drivers are subject to random, unannounced drug and alcohol testing. This includes all drivers who operate a commercial motor vehicle or who perform a safety sensitive function (as these terms are defined in 49 CFR 382.107).

Annually, 25% of covered drivers shall be tested for alcohol use and 50% of covered drivers shall be tested for drug/controlled substance use.

Testing Notice

The Diocesan Human Resource Director or his/her designee will provide written notice of the required testing to the supervisor of the affected driver(s) and said supervisor shall provide oral and written notice to the driver at the time of actual testing. If only a drug/controlled substance test is required, the driver shall report to the identified testing site immediately. A driver may only be tested for alcohol immediately before or after performing safety- sensitive functions.

To begin the process of a CDL License Check, or if you have any questions, please contact:

Gretchen Wood, Human Resources Coordinator
561-775-9503 or gwood@diocesepb.org



DRIVERS LICENSE MVR REQUEST APPROVAL FORM

Underwriting requirements include but are not limited to:

- 3 years of clean driving record history or less than 6 points in their license within the last 3 years
- No one under 21 years old driving diocesan vehicles on a regular basis
- No one under 25 years old driving students or children on a regular basis
- FL license. (Out state drivers moving to FL require by law to obtain a FL license within 10 days after moving)
- No driver approval for suspended license
- No driver approval if a driver has been charged with a DUI conviction

Diocese: _____

Location Name: _____

Address: _____

Contact Name: _____

Phone No.: _____

Email Address: _____

Fax No.: _____

Date: _____

DRIVERS NAME	STATE	DRIVERS LICENSE NO.	THIS SECTION COMPLETED BY GALLAGHER	
			YES	NO

Once this form has been completed, please fax it to the number 305-716-3293 or email at Miami.BSD.Diocese_Request@ajg.com. If you have any questions, you may contact us at 1-800-488-3003 or 305-592-6080 (Virginia, Ampy or Lorena).

NOTE: MVR'S RESULTS WILL BE PROCESSED WITHIN 48 HOURS OF RECEIPT

Gallagher checks the driving records of drivers whose information is submitted, but because of confidentiality issues, we cannot share that information but only communicate the results based on the agreed upon underwriting criteria as to approved or not approved. If the driver would like to obtain a copy of his/her driving records he/she should contact the State of FL Motor Vehicle Division directly.

Updated page October 26, 2016



Diocese of Palm Beach Authorization for Driver's License Check

Please complete this form if the individual will be driving on behalf of Diocese/Entity for business purposes.

Please Print

Diocesan Entity Requesting Check: _____

Entity Contact: _____ Entity Phone #: _____

Employee/Candidate/Volunteer Name: _____

-
- I am an employee of the Diocese of Palm Beach
- I am applying for a position with the Diocese of Palm Beach and/or one of its parishes, schools or other entities. I understand that as part of their hiring process, the Diocese of Palm Beach may conduct a driving record check.
- I am a volunteer for the Diocese of Palm Beach and/or one of its parishes, schools or other entities.

-
- I am aware that consumer and motor vehicle reports may be obtained as part of my job application, employment and/or volunteer status with the Diocese of Palm Beach. I understand the information obtained may include personal information such as my driving record, and an assessment of my insurability, etc.
 - I hereby consent and authorize the Diocese of Palm Beach and/or their designated agents to make such inquiries, and I authorize without reservation, the release of such information to the Diocese of Palm Beach and/or their designated agents, and release the Diocese of Palm Beach and the provider of such information from any and all liability for damages arising from the investigation and disclosure of the requested information.
 - By signing this form, I hereby authorize the Diocese of Palm Beach (or the church, school, or other diocesan entity or their insurance company representative) to obtain such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes.
 - I will allow a photocopy of this authorization to be as valid as the original.

Signature of Candidate: _____ Date: _____

Candidate/Employee/Volunteer: Please attach a copy of your driver's license & return this form to the office at the parish, school, or other entity where you work, volunteer, or are applying for a position.

Parish Bookkeeper/Office Manager: Keep this form in the employee's personnel file. Do not send this form or the copy of the employee's driver's license to Arthur J. Gallagher & Co.. Please enter the employee's name and driver's license number on the separate **Driver's License MVR Request Approval Form**. Submit only the Driver's License MVR Request Form to Virginia Gomez at Arthur J, Gallagher and Co. at Fax 305-716-3293.

Updated December 2014



Diocese of Palm Beach

Employees NOT CLEARED for Driving

It is a Diocese of Palm Beach policy that all employees and volunteers who drive on activities of any diocesan entity must undergo a driver's license check and receive clearance to drive from Arthur J. Gallagher & Co. Arthur J. Gallagher & Co. bases their decision on their review of the individual's current Department of Motor Vehicles driver's license report (MVR). The individual may challenge the accuracy and completeness of their driver's license report (MVR) by contacting their local office of the Department of Motor Vehicles.

In addition, employees and volunteers undergo a criminal background check through the Diocesan Safe Environments Office. Please note that drivers may not be approved based on the results of either the criminal background check or the MVR. If an employee is unable to drive based on the results of their criminal background report, the Safe Environments Office will contact you directly. The individual may challenge the accuracy and completeness of their criminal background report by contacting FDLE, regarding Florida records, at FDLE, Attn: USB/VECHS Unit, P.O. Box 1489, Tallahassee, Florida 32302-1489, (850) 410-8324.

We have attached a sample "no driving letter" that must be signed by the employee and supervisor, if it is determined, for any of the above reasons, that the individual cannot drive. This letter will be sent by the appropriate Diocesan office (Insurance or Safe Environments) to the Pastor, Principal or Agency Head, as applicable, for execution. The original must be returned to the Diocesan Department with a copy to be kept by the employer in the individual's file.

Please contact Ana Jarosz at 561-775-9525 or anaj@diocesepb.org if you have any questions on the above.



Diocese of Palm Beach
Employees NOT CLEARED for Driving
Sample Driving Letter

September 1, 2016

PERSONAL AND CONFIDENTIAL

Employee Name
Employee Address
City, State ZIP

Re: Driving Restrictions

Dear _____:

Due to the results of your Department of Motor Vehicles check and/or your national background investigation from the Florida Department of Law Enforcement (FDLE), as applicable, the Diocese has determined that you may not drive a Diocesan vehicle or drive a personal vehicle on behalf of the Diocese.

Please sign and return this form to your supervisor identified below, acknowledging that you are aware of the above restriction and will comply with this request. Failure to do so may result in termination of employment and/or volunteer ministry. If applicable, you may challenge the accuracy and completeness of your criminal background report by contacting FDLE, regarding Florida records, at FDLE, Attn: USB/VECHS Unit, P.O. Box 1489, Tallahassee, Florida 32302-1489, (850) 410-8324 or your local office of the Department of Motor Vehicles, as applicable.

Sincerely,

Name
Diocese of Palm Beach
Safe Environments / or / Insurance Office
Title

Received and acknowledged to comply:

Employee Name

Supervisor Name

Date

Date

CC: Entity Administrator
Office of Human Resources/Safe Environment Office