# CAP Center Button LogoThe Child Abuse Prevention Center

##### PERSONAL MOTOR VEHICLE USE

##### for AMERICORPS SERVICE POLICY

**2020-2021 Program Year**

**CAP Center AmeriCorps members who will drive their personal vehicle for service must have a valid California driver’s license, current automobile insurance, and a clean DMV record. Check the box for EITHER Section 1 OR Section 2, then complete the bottom:**

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| --- | --- | --- | --- | --- | --- |
| 1. | | **I WILL** use my personal vehicle to perform AmeriCorps service**.** I have read, understand, and will comply with the CAP Center’s policy which states that all members who drive their personal vehicle to perform AmeriCorps service, either occasionally or regularly, are required to observe and meet the following requirements:  1. Member may not transport clients, children, or families in their personal vehicle during AmeriCorps service unless authorized in writing by the CAP Center and the Service Site.  2. Member must provide the CAP Center with a copy of their current California Driver’s License and current automobile liability insurance policy. If Driver’s License expires during the term of service, Member must provide the CAP Center with a copy of the renewed Driver’s License. The policy must meet or exceed State of California minimum requirements, and if member is not the policyholder, the policyholder must include coverage for the member.  3. In its sole discretion, the CAP Center may request member to obtain and provide a California DMV report for review.  4. Cancellation/Revocation. Member must notify the CAP Center immediately if:  a. Member’s automobile liability insurance policy is canceled for any reason,  b. Member’s California Driver’s License is revoked or suspended, or  c. Member is cited for any infraction of the California Vehicle Code.  5. Members without a valid California Driver’s License or current automobile liability insurance may be released from service when driving is an essential function as listed in their AmeriCorps position description in the following circumstances:  a. The member’s California Driver’s License is no longer valid,  b. The member’s automobile liability insurance is no longer current, or  c. A California DMV report indicates multiple infractions. | | | |
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| 2. | | **I WILL NOT** use my personal vehicle for AmeriCorps service. I understand that if there is a need for me to drive my personal vehicle for AmeriCorps service, I must update my records with the CAP Center and comply with the Personal Vehicle Use for AmeriCorps Service Policy. | | | |
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|  | Member Print Name | |  | Member Signature |  |
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|  | Date | |  |  |  |