

Rental and Personal Vehicle Procedures

For use with Trips and Volunteer Drivers

There is no need to secure coverage for each individual rental vehicle as coverage is provided under the Commercial Auto policy (ie: field trip, mission trip, March for Life, etc.). The only requirements are the following:

Rental Vehicle should be rented under the Parish/Schools/Diocese Entity

- **Use of 11-15 Passenger Vans is strictly prohibited - this number includes the driver.**
- Please have all drivers fill out the attached *Rental Vehicle Driver Form*. Potential drivers should not be utilized if they answered "FALSE" to any of the questions asked on the Volunteer Driver Form.
- For your records, please keep on file the Rental Vehicle Driver Form noting each person who will be driving the rental vehicle(s).
- Prior to your trip, let us know if you need an Auto Identification Card for the rental vehicle(s).

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
- It is the responsibility of the driver to ensure that all passengers adhere to State safety seat belt laws and regulations.
- Cell phones and other handheld electronic devices are not permitted to be used while driving a motor vehicle.

Online Drive Safe Video

All drivers are required to take the online defensive driving course. 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.

Use of Personal Vehicles

In addition to the information above

- All privately owned vehicles used on behalf of the Parish/Schools/Diocese Entity must be insured.
- The driver must have a valid and current registration, license plates and proof of insurance card.
- The minimum liability limits for privately owned vehicles is \$100,000/\$300,000
- It is advised that the Parish/School/Diocese Entity obtains proof of insurance from the driver
- The vehicle must be in safe operating condition.
- Use of 11-15 Passenger Vans is strictly prohibited - this number includes the driver.
- In the event of an accident, the drivers personal auto policy will be primary coverage.

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 Diocese.

Policy Information

- The policy is listed under St Joseph Real Estate Services Corp. (Serving the Diocese of Green Bay)
- Church Mutual Policy #0500232 09-422879 Effective 7/1/2023-7/1/2024

If you have additional question or concerns, please contact:

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920-431-6253

Rental Vehicle Driver Request Form

To be completed and retained on file at parish level

Contact Person: Phone _____

Number: _____

Email: _____

Parish/School/Diocese Entity _____

Address: _____

Name of Rental Car Company _____

Address of Rental Car Company: _____

How Many Vehicles Being Rented: _____

Date(s) of the Rental: _____

Destination (city, state, zip): _____

Number of Person(s) Traveling: _____

Adults 18 yrs. of Age & Older: _____

Children Under the Age of 18: _____

Driver Information – Name: _____ Date of Birth: _____

Drivers Licenses Number: _____ State Issued in: _____

Driver Information – Name: _____ Date of Birth: _____

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Drivers Licenses Number: _____ State Issued in: _____

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.

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.

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.

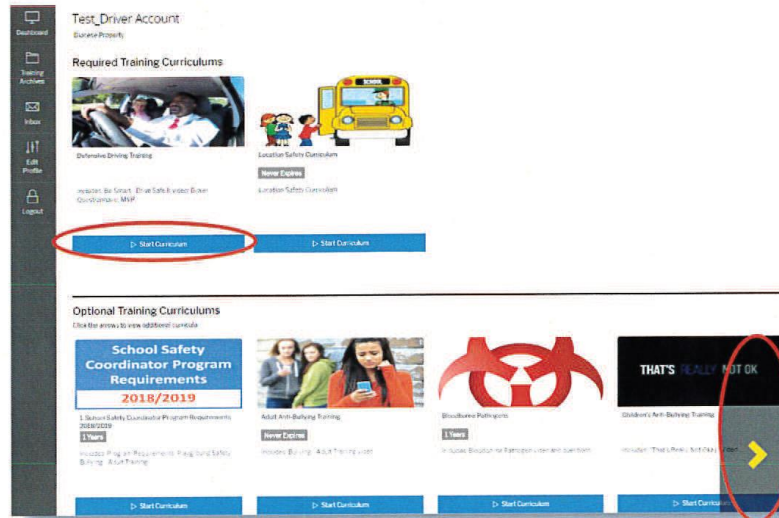
If you cannot remember your password, click 'Forgot Password'. If your email address is not recognized or you do not have an email address in the system, contact cmgconnect@catholicmutual.org to request a password reset.

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.