

MOTOR VEHICLE RECORD INVESTIGATION/ PROOF OF INSURANCE

TreeHouse’s reputation and stability, as well as the welfare of its clients, is dependent upon the conscientious and responsible driving of employees and volunteers who drive their own or the organization’s vehicles as part of their duties on the job.

All TreeHouse drivers will be required to show proof of a valid Minnesota driver’s license. TreeHouse will conduct a motor vehicle record investigation. All approved drivers must meet minimum driving record criteria as set by TreeHouse.

Name (Please Print): _____ DOB: _____

Driver’s License Number: _____

State: _____ Expiration Date: _____ Class: _____

1. Have you had any moving violations in the past three years? Yes _____ No _____

If yes, please describe the circumstances below:

2. Have you had any accidents in the past three years? Yes _____ No _____

If yes, please describe the circumstances below:

PROOF OF INSURANCE

All employees and volunteers whose position requires the use of a personally-owned vehicle to transport teens during work hours will be required to meet the driving record requirements mentioned above and show proof of current insurance on their vehicle. Personal insurance is required at the following minimum levels of liability coverage: \$100,000 per person, \$300,000 per accident, and \$100,000 in property damage per incident. Email or mail a copy of the declaration page to (director@treehousecentralwi.org) or (PO Box 680 Wautoma, WI 54982). Documentation must include: your name, make and model of vehicle you will be driving, dates of coverage, and coverage levels at or above TreeHouse minimum limits.

Auto Insurance Company Name: _____

Policy Number: _____ Policy Expiration Date: _____

Liability Limits: \$ _____ Per Person \$ _____ Per Accident \$ _____ Property Damage

TreeHouse may check driving records and insurance coverage on an annual basis. Any approved driver whose driving record drops below minimum required criteria will be subject to disciplinary action, up to and including termination of participation/employment with the organization.

I hereby certify that the information given above is true and complete to the best of my knowledge. I authorize TreeHouse, Inc. to obtain my motor vehicle records and release TreeHouse, Inc. from any liability resulting from this information.

Signature _____ Date _____