

CMGConnect

Defensive Driving Training



Getting Started:

1. Go to <https://cmgconnect.org/>
2. Locate your Arch/Diocese from the "Find Your Diocese" drop-down list. Once selected, click "**Go to Diocese**" to bring you to your specific landing page.
3. Create a new account by completing all the boxes under "Register for a New Account." This includes address, primary parish, and how you participate at your parish or school. *For previous users, click "Sign In" to log in using your existing username and password.*
4. Under the Affiliation tab, select the location with which you will be a primary driver. Under the "I participate as a/an:" section, select the check-box for the most applicable category. *If you have questions about which options to select, please contact your parish/school coordinator.*
5. Your main learning dashboard will show you any Required training options that have been customized for your particular role within the Diocese. Please note that you may need to scroll down under the Optional section to locate the **Defensive Driving Curriculum** module.
6. Click **Start** for the **Defensive Driving Curriculum** option.
7. Once training is completed, you can access your completion certificate by returning to the training dashboard and clicking **Download Certificate**.



For technical assistance, contact us via the  **Support** button found in the bottom right corner of the web page.

Last Updated: 04/15/2021

- Locate your Arch/Diocese from the drop-down list. Once it is selected, click **Go to Diocese** to be brought to the customized landing page. (sample below)

CONNECT

Find your Diocese below.

Select a Diocese

Go to Diocese

CMGConnect

Home FAQ Support State Reporting Agencies

English Sign in

03_26_2020 - COVID-19 Resources Click Here

To create a new account, complete the three pages under "Register for a New Account" This includes basic account information, personal, and affiliation details.

Complete ALL required boxes then click "Register" to finish creating your new account.

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Sign In

Register for a New Account

Account

Enter your first, middle, and last name as they appear on your ID.

First Name *

Username *

Password *

Account

Address 1 *

Address 2

City *

Phone *

Date of Birth *

Personal

State *

Zipcode *

City *

Phone *

Date of Birth *

Affiliation

Account

*Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please select

Please Select a Role *

Choose a Role

I participate as a/an *

Clergy/Religious/Seminarian

Employee/Volunteer

Volunteer/Driver Only

Previous


Register

- You will progress through ALL three account creation screens before your registration is complete.

- Select your participation category.

- On your main dashboard, locate the Defensive Driving training then click

Start

- Watch videos all the way to the end—when the video is completely finished, the page will show as  and automatically progress to the next page of training.

- When finished, click **Print Certificate** under the completed training on your



Defensive Driving Curriculum

Includes: Be Smart - Drive Safe II video; Volunteer Driver Questions

Start

Overview

Training information and results

Be Smart - Drive Safe II

Video Page

In Progress

Driver Information Sheet

Question/Answer Page

Pending

Complete

Print Certificate

<https://CMGconnect.org/>

DIOCESE OF ALLENTOWN

VEHICLE SAFETY POLICY

Throughout the Diocese of Allentown, we have taken pride in our record of safety. Although our history is exemplary, it is always necessary to strive for improvement of safety practices. The revised Vehicle Safety Policy is a step in this direction.

The intention of this program is to standardize the safety methods and procedures used within our parishes, schools, and offices throughout the diocese. Please note that this policy applies to not only Diocesan owned vehicles but also privately owned vehicles being used for any parish, school, or administrative office purpose.

It is up to us, employers, and employees to become familiar with this policy, and follow the safety regulations noted.

Please review this policy carefully and thank you in advance for your cooperation.

DIOCESE OF ALLENTOWN VEHICLE SAFETY POLICY

Commercial carrier or contracted transportation is the most desirable method to be used and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, (chartered bus) signed contracts should be executed with an appropriate hold harmless agreement protecting the location and the Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined Single Limit).

I. ADMINISTRATIVE REQUIREMENTS

An Administrator from each location must view Catholic Mutual's on-line training video entitled ***Church Transportation - Is it Necessary and Ministry Based?*** This training must be completed by An administrator once every two years.

II. ALL DRIVERS

- A. Drivers must be 21 years of age or older.
- B. Drivers must have a valid, non-probationary driver's license and no physical disability that would impair his/her ability to drive the vehicle safely.
- C. Drivers must possess a current, valid driver's license for the type of vehicle they will be operating.
- D. An individual will NOT be allowed to drive or provide volunteer transportation on behalf of any diocesan entity who has had any of the following citations or convictions in the past five years:
 - 1. Operating a vehicle during a period of license suspension, revocation, or forfeiture
 - 2. Driving under the influence of alcohol or drugs
 - 3. Hit and run accident
 - 4. Failure to report an accident
 - 5. Negligent homicide arising out of the use of a motor vehicle
 - 6. Using a motor vehicle for the commission of a felony
 - 7. Operating a motor vehicle without the owner's authority
 - 8. Permitting an unlicensed person to drive
 - 9. Reckless driving
 - 10. A combined total of three or more accidents and/or moving violations
- E. It is the responsibility of the driver to ensure that passengers adhere to the current Commonwealth of Pennsylvania safety belt laws and regulations.
- F. All operators are required to take the online defensive driving course, ***Be Smart-Drive Safe***.
- G. Cell phones and other handheld electronic devices are not permitted to be used while driving a motor vehicle.

