

## **Volunteer & Employee Driver Information**

See the info below regarding the requirements for anyone driving on church or school business. **This is required of both employees and volunteers who are either driving their personal vehicle for church/school use, driving a parish/school owned vehicle or driving a parish/school leased vehicle.** This would include something as simple as running an errand to pick up an item from the grocery store to driving children to retreats and field trips. The Employee/Volunteer Driver Requirements Checklist and the Volunteer and Employee Driver Form are required of each driver. The “Be Smart/Drive Safe” video must be viewed on the CMG website. See the attached flyer. **Upon completion, please print your certificate to verify you viewed the video.**

Please see the attached forms. I have listed these and noted their importance.

1. **Employee/Volunteer Driver Requirements Checklist** – This is a checklist to be used for each volunteer & employee driver. All ten steps need to be completed.
2. **Volunteer & Employee Driver Form** – This is Item #5 on the checklist. This needs to be completed for each volunteer & employee driver.
3. **Be Smart/Drive Safe Video** – The attached “CMG Connect” document explains how to access our training videos that includes the Be Smart/Drive Safe video.

**Please contact Jordan Harper of Catholic Mutual if you have any questions or concerns at 404-920-7377 or [jharper@catholicmutual.org](mailto:jharper@catholicmutual.org)**

**IMPORTANT REMINDER: 10-15 Passenger vans are not allowed for use in the Archdiocese of Atlanta. There are numerous safety issues related to the use of these vans. The 15 Passenger Activity Buses are the best option if a vehicle this size is needed. Bus Max is the company that most of our churches/schools use for rental of these type vehicles.**

# VOLUNTEER AND EMPLOYEE DRIVER FORM

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_

(Minimum Limits of \$100,000/\$300,000 Required, if driving personal vehicle)

Please provide a copy of Proof of Insurance for our files.

In order to provide for the safety of those we serve, we ask each volunteer to answer the following questions:

	TRUE	FALSE
1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years.	_____	_____
2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years.	_____	_____
3. I have had no more than three moving violations or accidents in the last three years.	_____	_____

**Please be aware that as a volunteer driver, your insurance is primary if you are driving your personal vehicle.**

Thank you for helping us with our transportation needs.

## Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license. If driving my personal vehicle, my vehicle registration is valid and in force and my insurance limits are sufficient with my auto policy in force. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date

# Archdiocese of Atlanta

## Employee/Volunteer Driver Requirements Checklist

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Please complete this checklist for ALL Employee/Volunteer Drivers. This includes any individual who drive their own personal vehicle for parish/school use, drive a parish/school owned vehicle or drive a parish/school rented/leased vehicle.

**Parish / School Name:** \_\_\_\_\_

**Volunteer Driver Name:** \_\_\_\_\_

Completed	Steps	Initials / Date
<input type="checkbox"/>	1. Verify Drivers age is 21 years or more.	___ / _____
<input type="checkbox"/>	2. Verify and obtain copy of valid driver's license.	___ / _____
<input type="checkbox"/>	3. <b>If driving your personal vehicle</b> , obtain copy of auto insurance coverage (Declarations page, for example) verifying limits of \$100,000 / \$300,000.	___ / _____
<input type="checkbox"/>	4. <b>If driving personal vehicle</b> , Parish/School staff verify valid and current tag registration (obtain copy).	___ / _____
<input type="checkbox"/>	5. Volunteer completes the Volunteer Driver Form.	___ / _____
<input type="checkbox"/>	6. Volunteer watches Be Smart – Drive Safe video and answers questions at end of video and also prints completion certificate for proof of this.	___ / _____
<input type="checkbox"/>	7. Parish / School staff completes visible inspection of any personal vehicle being used. <b>NOTE: 10 – 15 Passenger Vans are not allowed.</b>	___ / _____
<input type="checkbox"/>	8. Volunteer completes Archdiocesan volunteer paperwork and background screening.	___ / _____
<input type="checkbox"/>	9. Parish / School staff sends volunteer paperwork to HR / SEP Office.	___ / _____
<input type="checkbox"/>	10. File this signed checklist with the local parish/school Driving Administrator.	___ / _____

Signature of Parish/School Volunteer Driver Administrator:

\_\_\_\_\_ Date: \_\_\_\_\_

Catholic Mutual Group Presents

**CMG**Connect



# Defensive Driving

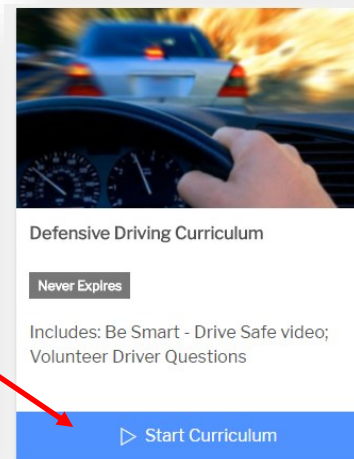
- Be Smart—Drive Safe is our online defensive driving course.
- This 18-minute video should be taken by all volunteers and employees that drive on behalf of the parish or school.
- Easily accessible from your Diocesan webpage or directly at [www.CMGconnect.org](http://www.CMGconnect.org)
- Set-up an account or login and start the, '*Defensive Driving Curriculum*'.

For additional information please use your FAQ or Support tab at the top of your screen.

# CMGConnect

## Getting Started:

1. Access the training site from your Diocesan webpage or directly at: [www.CMGconnect.org](http://www.CMGconnect.org).
2. **Are you New to training?** Create a user account by completing the required fields. This allows your Diocese to confirm your training history.
3. **Previously had an account?** If you have done training in the past and had an account you can use that same username and password to Sign-In at the top of the page. You do not need to complete the account creation boxes.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your Diocese.
5. Click 'Start Curriculum' for the Defensive Driving training.



[www.CMGconnect.org](http://www.CMGconnect.org)