

July 18, 2019

From: Tiara Hatfield

Re: Driving Diocesan/Chancery-owned vehicles

Beginning July 1, 2019 our autos are insured with Church Mutual Insurance Company. As part of managing that auto program we are collecting driver information in a program called CMGConnect. The information you submit is very secure and your privacy is taken very seriously.

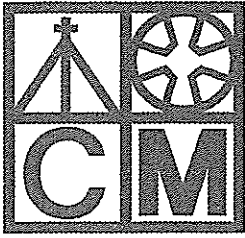
If you drive the diocesan/chancery owned vehicles, please follow the instructions on the attached memorandum. You will need to create your own login, view a 12 minute safety video and complete an MVR check approval form.

Also, please complete the attached "Requirements and Agreements" document and return it to me.

We ask that you complete this by August 30. At that time when you ask to check out the car keys we will be checking to make sure you are an approved driver.

If you have any questions, please contact me.

Thank you



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MEMORANDUM

TO: Diocese of Davenport
Locations with Automobile Coverage

FROM: Kris Westlake
Senior Account Manager

DATE: June 26, 2019

RE: Driver Information

Part of managing the auto insurance program for the diocese on behalf of Church Mutual Insurance Company (CMIC) necessitates the collection of confidential driver information for individuals who are **driving parish/location owned vehicles**. This information is needed in order to obtain a motor vehicle record (MVR) on each driver. Catholic Mutual takes your privacy very seriously and, as such, has evaluated our processes and procedures to ensure that we are managing your personal information in the most secure manner. Moving forward, rather than submitting your driver information via USPS or email, we will be utilizing our platform, CMGConnect.org in order to securely collect this data. **Each driver** will be required to log in, view a 12 minute safety video and complete an MVR check approval form.

Enclosed you'll find instructions which will assist with accessing CMGConnect and walking through the required steps to create a user account, complete the training and fill out the driver questionnaire. This process will have to be repeated for each driver every five years. There is no cost to you or the Diocese for this service.

To note: Each location will need to assign one person to manage approved drivers. This person must send their username to cmgconnect@catholicmutual.org to request Driving Coordinator access. The guide to navigating CMG Connect will be located under the Resources tab of your updated sign-on.

Our goal is to ensure the privacy of our members as well as maintain our objective to *protect* our members. Our hope is that working through the curriculum will result in mindful driving, fewer accidents and safer ministry. If at any point you have questions about this new program, please contact me by email at kwestlake@catholicmutual.org or by phone at 800-228-6108, ext. 2327. If you have questions specific to the CMGConnect process, please contact one of the CMGConnect team members at:

CMGConnect
Toll Free: (800) 228-6108
cmgconnect@catholicmutual.org

Thank you!

10843 Old Mill Road
Omaha, NE 68154-2600
(402) 551-8765
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Diocese of Davenport Defensive Driving Training Instructions

Step 1: Accessing CMG Connect

Go to <https://Davenport.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

The screenshot shows the CMG Connect website interface. At the top, there is a navigation bar with 'CMG CONNECT', 'Overview', 'FAQ', 'SUPPORT', 'Language: en', and 'Sign In Here'. The main content area is divided into two columns. The left column contains a welcome message and a 'Sign In Here' button. The right column contains the 'Register for a New Account' form. The form is divided into three steps: 'Account', 'Personal', and 'Affiliation'. The 'Affiliation' step is currently active, showing a dropdown menu for 'Please Select a Role' with 'Driver' selected. An arrow points to the 'Driver' option.

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. At the top, there is the CMG Connect logo and the text 'The Training Platform of Catholic Mutual Group'. Below the logo, there are two input fields: 'Enter your username' and 'Enter your password'. Below these fields is a 'Log me in' button. At the bottom, there are two links: 'Forgot Password?' and 'Remember Me'.

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.

The dashboard shows a sidebar with navigation options: Dashboard, Training Authors, Book, Edit Profile, and Logout. The main content is divided into two sections:

- Required Training Curriculums:**
 - Defensive Driving Training:** Includes: Be Smart - Drive Safe II video, Driver Questionnaire, MVR. A yellow arrow points to the "Start Curriculum" button.
 - Location Safety Curriculum:** Includes: MVR Check, Location Safety Curriculum. A yellow arrow points to the "Start Curriculum" button.
- Optional Training Curriculums:** Click the arrow to view additional curricula.
 - School Safety Coordinator Program Requirements 2018/2019:** Includes: Program Requirements, Playground Safety, Bullying - Adult Training. A yellow arrow points to the "Start Curriculum" button.
 - Adult Anti-Bullying Training:** Includes: Bullying - Adult Training video. A yellow arrow points to the "Start Curriculum" button.
 - Bioscience Participants:** Includes: Bioscience Participant video and questions. A yellow arrow points to the "Start Curriculum" button.
 - Children's Anti-Bullying Training:** Includes: "That's Really Not Okay". A yellow arrow points to the "Start Curriculum" button.

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.



The MVR Check form includes the following fields:

- Training Overview:** A list of training modules with "Done" status indicators: Be Smart - Drive Safe II Video Page, Vehicle Policy Read and Acknowledge Page, Vehicle Safety Policy Read and Acknowledge Page, Passenger Van Policy Read and Acknowledge Page, Driver Questionnaire Question Answer Page, and MVR Check MVR Check Page.
- MVR Check Form:**
 - First Name: [Text Field]
 - Last Name: [Text Field]
 - Address 1: [Text Field]
 - Address 2: [Text Field]
 - City: [Text Field]
 - State: [Dropdown Menu (CT selected)]
 - Zipcode: [Text Field]
 - Phone: [Text Field]
 - Date of Birth: [Year: 1023, Month: January, Day: 18]
 - Driving License State: [Dropdown Menu]
 - Driving License Number: [Text Field]
 - Confirm Driving License Number: [Text Field]
 - Social Security Number: [Text Field]
 - Confirm Social Security Number: [Text Field]
 - I agree to terms and conditions Read terms And Conditions

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

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

Diocese of Davenport

Requirements and Agreement to drive diocesan, school and/or parish owned vehicle, and leased vehicle

If you would like to drive anytime during the year for a diocesan, school and/or a parish function you are required to:

- Sign the bottom of this form
- Attach a readable copy of your current driver's license (front and back)
- Keep your VIRTUS training current (if a volunteer with minors or if an employee)
- Keep diocesan, school and/or parish driver required forms current
- Keep your driver's license current

These documents will be kept on file with the Diocese, school and/or parish office or head of the youth function for one year. This will need to be repeated annually.

NOTE: If at any time during the current year there are changes to your driver's license you must provide the Diocese, school and/or parish with updated copies.

DRIVER INFORMATION (please print legibly)

Name: _____

Date of Birth: _____ Phone #: _____

Address _____

City: _____ State _____ Zip Code _____

Driver's License #: _____

State License Issued In: _____ Date of Expiration: _____

Valid for Bus (yes or no): _____

CERTIFICATION

I authorize the Diocese of Davenport to obtain a copy of my driving record if needed. I understand that as a driver (employee or volunteer) for the Diocese, school and/or parish, that I must be 21 years of age or older, possess a valid driver's license, and have the proper and current license.

Signature: _____ Date: _____