

Diocese of Green Bay Vehicle Safety Policy & Procedure

For use with Diocese and Volunteer Drivers doing Diocese tasks

Drivers Qualifications

- Drivers must be 21 years of age or older.
 - If minors are being transported driver must be 25 or older.
- 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.
- Drivers must hold a current, valid driver's license for the type of vehicle they will be operating.
- No driver will be hired or allowed to provide volunteer transportation on behalf of any diocesan entity who has had any of the following citations or convictions in the past three years:
 - Operating a vehicle during a period of license suspension, revocation, or forfeiture
 - Driving under the influence of alcohol or drugs
 - Hit and run accident / Failure to report an accident
 - Negligent homicide arising out of the use of a motor vehicle
 - A motor vehicle for the commission of a felony
 - Operating a motor vehicle without the owner's authority / Permitting an unlicensed person to drive / Reckless driving
 - A combined total of three or more accidents and/or moving violations

Any circumstances that affect the validity of an employee or volunteer driver license or any changes in automobility liability insurance that affect the employee's ability to meet the above standards must be reported to the driver's supervisor.

Driver Expectations

- All traffic laws must be obeyed.
- Any accident, no matter how minor, must be reported to employee's supervisor.
- It is the responsibility of the driver to ensure that all passengers adhere to State safety seat belt laws and regulations.
- Drivers are prohibited from engaging in behaviors that distract them while driving during their work duties.
- Drivers are prohibited from using hand-held devices to place calls, send text messages or email while driving.
- Smoking is not permitted in the employer's vehicles.

Defensive Driving Training –

- All employees and volunteers driving parish owned vehicles are required to take the online defensive driving course CMG Connect Defensive Driver Training (Instructions attached)

Employee Drivers

- The **Driver Form** (attached) must be fill out and completed by all potential employees who are required by their job description or responsibilities to operate a vehicle.
- Potential drivers should not be utilized if they answered "FALSE" to any of the questions asked on the Driver Form.

Volunteer Drivers

- All volunteer drivers must complete The **Driver Form** (attached)
- Potential drivers should not be utilized if they answered "FALSE" to any of the questions asked on the Drive Form.

Passenger Vans Use of 11-15 Passenger Vans is strictly prohibited - this number includes the driver

See attached document

Use of Private Vehicles

- All privately-owned vehicles used on behalf of the Parish/Schools/Diocese Entity must be insured. They must have a valid and current registration, license plates and proof of insurance card.
- The vehicle must be in safe operating condition.
- In the event of an accident, the drivers personal auto policy will be primary coverage.
- The minimum liability limits for privately owned vehicles is \$100,000/\$300,000.
 - ✓ Bodily Injury Liability - \$100,000/\$300,000
 - ✓ Property Damage Liability - \$50,000 (Or Combined Single Limit of - \$300,000)
 - ✓ Medical Payments - \$1,000
 - ✓ Uninsured Motorists - \$100,000/\$300,000
 - ✓ Underinsured Motorists - \$100,000/\$300,000

Parish/Schools/Diocese Vehicle Maintenance

Each institution will implement a quarterly vehicle maintenance and inspection program in addition to the manufacturer's operation and maintenance recommendations.

Vehicles must be equipped with a first aid kit, fire extinguisher, and a road safety kit.

Accident Reporting If an accident occurs

- Obtain medical assistance, if needed, at the scene as soon as possible.
 - Contact local police, sheriff, or highway patrol authorities as required.
 - Exchange driver, vehicle, and insurance information right away.
 - Report the accident/moving violation to the insurance agent.
 - Claim reporting instructions and forms will be on the Diocese Web Site
<https://www.gbdioc.org/facilities-properties/insurance-renewal-documents>
- Utilize the incident report form or
Reported directly to Church Mutual Insurance Co at 1-800-554-2742 Opt 2
- Report the accident/moving violation to the Chancery.

Record Keeping

- Records pertaining to driver selection and training should be kept on file for a period of three years following termination of their driving privileges.
- Vehicle maintenance logs and vehicle inspections must be maintained for the duration of ownership of diocesan-owned vehicles.
- Vehicles must carry, at all times, a current vehicle proof of insurance identification card.

CMG Connect Defensive Driver Training Instructions

All drivers are required to take the online defensive driving course, details attached on the CMG Connect flyer. Access to the course can be found at

<https://greenbay.cmgconnect.org/> or greenbay.cmgconnect

- Created a user ID and password
- Enter Name address, phone email and dob
- Choose your Parish/Schools/Diocese Entity
- Select a roll: Driver/Volunteer
- Complete the Be Smart – Drive Safe Video (12+ minute video)
- CMG will send an email stating curriculum completed. Have the driver email or print the letter for the parish's records

Driver Form

Drivers Using Personal & Parish/Schools/Diocese Vehicles

Name of Driver: _____

Date of Birth: _____

Address: _____

Driver's License #: _____ State Issued In: _____

Year, Make, Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____

(Personal Vehicle Minimum Limits of \$100,000/\$300,000 Required)

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

1. Have you 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? ☐ Yes ☐ No
2. Have you 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? ☐ Yes ☐ No
3. Have you had **more than three** moving violations or accidents in the last three years? ☐ Yes ☐ No

**PLEASE BE AWARE THAT WHEN USING YOUR PERSONAL VEHICLE,
YOUR INSURANCE WILL BE PRIMARY.
PLEASE PROVIDE PROOF OF INSURANCE FOR OUR FILES.**

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 an employee 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. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

Driver Name (Please Print)

Date

Driver Signature

Original copies of signed form should be kept on file for at least 3 years.

Diocese of Green Bay Defensive Driving Training Instructions

Step 1: Accessing CMG Connect

Go to <https://greenbay.CMGconnect.org/> to register for an account. Complete the three pages of "Register for a New Account" — basic account information, personal, and affiliation. Complete all required boxes.

