

# Volunteer Driver Requirements

## St. Louis Catholic School

The Diocese of Memphis now requires the completion of the defensive driving course Be Smart-Be Safe for all volunteer drivers. You are able to self-register to complete the **Be-Smart-Be Safe** defensive driving course. This training is available free and can be easily accessed when it is most convenient for you. The course takes less than 20 minutes to complete and must be completed all at once.

Please complete the following three steps:

1. Go to [www.catholicmutual.org](http://www.catholicmutual.org) and click on the CMG Connect Online Training Hub logo on the right-hand side of the page. Select "Diocese Memphis, TN." This is only required to be completed prior to your first time driving for St. Louis School.
  - Login or create a new user
  - Primary Parish/School - Select St. Louis Catholic School
  - Complete the Defensive Driving Curriculum
  - Print your certificate of completion and send it to the school office
2. Provide a copy of your Driver's License to the school office.
3. You will also need to complete the Volunteer Driver Form below and submit to the school office.

***\*VIRTUS training is still required for all of our volunteers working with our students. You can go to [www.VIRTUS.org](http://www.VIRTUS.org) for training times and locations. If you have any questions, don't hesitate to contact us in the school office.***

# VOLUNTEER DRIVER FORM

Name of Driver: \_\_\_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

Driver's License #/**Exp Date**: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, Make & Model of Vehicle: \_\_\_\_\_

Insurance Company's Name: \_\_\_\_\_

Liability Limits: \_\_\_\_\_

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

**Please provide a copy of Proof of Insurance and a copy of your drivers license for our files.**

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

- |  | <u>YES</u> | <u>NO</u> |
|--|------------|-----------|
| 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?            | _____      | _____     |
| 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? | _____      | _____     |
| 3. Have you had more than three moving violations or accidents in the last three years?  | _____      | _____     |

**Please be aware that as a volunteer driver, your insurance is primary.**

Thank you for helping us with our transportation needs.

**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. I agree that I will refrain from using a cell phone or any other handheld electronic device while driving my vehicle.

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date