



## Transportation Ministry - Parish Bus Driver Information Form

The information collected here is confidential and is used solely for the purpose of insurance through the Diocese of St. Augustine and in compliance with state and federal regulations.

### Personal Information

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security No. (insurance/background purposes only): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Driver License Information

Current Driver's License Number: \_\_\_\_\_

Issuing State: \_\_\_\_\_ Driver's License Class:      A      B      C      D      E

Endorsements or Restrictions: \_\_\_\_\_

Office Use Only _ To DOSA HR _ Cleared:
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*Please include a copy of both the **front** and **back** of your driver's license.*

*This information will be used to conduct a confidential driving history check through the Diocesan insurance and risk management provider.*

### Diocesan Requirements for Church Workers / Work with Elderly

Have you completed a criminal background check and Live Scan fingerprinting in the Diocese of St. Augustine within the last 5 years?       NO       YES, Parish or School: \_\_\_\_\_

Have you attended a Protecting God's Children workshop in the Diocese or in another Catholic diocese?  
 NO       YES, I have a certificate (please provide certificate)  
 YES, I do not have a certificate. Parish or school of workshop: \_\_\_\_\_

Office Use Only DRE cleared:  DOSA cleared:
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*Separate forms are required for those needing to complete a background check.  
Protecting God's Children workshop requires registration online at [www.virtus.org](http://www.virtus.org).*

## About our Parish Bus Ministry

St. Joseph's Catholic Church began its parish bus service in 1999 with the intent of serving the homebound, disabled and other Catholics in need of transportation to/from Mass. Since the first route launched in March 2000, this ministry has relied on the dedication of amazing volunteers who willingly give of their time in faithful service to those in need. As the need for transportation has grown, the parish has recently purchased a second bus to meet demand.

Volunteers are scheduled on a monthly basis and may choose their availability. Volunteers typically serve once or twice per month.

### Volunteer Availability:

Preferred route to serve:      \_\_\_ 5:30 Mass on Saturday                      \_\_\_ 10:00 Mass on Sunday

### Volunteer Options (please circle choice):

<b>Option 1</b> Existing 16 passenger bus + wheelchair Commercial Vehicle	<b>Option 2</b> New 12-14 passenger bus with wheelchair bays (2) Non-Commercial Vehicle
<b>Driver Criteria:</b> All Drivers: Safe Driving History Background Check Clearance Protecting God's Children	<b>Driver Criteria:</b> All Drivers: Safe Driving History Background Check Clearance Protecting God's Children
Class C Commercial Drivers License (CDL) or higher  Passenger (P) endorsement  DOT Drug Screening upon start of service  Random DOT drug screening (drawn by quarterly lottery system)  DOT Medical Certificate (renewed annually)	Valid Florida Drivers License

### Important Notes:

- Any costs incurred to obtain necessary certifications to drive for the Church are reimbursed.
- Opportunities for first aid and CPR training are routinely made available
- All volunteers are trained on operation of the bus, wheelchair lift, ministry procedures and emergency procedures.

**St. Joseph's Transportation Ministry  
Volunteer Training Checklist**

Date of Completion	Task	Notes
	Previous driver information form complete	
	DOSA Requirements satisfied and driving history check cleared	
	General route and vehicle training	
	Wheelchair lift / handicapped training	
	Emergency Procedures training	
	Ministry overview, training	___ Distribution list ___ Directory
<b>CDL Drivers Only:</b>		
	Written Exam passed for CDL General Knowledge	
	Written Exam passed for CDL Passenger Endorsement	
	Temporary CDL issued	Expiration:
	CDL Practice (on road)	Training with licensed driver
	DOT Medical Certificate complete (required for testing)	
	CDL Skills test scheduled	Typically scheduled with outside vendor, Roadmaster Drivers School  Accompanying Driver:  Date scheduled:
	CDL Skills Test passed	
	Final CDL received, front and back scanned for submission to DOSA	
	DOT Drug Screening Test completed and verification sent to DOSA	
	DOSA Compliance Agreement for DOT Random Drug Screening signed	Sent to HR: _____