

## Steps to Become an Authorized Driver

Any individual who wishes to drive a diocesan owned or rented vehicle must be authorized to drive for the Diocese by the Office of Risk Management (ORM). Diocesan owned vehicles are vehicles registered and/or titled to a Catholic Diocese of Arlington parish, school, office, or Catholic Charities. Rental contracts must list the name of the parish or school to qualify as a diocesan rental; it may not be listed in an individual's name. Authorized drivers may be diocesan employees, volunteers, or college students.

Follow these steps to become an authorizer driver:

1. Fill out the **Authorized Driver Application**, which is available on the Office of Risk Management website: <https://www.arlingtondiocese.org/risk-management/driver-program/authorized-driver-program/>. Please make sure to include your full name as written on the driver's license. Print clearly.
2. If you have a Virginia license submit your completed application to ORM via email at [riskmanagement@arlingtondiocese.org](mailto:riskmanagement@arlingtondiocese.org).
3. Anyone with an out-of-state license must submit a copy of a three-year driving history from your states' division of motor vehicle along with the completed application. Most states now provide an electronic transcript; make sure it is the official record and not a summary stating only if the license is current. ORM will reimburse the driver (up to \$15) once the driving record and a receipt is received.
4. ORM will review the application and driving record within five to ten business days. Any discrepancies may slow the process, and further information may need to be provided.
5. Once approved, ORM will notify the contact person listed in the application by email along with the driver (if an email is provided). If denied, the email will provide contact information for the driver to call ORM.
6. Driver authorizations expire five years from the date first authorized, at which time another application must be completed to again review the driving activity. Driver authorization may be withdrawn at any time for reckless driving or an intentional breach of the driving policy.
7. Authorized drivers may switch the primary location they drive for at any time. When a parish or school indicates a driver no longer is affiliated with them, ORM will change that person's affiliation to "no location" since they are still an authorized driver.