



## DIOCESAN EMPLOYEE & VOLUNTEER DRIVER APPLICATION

*This Application is mandatory for all Priests, Deacons, and Employees of the Diocese, i.e., parish employees, diocesan elementary (PK-12) school employees, and Chancery employees. This Application is also required for all volunteers who drive on behalf of a parish, a diocesan elementary (PK-12) school, or the Chancery. It may also be required of independent contractors and other personnel as requested.*

### DRIVER INFORMATION

|                  |                   |                |                 |
|------------------|-------------------|----------------|-----------------|
| Driver Last Name | First Name        | Middle Initial | Date of Birth   |
| Street Address   | City              | State          | Zip Code        |
| Cell Phone #     | Driver License #: | State          | Expiration Date |

Please list all accidents or moving violations you have had in the past five (5) years:

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### PERSONAL VEHICLE INFORMATION

|                            |                 |                    |          |
|----------------------------|-----------------|--------------------|----------|
| Name of Owner: First Name: | Middle Initial  | Last Name          |          |
| Owner Street Address       | City            | State              | Zip Code |
| License Plate #            | State           | Date of Expiration |          |
| Model of Vehicle           | Make of Vehicle | Year of Vehicle    |          |

*If more than one vehicle is to be used, the above information must be provided for each vehicle.*

### PERSONAL INSURANCE INFORMATION

|                   |          |                    |
|-------------------|----------|--------------------|
| Insurance Company | Policy # | Date of Expiration |
|-------------------|----------|--------------------|

Auto Insurance Coverage: Drivers must at least meet the Oklahoma statutory minimum coverage of \$25,000/\$50,000/\$25,000.

*Employee & Volunteer Driver Application Form, cont.*



GENERAL POLICIES FOR USE OF VEHICLES ON DIOCESAN ACTIVITIES

- Vehicles:** These General Policies govern all vehicles used for diocesan related activities, including personal vehicles, rented vehicles, and diocesan-owned vehicles. All vehicles must be in good repair and in compliance with all Oklahoma laws and regulations. The use of 15-passenger vans is prohibited.
- Drivers:** Drivers must be at least 18 years of age and at least 25 years of age to transport minors. No Driver shall transport minors without another Child and Youth Protection (“CYP”) compliant adult in the vehicle. Drivers must promptly report all traffic violations or accidents that occur while driving for diocesan related activities to the Chancery. Drivers must observe all traffic laws. Drivers must go directly to and from the scheduled event and are prohibited from deviating from instructions, which includes, but is not limited to, making any unscheduled stops (e.g., stopping for treats) except for emergencies. Only persons explicitly permitted by the pertinent diocesan entity may be in the vehicle. Minors not participating in the field trip or other scheduled activity are prohibited from being in the vehicle. Drivers must adhere to all Oklahoma laws and regulations, including, but not limited to, those concerning seat belts, car seats, and booster seats.
- Documentation:** Drivers must submit proof of a valid driver’s license and must submit proof of insurance with the statutory minimum coverage of \$25,000/\$50,000/\$25,000. The personal insurance of the driver shall be primary on their personal vehicle and on a vehicle rented by the driver. All drivers, whether of minors or not, must be compliant with all current CYP requirements (which includes a background check). Individual locations may adopt additional requirements consistent with these General Policies. Per the *Catholic Schools Handbook* under 10.2.E for Field Trips, “School personnel may not transport students in personal vehicles.”
- Permission:** Driving is a privilege, and, as such, the parish pastor, school principal, or Chancery representative reserves the right, in his or her sole discretion, to deny this Application or revoke authorization for any reason. Any person who has received a citation for Driving Under the Influence (“DUI”), Driving While Impaired (“DWI”), or of Reckless Driving or similar offense using a motor vehicle within the last ten (10) years is prohibited from driving minors for the Diocese—exemptions to this policy may be granted in writing by the Chancellor. Approval of this Application extends permission to serve as a driver until otherwise revoked—with the understanding the driver must report to the Local Administrator any subsequent changes that occur to the representations contained herein and must remain in compliance with all CYP Requirements.

I, the undersigned, hereby represent that I have received, read, and understand this *Employee & Volunteer Driver Application*, which includes these General Policies of the Diocese of Tulsa, and I agree to strictly adhere to and actively support these policies as a condition of my employment or volunteerism. I hereby represent, to the best of my ability, that all information provided herein is true and correct.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

|                    |                                   |                                   |
|--------------------|-----------------------------------|-----------------------------------|
| Office Use Only:   | <input type="checkbox"/> Approved | <input type="checkbox"/> Rejected |
| _____<br>Signature |                                   |                                   |

*This Application shall be stored in the Applicant’s VIRTUS account. It may also be saved in either the Employee’s Personnel File or in a confidential place for Volunteer information.*

Office of the Chancellor & In-House Counsel • Revised 4.23.2026 • Thursday of the Third Week of Easter