

DIOCESE OF MONTEREY

DRIVER TRAINING REQUIREMENT FOR ALL EMPLOYEES AND VOLUNTEERS

The insurance company for the Diocese of Monterey is requiring that effective July 1, 2015 all employees, volunteers, and parent volunteers who drive while working or volunteering for the Diocese of Monterey (including schools and parishes) must complete the 20-minute on-line training video entitled "Be Smart Drive Safe." Every employee or volunteer who drives for any parish- or school-related purpose must watch the video prior to driving. At the conclusion of the video, there is an option to print your certificate. Please print the certificate and submit it to the school office.

A link to the video is provided on

- the Diocesan website www.dioceseofmonterey.org. Scroll down to the bottom of the home page and you will see it to the left.
- the Catholic Mutual website www.catholicmutual.org The link is about two thirds of the way down on the home page on the right side.

Below are instructions for navigating the defensive driving site at Catholic Mutual and printing the certificate.

Log into www.catholicmutual.org

When the webpage opens click on the white words "Member Log"(last option on the blue line on the right)

When member log in appears, choose the option:

Please click [HERE](#) for Defensive Driving

This will open a page that says:

Catholic Mutual Group: Safety Education Solutions – Online Driving and Safety Programs

Click on the tab that asks you to create an account.

Follow the directions to create your own individual account (write down your log in information)

After creating your account, press enter.

Once your account is created, the page "Online Training Modules" will open.

Check the first box (you can choose to take the training in Spanish-the second box)

CM Be Smart Drive Safe (HTML5)

Click on "Add to assigned Modules" to add this training video to your account and press enter.

Click on the green start button to start your training. **Watch the entire video, about 20 minutes.**


At the **end** of the training, **after** you have answered the questions and the "Thank you" appears on the black screen, click on the white "X" at the right top corner to close the screen. When the dialog box opens and asks if you would like to end your session click "yes"

This will take you to a screen that says

Training Report for (your name) and date

Training Bulletins

Online Training Modules

Module	Assigned	Started	Completed
CM Be Smart Drive Safe (HTML5)	06/15/15	06/15/15	6/15/15 

Click on the certificate symbol in the (Completed box) to print your completion certificate.