

Appendix R1: Volunteer & Employee Driver Information

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.

1. Volunteer & Employee Driver Requirements – This is a checklist to be used for each volunteer and employee driver. All nine 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 and employee driver.
3. 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 Benny Strozier (bstrozier@olachurch.org) if you have any questions or concerns.

Archdiocese of Atlanta

Volunteer and Employee Driver Requirements

Please complete this checklist for ALL Volunteer Drivers.

Parish / School Name: _____

Volunteer Driver Name: _____

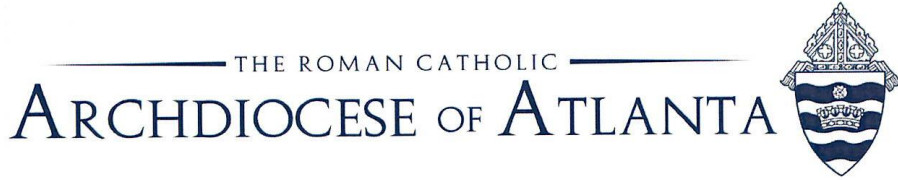
Completed	Steps	Initials / Date
<input type="checkbox"/>	1. Verify Drivers age is 21 years or more.	___ / _____
<input type="checkbox"/>	2. Verify and obtain copy of valid driver's license.	___ / _____
<input type="checkbox"/>	3. Obtain copy of auto insurance coverage (Declarations page, for example) verifying limits of \$100,000 / \$300,000.	___ / _____
<input type="checkbox"/>	4. 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.	___ / _____
<input type="checkbox"/>	7. Parish / School staff completes visible inspection of the vehicle. 10 - 15 Passenger Vans are not allowed.	___ / _____
<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.	___ / _____

Signature of parish/school volunteer driver coordinator:

_____ Date: _____

Volunteer & Employee Driver Information *Continued*

Employee/Volunteer Driver Form



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

Volunteer & Employer Driver Information *Continued*

Catholic Mutual Group Presents

CMGConnect



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 at www.CMGconnect.org 'Defensive Driving Curriculum'.

For additional information please contact your Claims Risk Manager, Loss Control Representative, or Catholic Mutual Group.

CMGConnect

One Stop for All Your Training Needs

Getting Started:

1. Access the training site from your Arch/Diocesan webpage or at: www.CMGconnect.org.
2. Create a user account by completing the required fields. This allows your Arch/Diocese to confirm your training history.
3. If you have done training in the past and had an account you can use that same username and password to Sign-In.
4. Your main learning dashboard will show you all of the requirements and optional training curriculums that have been customized for your Arch/Diocese.



Defensive Driving Curriculum

New Digits

Includes: Beltsafe! - Driver's License
Written (Driver Education)

▶ Start Curriculum

www.CMGconnect.org