



Society for the Protection & Care of Children

Dear Applicant,

As part of SPCC's employment and internship requirements, individuals who will be driving a personal vehicle for agency business must maintain automobile insurance that meets the agency's minimum coverage standards. This requirement ensures that all staff driving on behalf of SPCC are properly insured and cleared for agency-related travel.

Minimum Insurance Coverage Requirements

If driving your own vehicle, your personal auto insurance policy must include either:

- \$100,000 bodily injury per individual,
- \$300,000 bodily injury per accident, and
- \$100,000 property damage,

OR

- \$300,000 single limit liability coverage.

Required Documentation

Upon receiving and accepting an offer of employment or internship with SPCC, you must submit a copy of your auto insurance declaration page that clearly indicates that your coverage meets these requirements in addition to a copy of your vehicle registration.

Please note, employment or internship with SPCC is contingent upon clearance to drive for agency business and verification of adequate insurance coverage in addition to applicable background checks. If your current policy does not meet these requirements, you will be responsible for obtaining the appropriate coverage at your own expense.

Best regards,
Human Resources