The screenshot displays the CMG Connect registration interface. The 'Register for a New Account' form is shown with the 'Account' tab selected. The 'Affiliation' tab is also visible, showing a dropdown for 'Select the Primary Parish/School at which you Volunteer or Work' and a list of roles including 'Driver'. A red arrow points to the 'Driver' role in the list.

Select the **"Driver"** participation category on the last step, in addition to any other selections that describe your role at your primary location. This allows the platform to automatically assign the correct training(s).

If you are unsure of what category to select, please contact your diocese.

The screenshot shows the CMG Connect login page. It includes a dark background with the CMG Connect logo at the top. Below the logo are input fields for 'Enter your username' and 'Enter your password'. A blue 'Log me in' button is centered below the password field. At the bottom, there are links for 'Forgot Password?' and a 'Remember Me' checkbox.

If you completed training in the past, you may already have an account. Log in with your previous username and password by clicking the green "Sign in Here" button at the top right of the page.

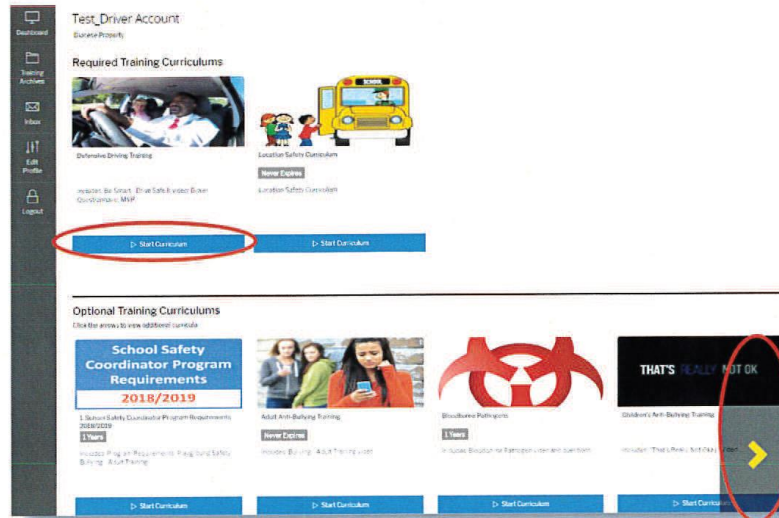
If you cannot remember your password, click 'Forgot Password'. If your email address is not recognized or you do not have an email address in the system, contact cmgconnect@catholicmutual.org to request a password reset.

If you are responsible for managing approved drivers, please send your username to cmgconnect@catholicmutual.org to request Driving Management access. Your guide to navigating CMG Connect as an administrator will be available by clicking **Resources** on the left side of the screen in your updated account.

Step 2: Locate and Start Trainings

Once you have completed the registration process, you will be directed to your dashboard. Click "Start Curriculum" to begin. **Note: Available curriculums will vary based on the participation category you selected when registering. To update, click 'Edit Profile' and select applicable categories.**

To view other Optional Training Curriculums, click the yellow arrow.



Step 3: Complete Training

Watch the training video, acknowledge diocesan policies, fill out the driver questionnaire, and submit your MVR check via the curriculum.

Each training page will be marked 'Done' as you progress.

Step 4: Access Certificate

After your MVR has been reviewed and approved, you will be able to log back in to the system to access your completion certificate. Locate your completed curriculum and select the gray 'Download Certificate' button.

A screenshot of the 'MVR Check' form. The form is divided into two columns. The left column contains fields for 'First Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State', 'Zipcode', 'Date of Birth', and 'Driving License State'. The right column contains fields for 'Driving License Number', 'Confirm Driving License Number', 'Social Security Number', and 'Confirm Social Security Number'. There is a 'Submit MVR Check Request Details' button at the bottom.

<https://greenbay.CMGconnect.org/>

ATTENTION: If you are responsible for managing approved drivers, please send your username to cmgconnect@catholicmutual.org to request Driving Coordinator access. Your guide to navigating CMG Connect will be located under the Resources tab of your updated account.

Catholic Mutual...CARES

Use of 11(including driver) to 15 Passenger Vans is Prohibited!

11 (including driver) -15 passenger vans should either be replaced with a school bus or a Multifunction School Activity Bus (MFSAB). A MFSAB is a vehicle which complies with the Federal Motor Vehicle Safety Standards (FMVSS) applicable to school buses for crash survivability and mirrors.

If a MFSAB is used for the transportation of children, these vehicles must meet FMVSS 111; FMVSS 220; FMVSS 221; and FMVSS 222 (see below). When acquiring a bus or shuttle to transport adults, the four FMVSS should also be followed.

FMVSS 111 – Fulfills the safety requirement for the rear-view and cross-view visibility.

FMVSS 220 – Establishes requirements for the school bus body structure in rollover accidents.

FMVSS 221 – Regulates the strength of body panel joints in school buses.

FMVSS 222 – Establishes occupant protection requirements for school bus passenger seating and barriers.

Removal of seats from a vehicle designed to transport 11 (including driver) to 15 passenger vans to make the vehicle a 10 or less passenger vehicle is not allowed.

Mini-vans may be used to transport children or adults. A mini-van is **defined** as a passenger vehicle designed to transport no more than 8 total occupants.

While the use of 11 (including driver) to 15 passenger vans is prohibited to transport people, the vehicles can be used for cargo hauling **only** if all but the two front seats are removed.

Important Note: Vans, Buses and Shuttle Buses capable of transporting 16 plus passengers must also comply with the above FMVSS.

If you have questions on whether or not your vehicle would be in compliance, please contact the Risk Management Department at 1-800-228-6108.

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If you have additional questions, please contact AON

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