

# Girl Scouts Central Illinois



## Add Driver and/or Check Driving Record Request Form

Please complete this form for all employees and volunteers who regularly drive Council-Owned/Rented/Leased vehicles; individuals who receive reimbursement for mileage for their own vehicle; and/or persons who have driving duties as a significant part of their employee or volunteer assignments.

Return Fully Completed form to:

Add Driver and

Check Record

<u>Name EXACTLY as it appears on the Driver's License</u>	<u>Date of Birth</u>	<u>License Number</u>	<u>Expiration Date</u>
	<u>State</u>	<u>Class or Type of License</u>	<u>Years of Experience</u>

The Driver is:  Employee or  Volunteer

Year-Round or  Seasonal (if seasonal, inclusive dates are \_\_\_\_\_ to \_\_\_\_\_)

If the driver has been licensed for less than 3 years in the current state (outlined above), in which state were they most recently licensed: \_\_\_\_\_ Name on License (if different than shown above): \_\_\_\_\_

Is driver licensed for and familiar with type of vehicle to be driven?  Yes  No

If no, when will training be complete? \_\_\_\_\_

How many years of driving experience does the driver have with this type of vehicle? \_\_\_\_\_ Years

Name of Driver's Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

What is the driver's experience in the last 3 years? (Persons not providing driver's experience information cannot be approved to drive council owned, leased, or borrowed vehicles.)

**Information for the last three (3) years. Mark All Boxes. Use "0", "N/A" or "None" if necessary.**

Number of <b>At-Fault</b> Accidents	Number of Moving Violations	Has Your License Ever Been Suspended?	Explain accidents, violations, suspensions. (Use additional sheet if necessary)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Safe Driving is A Top Girl Scout Priority

I warrant the above information is true and accurate to the best of my knowledge. I authorize any investigation of all statements herein and release the above named Girl Scout Council and its agents from liability in connections with any such investigation. I understand that untrue, misleading, or omitted information may result in dismissal, regardless of the time of discovery by the above named Girl Scout Council. Further, I authorize Palmer & Cay to review my Motor Vehicle Report and discuss with the carrier and/or its agents, representatives or MGA as necessary to determine my eligibility as a driver for the Council. I also give permission for the information to be discussed with the Council.

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date