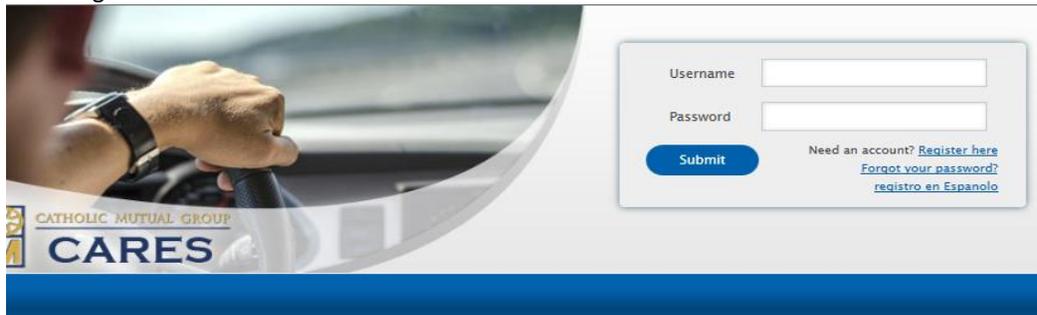


Catholic Mutual Safety Education Solutions
Be Smart – Drive Safe
Church Transportation – Is it Necessary and Ministry-Based?
11 – 15 Passenger Van Policy
End-User Instructions

Self-Register:

1. Open your browser and navigate to www.catholicmutual.org. Compatible browsers include Internet Explorer 9 or higher, Firefox, Chrome, and Safari. Training is not compatible with portable devices such as iPods, tablets or smart phones at this time. If you view the training on one of these devices, you will not be able to take the test at the end and will not get credit for the training.
2. Select the 'Defensive Driving' Icon. This will direct you to the Safety Education Solutions platform. Click on "Register here".



Catholic Mutual Group

Catholic Mutual considers Risk Management an essential part of our service to the church Members' safety programs. Since the mid-1980's, Catholic Mutual has worked aggressively with arch/dioceses in an effort to manage the exposures of the Catholic Church. Today, Catholic Mutual offers a comprehensive range of online risk management services to its Members. Catholic Mutual has truly been the pioneer for Risk Management.

Register Here!

[en Español](#)

[Need Assistance?](#)

3. Complete the requested information, noting the following:
 - a. Because every user across the entire in2vate system must have a unique Username, we recommend that you use your complete email address.
 - b. Create a password that is at least 6 characters long.
 - c. You are able to change your password at any time by clicking "Update My Account" in the upper right-hand corner of the screen. Type your new password and hit "save".
 - d. If you do not have an email account, choose a highly unique User Name and enter noaddress@example.com in the Email area.

4. Select your Organization (your Arch/Diocese). Click "Submit".



5. You will be asked to identify your primary Location (parish/school).

Locations and Roles

| | |
|----------|---|
| Location | <div style="border: 1px solid #ccc; padding: 5px;"> <p style="background-color: #0056b3; color: white; margin: 0; padding: 2px;">Choose your location</p> <p>Chancery</p> <p>Immaculate Conception</p> <p>Immaculate Heart of Mary</p> <p>Main Office</p> <p>St. John Vianney</p> <p>St. Mary Parish</p> <p>St. Mary School</p> <p>St. Matthew Parish</p> <p>St. Paul School</p> <p>St. Peter Parish</p> </div> |
| Role | <input type="radio"/> Candidate for Ordination <input type="radio"/> Deacon <input type="radio"/> Educator <input type="radio"/> Employee <input type="radio"/> Priest <input type="radio"/> Religious Ed Teacher <input checked="" type="radio"/> Volunteer |

[What is my role?](#)

Submit

6. You will be asked to identify your primary Role.

Locations and Roles

| | |
|----------|--|
| Location | <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> Choose your location ▼ </div> |
| Role | <input type="radio"/> Candidate for Ordination <input type="radio"/> Deacon <input type="radio"/> Educator <input type="radio"/> Employee <input type="radio"/> Priest <input type="radio"/> Religious Ed Teacher <input checked="" type="radio"/> Volunteer |

[What is my role?](#)

- **Priests/Deacons** – Religious order or diocesan priests/deacons in active or supply ministry (including “retired” clerics who continue to celebrate occasional sacraments), including diocesan priests/deacons who are living outside of the diocese.
- **Candidates for Ordination** – All men in formation, including seminarians and those preparing for the permanent diaconate;
- **Educators** – Paid teachers, principals, and administrators in diocesan/eparchial and parish schools
- **Employees** – Paid persons (other than priests/deacons or educators). This includes any individual employed by and working directly for the diocese/eparchy or parishes/schools. Examples include central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
- **Volunteers** – Unpaid persons who actively assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

Submit



7. The system will refresh and ask you to login with your new Username and Password.
8. Once logged into your account, you will be able to select and complete the defensive driving modules as required. Click the green checkmark to launch the training.

