



## DRIVER QUESTIONNAIRE

(This must be fill out by each driver and returned back to the Local Club Director)

**Instructions for Directors:** **ALL** Adults providing transportation to Pathfinders/Adventurers, other than their own children, during the 2019-2020 Adventurer Club Year **MUST** complete, sign and return this form to their Club Director. The form will be reviewed by the Club Staff in order to determine/confirm the eligibility of a Driver for any/all Club sponsored events/outings for the 2019-2020 Club Year. **Please see Directors Instructions, next page, for further directions in order to meet the Club of the Year Requirement.**

### SECTION A

Driver's Name \_\_\_\_\_

I am at least 21 years of age: ☐ Yes ☐ No

Do you have a current Verified Volunteers Background Check? ☐ Yes ☐ No

Do you have a current/valid Driver's License? ☐ Yes ☐ No

Do you have current car insurance that meets or exceeds the REQUIRED minimum levels to be a Driver?

\$100,000 / \$300,000 - Limit of Liability	Yes	No
\$10,000 – Medical / PIP – Personal Injury Protection	Yes	No

**ALL of the ABOVE BOXES MUST be checked "Yes" to qualify as a Driver.**

**If ALL of the ABOVE BOXES are checked "Yes" then please fill in the following information:**

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Expiration Date \_\_\_\_\_

Please be prepared to show your Driver's License and Insurance Policy information to your Club Director.

### SECTION B

**Driver - Have you been involved in any at fault accidents within the last three years?** ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

**Driver - Have you been cited for any moving violations within the last three years?** ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_

By signing, I acknowledge that all the information I have provided is accurate and true.

By signing, I agree to immediately notify the Club Director if there are any changes to the information above.

By signing, I understand that should I be involved in an accident while driving for the Pathfinder/Adventurer Club, **my** personal insurance will be primary.

By signing, I agree not to carry more passengers than the official load capacity for my vehicle and ensure that all vehicle occupants will be required to wear seat belts (no double belting allowed).

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE REQUIRED

Church Membership: \_\_\_\_\_

**(CLUB DIRECTOR INSTRUCTIONS CONTINUE ON NEXT PAGE)**



Club Director Instructions Continued:

SECTION A of the form requires ALL “Yes” boxes be checked to qualify as a Driver.

Remember to verify every Driver’s Driver License and Insurance Policy to ensure that the information they provided on their form matches the actual documents you are looking at. You do NOT need a copy of either, but you are expected to actually see these documents and confirm that what is on the form matches the actual documents you are looking at.

SECTION B, if the Driver checks “Yes” you must talk with them and then decide, with your Club staff, if you will allow them to be a Driver for the Club.

You **MUST** keep the DRIVER QUESTIONNAIRE FORM (DQF) for your Club records.

To meet the **Club of the Year Requirement**, AFTER each Driver has completed their **DRIVER QUESTIONNAIRE** Form and given it to you, you must fill out the **DRIVER QUESTIONNAIRE CHECK LIST** (see below).

Please note, to fill out the **DRIVER QUESTIONNAIRE CHECK LIST**, and meet this requirement, the Club Director/Club Secretary will need to go to [www.padcms.org](http://www.padcms.org) and login to your Club Account in the Club Management System (CMS).

Once logged in, the Club Director/Club Secretary will enter each Driver’s name **AFTER** he/she has **VERIFIED** that the Driver: (this requirement is met **ONLY** online in [www.padcms.org](http://www.padcms.org))

- ☐ Is 21 or older
- ☐ Is Verified Volunteer cleared
- ☐ Has a current / valid Driver’s License
- ☐ Has Insurance and Meets the required Insurance minimums (\$100,000/300,000 & \$10,000)

Additionally, the Club Director/Club Secretary will need to confirm these two statements.

- ☐ I certify that I have a physical copy of the **DRIVER QUESTIONNAIRE Form** on file for each Driver.
- ☐ I certify that I have seen, read and validated all the information submitted by each Driver on their **DRIVER QUESTIONNAIRE Form (DQF)**.

**Reminder: These DQF (forms) are to be kept at the Local Club ONLY.**

**To meet the Club of the Year Requirement**

- 1) You **MUST** fill out your respective **DRIVER QUESTIONNAIRE CHECK LIST** in your CMS account.
- 2) Only one **DRIVER QUESTIONNAIRE CHECK LIST** is required per Club each year.
- 3) If you need to add additional drivers during the year, please follow the same process for them. Each Club must submit their own Club **DRIVER QUESTIONNAIRE CHECK LIST**.