III. EMPLOYEE DRIVERS

- A. Employees driving in the course of their employment must have a Motor Vehicle Record (MVR) check completed. (Appendix A)

IV. VOLUNTEER DRIVERS

- A. Any volunteer driver must complete the **Driver Information Form** (Appendix B).
- B. Any volunteer who drives on a regular basis for diocesan/parish business should have a Motor Vehicle Record (MVR) check completed.

V. USE OF 11 (including drivers) to 15 PASSENGER VANS

- A. The use of 11 (including drivers) to 15 passenger vans is strictly prohibited.

VI. USE OF PRIVATE VEHICLES

- A. All privately owned vehicles used on behalf of the parish/school must be insured. They must have a valid and current registration, license plates and proof of insurance card.
- B. The vehicle must be in safe operating condition.
- C. The automobile insurance company of the owner of the vehicle will be the primary insurance carrier.
- D. The minimum liability limits for privately owned vehicles is \$100,000/\$300,000.

VII. DIOCESAN-OWNED VEHICLE MAINTENANCE

- A. Each institution will implement a quarterly vehicle maintenance and inspection program in addition to the manufacturer's operation and maintenance recommendations.
- B. All diocesan-owned vehicles must be equipped with a first aid kit, fire extinguisher, and a road safety kit.

VIII. ACCIDENT REPORTING

- A. If an accident occurs:
 - 1. Obtain medical assistance, if needed, at the scene as soon as possible.
 - 2. Contact local police, sheriff, or highway patrol authorities as required.
 - 3. Exchange driver, vehicle, and insurance information.
 - 4. Report the accident/moving violation to the insurance agent.
 - 5. Report the accident/moving violation to the Diocese of Allentown – Administrative Office
 - 6. Complete the **Vehicle Accident Report** (Appendix C.)

IX. RECORD KEEPING

- A. Records pertaining to driver selection and training should be kept on file for a period of three years following termination of their driving privileges.
- B. Vehicle maintenance logs and vehicle inspections must be maintained for the duration of ownership of diocesan-owned vehicles.
- C. All diocesan-owned vehicles must carry, at all times, a current vehicle proof of insurance identification card.
- D. Retention of Forms:
 - 1. *Appendix B: Driver Information Form*, retain for a minimum of 3 years.
 - 2. *Appendix C: Vehicle Accident Report*, retain for 7 years from date of accident.

DIOCESE OF ALLENTOWN
DRIVER INFORMATION FORM

Driver

Name _____ Home Phone _____
Address _____

Cell Phone _____
Driver's License # _____ Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____ Year / Make of Vehicle _____
Address of Owner _____ Model of Vehicle _____

Date of Expiration _____
License Plate # _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

Insurance Company _____ Liability Limits of Policy* _____
(Please note: minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)

Policy # _____ Date of Policy Expiration _____

*** Please be aware that as the driver of this vehicle, your insurance is primary***

***Driver **MUST** complete the **Be Smart – Drive Safe II** defensive driver training ***

Driving Record

- 1) I certify that I have NOT had a conviction for any of the following violations in the past five years:
- Driving under the influence of alcohol or drugs
 - Hit and Run
 - Failure to report an accident
 - Negligent homicide
 - Operating a Motor Vehicle during a period of suspension or revocation
 - Using a Motor Vehicle for the commission of a felony
 - Operating a Motor Vehicle without authority (grand theft)
 - Permitting an unlicensed person to drive
 - Reckless Driving
- 2) I certify that my driving record does not include a total of three accidents and/or moving violations in the past five 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 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 and vehicle registration, and have the required insurance coverage in effect on any vehicle used for a parish, school or diocesan location activity or business. I have successfully completed the BE-SMART, DRIVE SAFE on-line training. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Signature

Date

VEHICLE ACCIDENT REPORT

Driver: _____ Date of birth: _____

License #: _____ Vehicle: _____
Year Make Model

Vehicle Identification Number: _____

ACCIDENT INFORMATION

Date: _____ Time: _____ City: _____ State: _____

Street location: _____

Description: _____

Use reverse side if necessary.

OTHER VEHICLE(S)

Year/Make/Model: _____ License Plate #: _____

State: _____

Owner's name and address: _____

Driver's name and address: _____

Driver's license #: _____ State: _____ Expiration date: _____

Relationship to owner: _____

Description of damage: _____

Insurance Company: _____ Phone #: _____

Policy #: _____ Expiration date: _____

INJURIES

Name: _____

Address: _____

Extent of Injuries: _____

Use reverse side if necessary.

WITNESS

Name: _____

Address: _____

Extent of Injuries: _____

Use reverse side if necessary.

OTHER PROPERTY DAMAGE

Owner's Name: _____

Address: _____

Extent of Damage: _____

Use reverse side if necessary.

Driver Signature: _____ Date: _____