

The policy for authorization of an approved driver is the same for all Archdiocesan parishes, schools, agencies.

The driver must be at least 21 years of age with a valid license.

The driver must have an acceptable driving record. (See the Motor Vehicle Use Policy for details.)

No 15 passenger vans are approved for use.

Drivers who are transporting passengers, must complete application process every year. If driver is only transporting goods, process is repeated every three years.

To authorize a driver:

1. Share the Motor use Vehicle Policy with prospective driver. Driver must read and sign the policy form. Signed form is filed in personnel file on site.
2. Administer the three driving quizzes found in the Driving Training Manual. Grade the quizzes. Driver must have a 70% or higher on each quiz.
3. Quizzes are kept in personnel file at site.
4. Then log in to [Quadra](#)
5. Click "Change Module" then "Drivers"
6. Click "+Add Driver" on the upper left

Your driver will receive an email from **Checkr.com** alerting them to complete online forms. Invitations expire in 7 days.

- Online forms consist of the driver entering basic information about themselves like name, date of birth,

Once your driver completes the submission, you will be contacted by Checkr within 24 hours with the result.

- For Drivers who are not approved, Quadra Driver Status will appear as "Consider" pending the result of Pre-Adverse Action sent directly to your driver.