Available Online Training Modules

- CM Be Smart Drive Safe
- CM Be Smart Drive Safe (Spanish)
- CM Church Transportation
- CM Passenger Vans

Add to Assigned Modules



Adults' Training
My Arch/Diocese

Online Training

Live Training

Training Report

Message Center

Online Training Modules

CM Be Smart Drive Safe

Assigned: 05/15/2014

Due: 05/29/2014

CM Church Transportation

Assigned: 05/15/2014

Due: 05/29/2014

CM Passenger Vans

Assigned: 05/15/2014

Due: 05/29/2014

The completion of your training will be available to your parish system administrator.

Please contact in2vate at 1-800-205-5262 for technical questions, web assistance, or site functionality.
 For all other questions, please call Lori Kortright at 1-800-228-6108 ext. 2385.





ON-LINE TRAINING INSTRUCTIONS

Catholic Mutual is offering the following online video training courses:

- Preventing Slips, Trips and Falls***
- Fire Safety***
- Preventative Maintenance***
- Church Transportation – Is It Necessary and Ministry – Based***
- Youth Ministry Everything Matters and Everyone has a Role***
- Safe and Successful Parish Festivals***
- Best Practices in Human Resource Management***
- Best Practices for Facilities Usage Management and Operations***
- Best Practices for Financial Management and Cash Handling***

There is no cost associated with utilizing the training modules! Each training module takes less than 20 minutes to complete. **A short quiz is provided at the end of the training.**

To begin the training:

- Sign onto Catholic Mutual's website www.catholicmutual.org. Click on "Member Login". The user name is *0183jol* and the password is *service* (all lower case letters).
- Click on "Login"
- Select "Online Training"
- Click on "Please click here."
- When you reach the training site, you will be prompted to:
 - ✓ Select a language – (*may not be an option for some trainings*)
 - ✓ Select a subgroup – From the drop-down menu, select and click on your arch/diocese
 - ✓ Select a subgroup again – From the drop-down menu, select your location
 - ✓ Confirm your selection is correct
 - ✓ Select a course from the drop-down menu
 - ✓ Click on "launch course"

If you experience any trouble viewing the training courses, please contact OPUS at (913) 825-1600 or mail help@opustraining.com.



DRIVER INFORMATION SHEET

Name _____ Date of Birth _____
 Address _____ Home Phone # _____
 _____ Cell Phone # _____
 Driver's License # _____ Expiration Date _____

Vehicle That Will Be Used (complete only if using personal vehicle)

Name of Owner _____ Model of Vehicle _____
 Address of Owner _____ Make of Vehicle _____
 _____ Year of Vehicle _____
 License Plate # _____ Expiration Date _____
 Registration Expiration Date _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information (complete only if using personal vehicle)

When using a privately-owned vehicle, the insurance coverage is the limit of the insurance policy covering that Specific vehicle.

Insurance Company _____ Policy # _____
 Date or Policy Expiration _____ Liability Limits of Policy* _____

(*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)

Please be aware when using a personal vehicle, your insurance is primary. There is a policy that would offer additional liability protection should a claim exceed the limits of your policy.

Driving History

Have you had any of the following citations or convictions in the past THREE years

| | Yes | No |
|---|------------|-----------|
| Driving under the influence of alcohol or drugs | _____ | _____ |
| Hit and Run | _____ | _____ |
| Failure to report an accident | _____ | _____ |
| Negligent homicide arising out of the use of a motor vehicle | _____ | _____ |
| Using a motor vehicle for the commission of a felony | _____ | _____ |
| Permitting an unlicensed person to drive | _____ | _____ |
| Reckless driving | _____ | _____ |
| Are you currently taking any medication that may affect your driving? | _____ | _____ |
| : | | |

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and, if driving a personal vehicle, have current vehicle registration and the required insurance coverage in effect on the vehicle. I agree that I will refrain from using a cell phone or any other electronic device while driving.

Driver's Signature _____ **Date** _____

UNACCEPTABLE DRIVERS

We are establishing minimum standards nationally for defining an unacceptable driver. These standards are based upon the accident/violation history of the driver for the prior three years. The accident/violation history used in applying these standards will include those shown on the driver's MVR, supplemented by the application, our own claims history for the risk, and any information the prior carrier may furnish us.

Violations need to be reviewed in conjunction with the driving responsibilities of the person. Consistency should be applied when making decisions. A driver may be **unacceptable** if the driver's accident/violation history in the last three years:

1. Includes one or more of the following serious violations:
 - a. Driving under the influence of alcohol or drugs
 - b. Hit and run
 - c. Failure to report an accident
 - d. Negligent homicide arising out of the use of a motor vehicle
 - e. Operating during a period of suspension or revocation
 - f. Using a motor vehicle for the commission of a felony
 - g. Operating a motor vehicle without owner's authority (grand theft)
 - h. Permitting an unlicensed person to drive
 - i. Reckless driving
 - j. Speed contest
2. Consists of any combination of accidents and moving violations which total three.

