

# **Defensive Driving Training Instructions**

## **Volunteer Driver**

*We appreciate our volunteers that drive for school activities. The safety of our students and employees is of the utmost importance. As a requirement of Catholic Mutual, the Archdiocesan insurance center, all volunteers driving for school activities must complete a 20-minute online defensive driving training prior to driving for school activities and/or field trips. This includes drivers of both school vehicles and private vehicles.*

The required training can be found at:

**[dubuque.cmgconnect.org](http://dubuque.cmgconnect.org)**

If you do not have an existing CMG Connect account:

1. Complete the required fields located under “Register for a New Account” and follow the steps
2. Select your primary school in which you are volunteering (scroll through the drop-down list or begin typing the school name)
3. Under “Please Select a Role” choose “Volunteer”
4. Under “I participate as a/an” choose “Driver”
5. Click on “Register My Account”
6. The Defensive Driving Curriculum will appear on your dashboard. Please watch the video and answer the questions. When complete, please provide a copy of your certificate of completion to your school office.

If you already have an existing CMG Connect account:\*\*

1. Click on “SIGN IN HERE” to log into your account.
2. The Defensive Driving Curriculum can be found under “Optional Training Curriculums” located on your dashboard. Please watch the video and answer the questions. When complete, please provide a copy of your certificate of completion to your school office.

*\*\*Volunteers who are required to complete Safe Environment Training (i.e. those who volunteer more than an average of 1 hour per week) will have already set up a CMG Connect account. Please login to this account to access the Defensive Driving Curriculum.*

If you have any issues logging into your CMG Connect account, please contact Krystal Tranel, Safe Environment Coordinator, at [ktranel@holyfamilydbq.org](mailto:ktranel@holyfamilydbq.org) or call 563-582-5456.

