



# **Our Lady of the Assumption Catholic Church**

## **Volunteer and Employee Driver Information**

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See the information below regarding the requirements for anyone driving on church or school business. This is required of both employees and volunteers who are driving their personal vehicle for church/school use. 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 Volunteer Driver Requirements checklist and the Volunteer Driver Form are required for each driver. The "Be Smart/Drive Safe" video must be viewed on the CMG website. (See following pages.)

Please see following pages for forms.

- Volunteer & Employee Driver Requirements – This is a checklist to be used for each volunteer and employee driver. All nine steps need to be completed.
- Volunteer & Employee Driver Form – This is item #5 on the checklist. This needs to be completed for each volunteer and employee driver.
- Be Smart/Drive Safe Video – The "Defensive Driving" flyer explains how to access the "Be Smart/Drive Safe" video. This is item #6 on the checklist and needs to be viewed by each driver.

Please contact Jim Schweizer at [jschweizer@olachurch.org](mailto:jschweizer@olachurch.org) if you have questions or concerns.

THE ROMAN CATHOLIC

# ARCHDIOCESE OF ATLANTA



## Employee/Volunteer Driver Requirements Checklist

Please complete this checklist for ALL Employee/Volunteer Drivers. This includes any individual who drives their own personal vehicle for parish/school use, drives a parish/school owned vehicle, or drives a parish/school rented/leased vehicle. **This checklist must be renewed every three (3) years.**

Employee / Volunteer Driver Name: \_\_\_\_\_

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

Steps	Completed	Initials / Date
1. Verify driver is 21 years of age or older.	<input type="checkbox"/>	____ / ____
2. Verify and obtain copy of valid Driver's License.	<input type="checkbox"/>	____ / ____
3. Driver completes the <a href="#">Employee/Volunteer Driver Form</a> .	<input type="checkbox"/>	____ / ____
4. Driver completes Archdiocese of Atlanta Employee/Volunteer paperwork and background screening including Motor Vehicle Report (MVR), if not already on file and current. (MVR is good for 3 years.)	<input type="checkbox"/>	____ / ____
5. Driver watches Be Smart – Drive Safe video and answers questions at end of video. Driver prints completion certificate and submits this to Parish/School staff.	<input type="checkbox"/>	____ / ____
6. IF DRIVING A PERSONAL VEHICLE: <ul style="list-style-type: none"> <li>○ Parish/School staff completes visible inspection of any personal vehicle being used. <b>NOTE: 10 – 15 Passenger Vans are NOT ALLOWED.</b></li> <li>○ Obtain copy of current auto insurance coverage showing liability limits of \$100,000/\$300,000 and policy effective dates.</li> <li>○ Obtain copy of current tag registration.</li> </ul>	<input type="checkbox"/>	____ / ____
7. Parish/School staff maintains the following documents at the location: <ul style="list-style-type: none"> <li>○ Copy of Driver's License</li> <li>○ Driver Form</li> <li>○ Be Smart – Drive Safe Certificate of Completion</li> <li>○ This signed Driver Requirements Checklist</li> <li>○ If driving a personal vehicle – Copy of current auto insurance coverage showing liability limits of \$100,000/\$300,000 and policy effective dates.</li> <li>○ If driving a personal vehicle – Copy of current tag registration.</li> </ul>	<input type="checkbox"/>	____ / ____

Signature of Parish/School Employee/Volunteer Driver Administrator: \_\_\_\_\_

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

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**Employee/Volunteer Driver Form**

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

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

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

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

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

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

If driving a personal vehicle the minimum liability limits of \$100,000/\$300,000 and proof of this coverage are required. Please be aware that if you are driving your personal vehicle, your insurance is primary.

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.	_____	_____

**Certification:**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for parish/school ministry is a profound responsibility. I will exercise extreme care and due diligence while driving. I understand that as an employee/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 meet the requirements of the Archdiocese of Atlanta and my auto insurance policy is in force. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

\_\_\_\_\_  
Employee/Volunteer Driver Signature

\_\_\_\_\_  
Date

**This form must be renewed every three (3) years.**

Catholic Mutual Group Presents

**CMG**Connect



# Defensive Driving

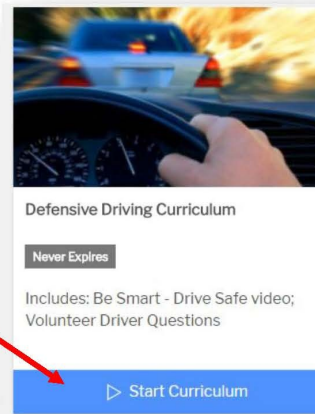
- Be Smart—Drive Safe is our online defensive driving course.
- This 18-minute video should be taken by all volunteers and employees that drive on behalf of the parish or school.
- Easily accessible from your Diocesan webpage or directly at [www.CMGconnect.org](http://www.CMGconnect.org)
- Set-up an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