All accidents must be included in the above determination, both "at fault" and "not at fault" accidents. While the latter may not have been caused by the driver, there is usually no way to make these distinctions from MVR information.

Except in states that forbid "non-employment" citations and accidents, all moving violations must be included in the above determination, whether the offense was committed with a commercial or a personal vehicle. A driver's personal driving habits and attitudes will almost universally be the same while driving a commercial vehicle.

SAFE DRIVER PRACTICES

- **I am aware I am not to operate any electronic devices while driving.**

- **I will only use a cell phone when safely parked or during an emergency.**

- **All passengers at all times will be required to wear a seatbelt.**

- **Daily maximum miles will not exceed 500 miles per vehicle.**

- **Maximum miles driven without at least a 30 minute break will not exceed 250 miles.**

- **I have phone numbers of individuals to call in the event of an emergency or contact when needed.**

CHAPERONES/VOLUNTEERS

All Youth Ministry activities should be chaperoned by adults 21 years of age or older. It is recommended, the initial fourteen or less participants need to be chaperoned by no less than two adults. For each additional one to seven youth, an additional adult needs to be added. For activities deemed to be riskier in nature, consideration should be given to making the adult/youth ratio even more stringent.

All adult chaperones must comply with all Diocesan Safe Environment requirements and review and comply with the Diocese of Joliet Procedural Guidelines and Policies for catechetical Ministry.

When chaperoning events within a secured facility, adults should designate places and times where youth participants can locate group leaders throughout the day.

To enhance chaperones ability and experience, it is recommended they view the **Youth Ministry: Everything Matters and Everyone Has a Role** online training available from the Catholic Mutual website at www.catholicmutual.org - see *instructions on page 23*.

Chaperones are expected to attend all required meetings for a particular Youth Ministry activity so they are familiar and comfortable with the activity they will be overseeing, as well as the tasks for which they will be responsible during the activity. Please reference Chaperone Guidelines – Behavior Standards (**Exhibit J**).

Adult chaperones are required to complete the Adult Liability & Medical Waiver (**Exhibit K**) and the Adult Chaperone Form (**Exhibit L**).

Catholic Mutual... "CARES"

CHAPERONE GUIDELINES/BEHAVIOR STANDARDS

Chaperones must be at least 21 years of age. It is fine to have "helpers" ages 18-20; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible. Regular daily responsibilities will include:

1. Make sure students are present on the bus or other means of transportation every time transportation is used.
2. Make sure the students are in their room at curfew.
3. Make sure students are awake on time.
4. Make sure students understand daily itinerary.
5. Observe students for suspicious behavior that might involve breaking the rules.
6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
7. Assist in medical emergencies and contact person in charge immediately.
8. Inquire within assigned group about any individual medical abnormalities.
9. No students or chaperones should leave the group for unauthorized excursions.
10. You may search students' rooms at any time with or without the students' permission.
11. Check luggage before the trip.
12. Check hotel rooms for any damage or things left behind.
13. Make sure students are properly dressed at all times.

Behavior standards include:

1. "Buddy systems" should be used by chaperones; thus, it is very important to ensure 2 adults are present at all times (1 "adult" and 1 individual 18-20 is fine also).
2. One-to-one contact with a student should always occur in a public place.
3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
4. Do not touch a student against his/her will.
5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
7. Do not appear in front of a student when not appropriately clothed.
8. Do not change clothes in the same room or in view of a student.
9. Driving alone with a student should be avoided at all times.
10. If necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
11. Do not strike or touch a student as a means of discipline.
12. Do not use derogatory language when addressing a student.
13. Be alert for suspicious or unusual behavior.
14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
16. No student should be allowed to visit you in your quarters.
17. No student should be denied food, water or shelter.

Exhibit J; Page 1 of 1



ADULT LIABILITY WAIVER AND MEDICAL INFORMATION FORM

Please Print:

Name: _____

Address: _____
Street City Zip

Day Phone (Including area code) Evening Phone (Including area code)

In case of an emergency, please notify _____
Print Name

Day Phone (Including area code) Evening Phone (Including area code)

Allergic to medication/other? No _____ Yes _____

If yes, Please describe: _____

Insurance Information:

Policy in the name of: _____

Insurance Company: _____

Identification Number: _____

Authorization Physician: _____

Physicians Phone Number: _____

I, _____, agree on behalf of myself, my heirs, assigns, executors,
and personal representatives, to hold harmless and defend _____,
Parish/School

The Diocese of Joliet, its officers, directors, agents, employees, or representatives from any and all
liability for illness or death arising from or in connection with my participation in the trip.

