



PERMISSION LETTER FOR MOTOR VEHICLE RECORD

_____ Check one: Volunteer
Name (please print) MIC participant
 COTS employee/intern

Phone: _____

Date of Birth: _____ Number of Years Driving Experience: _____

Drivers License Number: _____ Exp. Date: _____

Vehicle to be driven (check one): Personal COTS Both

**** PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE AND PROOF OF CURRENT AUTO INSURANCE.**

It is understood that my volunteer position requires (or may require) me to drive either a company owned vehicle or my own vehicle on company business. I understand the insurance company writing your automobile insurance requires a copy of my current driving record to assess my insurability. I also understand that I have the right to see a copy of my Motor Vehicle Record.

By this letter, I hereby authorize the insurance company and/or its agent to obtain the necessary motor vehicle records and authorize them to send a copy of my Motor Vehicle Record to COTS.

Signature

Date

**** See attached General Driver Requirements ****

Please return form to: Lynn Stanton, COTS Volunteer Coordinator
COTS – Committee on the Shelterless, P.O. Box 2744, Petaluma, CA 94953
Ph: (707)765-6530 x111 Fax: (707)765-9043

General Driver Requirements

The following are generally unacceptable and may render a volunteer ineligible to drive on behalf of COTS' business:

- Currently suspended license
- Does not hold a current license for the state of residence
- License suspended or revoked for cause within the past 2 years
- Any major violations within 3 years (2+ point violations)
- Any major violation between 3 and 7 years old **and** any other incident (violation or accident) since
- More than 1 chargeable accident within the last year; or 2 or more in the past 3 years
- 3 or more moving violations or accidents or combination thereof
- Drivers with less than 5 years driving experience

Any exceptions to the above require a letter from the insured and/or driver stating all facts of the violations or accidents and a reason why this person should be an exception. Exceptions will be evaluated on a case-by-case basis.