

LIABILITY COVERAGE FOR LEASED OR HIRED VEHICLES

If a parish/school/institution sponsors a trip that requires the leasing or hiring of a vehicle to transport individuals, the following steps are needed:

1. Fill out Form E-1 completely.
2. At least 4 to 7 days prior to the event, the completed form needs to be received by:
Office of Administration
McRaith Catholic Center
600 Locust Street
Owensboro, KY 42301-2130
FAX Number: 270-683-6883
3. This will extend insurance to the hired vehicle and provide non-owned coverage to the locations sending in the information.

** It is important that the Diocese of Owensboro have a record of all hired or leased vehicles.

DIOCESE OF OWENSBORO
AUTO LIABILITY RENTAL COVERAGE INFORMATION SHEET
TERM 6/01/____ TO 5/31/____

Parish / School / Institution Name: _____
(Rental contract should include the parish, school, etc. as the Named Insured.)

Address: _____

Driver Information:
Name on License: _____
Date of Birth: _____
Driver's License #: _____ State: _____

Type of Vehicle Rented: _____
(NOTE: The use of 11-15 (including driver) passenger vans to transport passengers is strictly prohibited.)

Dates of Rental: _____

Purpose: _____

This form is used for situations where parishes/schools/institutions do not have vehicles covered on the Diocesan Auto Policy and need liability coverage for a rental vehicle.