In the event that I should require medical treatment and I am not able to communicate my desires to
attend physicians or other medical personnel, I give permission for the necessary emergency treatment
to be administered,

Signature _____ Date _____



Thank you for your willingness to further the message of Christ to youth through your participation as an Adult Chaperone. Youth Ministry cannot happen without adult involvement. Your presence, encouragement, and empowerment of youth are critical to the success of Youth Ministry at your parish in the diocese. The following Adult Chaperone Guidelines have been developed to help you in your role as Adult Chaperone:

General Chaperone Conduct

Adult chaperones should reflect mature and responsible behavior. As models of appropriate Christian behavior, Chaperones are asked to follow the Code of Behavior as well. In addition to leading youth by modeling a positive attitude and involvement, we ask that all adults refrain from consuming drugs and alcohol and from smoking. It is important for the youth to realize that the chaperones from their parish are there to walk the journey with them.

Supervision of Youth

All adult chaperones are responsible for the supervision of the youth participants from their parish. This extends to all youth at diocesan events when inappropriate behavior is observed. Please be familiar with the Code of Behavior. It is imperative that all adults are willing to confront behavior code violations. Serious behavior code violations are to be brought to the attention of the parish leader. If it is a diocesan sponsored event, parish leaders are expected to disclose inappropriate behaviors to the people in charge of the diocesan event.

Visibility Among the Youth

Please be intentionally visible and interactive with the youth participants from your parish. Your presence among the young people is very important. Please be consciously aware of the youth from your parish as well. Make frequent head counts, monitor time away from the group for bathroom breaks and other reasons, and communicate firm check-in times to youth participants. Being attentive to their needs can help you anticipate situations that might require your attention.

Responding to Accidents

If there is an emergency that requires immediate medical attention, contact emergency services immediately. In the US, dial 911.

Please inform your parish leader (and if at a diocesan event, the diocesan staff person responsible for the event) as soon as possible of any accident. If medical attention is required, but not an emergency basis, make the participant as comfortable as possible within the boundaries provided by the Youth Medical Form. Then, contact the participant's parents as soon as possible. (This is normally the responsibility of the parish leader or diocesan staff person in charge of the event.) Please be sure to stay in communication with the parish leader and/or the diocesan staff person in charge of the event. It is important to use the Accident/Incident Form for Youth Events to document what happened to cause the accident and the steps taken to provide attention or treatment following the accident. This should be turned in to the parish and diocesan leader.

Providing Guidance and Encouragement to Youth

There may be times when young people have difficulty focusing, following directions, or cooperating for many reasons. Speak to the person privately in a gentle and direct manner. You may have to remove the individual from the group setting (which is highly recommended) in order to have that conversation. See the guidelines below for Safety of Youth and Adult Participants. It is important that you not publicly humiliate another person. If needed, please do not hesitate to ask other adult chaperones or your parish leader for help, especially if the cause of these behaviors is beyond your ability to respond.

For the Safety of the Youth Participants & Adult Chaperones

No adult should be alone in an enclosed area with a youth participant. Conversations with youth should take place in a public location. If you are speaking to youth in a room, make sure the door to that room remains open. When responding to situations in opposite-sex housing, make sure another adult is present and announces your presence prior to entering the area. See "Protecting God's Children" below.

Requirements for the Protection of Young People

Adult chaperones are required to have a criminal background check performed and attend Protecting God's Children (VIRTUS) training prior to chaperoning an event with minors

Responsibility to Report *Adult chaperones have the responsibility to report the following information concerning youth:*

| Type of Information to Report | Timeframe to Report It | Who to Report it To |
|--|---|--|
| Serious behavior code violations (at the event) | As soon as possible | Parish leader & diocesan staff person in charge of event |
| Accident or injury (at the event) | <ul style="list-style-type: none"> ▪ Immediately if emergency treatment is required ▪ As soon as possible if not an emergency situation | <ul style="list-style-type: none"> ▪ Emergency services first, then parish leader, parents, and diocesan staff in charge of the event ▪ Parish leader, diocesan staff in charge of the event, and/or parents |
| Suicide thoughts or threat If a person is an immediate danger to themselves or others | Immediately | Parish leader, diocesan staff in charge of the event, and parents. |
| Disclosure of physical or sexual abuse | Immediately | Parish leader, diocesan staff in charge of the event, and/or parents. This also needs to be reported to the appropriate authorities (government agency). |

Videotaping and Still Photographs: Videotaping and still photographs may occur during this event. These may be used for marketing future events of this nature. Registration for this event constitutes permission for possible participation in videotaping and/or still photographs

As an adult chaperone for a parish attending this event, I understand my responsibilities and agree to abide by these guidelines.

Signature: _____ Date: _____