

EMPLOYEE AND VOLUNTEER DRIVER REQUIREMENTS / APPROVAL

Driver selection is the single most important control in vehicle safety. Employers may be held liable for negligence to third parties for hiring or retaining an employee/volunteer driver if the employer should have known that an employee/volunteer was a potential risk to others.

Refer to the Archdiocese of Denver Human Resources Employee Manual for further information regarding what policies and procedures specifically apply to those employees for whom driving is defined as a part of their job duties.

CELLULAR PHONES

To promote safe driving, employees and volunteers should not use cell phones when operating a vehicle. Drivers should park whenever they need to use the cell phone, except in cases of emergency. State statute does not allow texting while driving by anyone except in emergency. Generally, stopping on the shoulder of the road is not acceptable since it may be hazardous.

ALL DRIVERS MUST MEET THE FOLLOWING QUALIFICATIONS

- Have a valid driver's license appropriate for the vehicle type (refer to the "Vehicle Types and Licensing Requirements" discussion in this section);
- Be a minimum of 21 years of age;
- Have a safe driving history and record as determined by the results of a Motor Vehicle Record Check request submitted to Risk Management;
- Complete the FirstNet Learning online defensive driving course and provide a copy of the Certificate of Completion (refer to the Online Training Instructions, Appendix IX.E);
- Exhibit responsible driving habits;
- Abide by the Drug and Alcohol Policy set forth in the Employee Handbook;
- All occupants and drivers MUST wear seat belts at all times while the vehicle is in motion.

AUTOMOBILES BELONGING TO MEMBERS OF THE PUBLIC

The Archdiocese recommends that employees and volunteers be instructed to NOT drive motor vehicles that belong to others in connection with events or business. Car washes and valet parking operated by parishes/schools/ecclesiastical organizations are some examples of the types of operations where motor vehicles belonging to others may be operated. Car washes should be arranged so that patrons drive their own cars. Valet parking should be avoided unless it is operated by contractors who provide evidence of insurance and the required Additional Insured endorsements. Please contact Risk Management for assistance in such cases.

VOLUNTEER DRIVERS OF PRIVATELY-OWNED VEHICLES

Under Colorado Motor Vehicle Code, the owner of the vehicle is responsible for insuring the vehicle. Therefore, insurance coverage for privately owned/operated motor vehicles is not provided to employees, parishioners, or volunteers (including coaches or parents of school children) using personally owned vehicles. Since the owner's auto insurance is primary, consideration should be made to obtain coverage that exceeds the statutory minimum limits. They should review their personal automobile insurance policies and discuss the most

appropriate levels of coverage with their insurance agent. The insurance policies they purchase are for their protection.

Approval Procedures Required

- Submit a clear copy of their driver's license to Risk Management for an MVR;
- Submit a clear copy of their automobile insurance card to Risk Management – check that the coverage is not expired or the policyholder address in a state other than Colorado;
- Have them complete the appropriate "Volunteer Driver Agreement" form [Appendix IX.A(1) or Appendix IX.A(2)];
- Have them complete the FirstNet Learning online defensive driving course and provide you with a copy of their Certificate of Completion (refer to the Online Training Instructions, Appendix IX.E);
- If they will be driving children or youth on field trips, retreats, etc., they must complete Safe Environment Training. You can check with the Office of Child and Youth Protection Services if you need further information on these policies and procedures.

EMPLOYEE AND VOLUNTEER DRIVERS OF PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION-OWNED VEHICLES

Approval Procedures Required

- Complete the "Approval Application Form for Drivers of 14-Passenger or Smaller Vehicles" (Appendix IX.C) and submit the completed form to Risk Management by e-mail or fax;
- Have them provide you with a clear copy of their current Drivers License and keep it in the parish/school/ecclesiastical organization files;
- Have them complete the FirstNet Learning online defensive driving course and provide you with a copy of their Certificate of Completion (refer to the Online Training Instructions, Appendix IX.E);
- If they will be driving children or youth on field trips, retreats, etc., they must complete Safe Environment Training. You can check with the Office of Child and Youth Protection Services if you need further information on their policies and procedures.

The following Additional Requirements apply:

- Driver must be a group sponsor, leader, or parent of one of the organizations designated to use the vehicle;
- Driver must complete the "Volunteer Driver Agreement for Parish/School/Ecclesiastical Organization Vehicle" (Appendix IX.B).

DRIVERS OF VEHICLES TRANSPORTING 16 OR MORE PERSONS

Approval Procedures Required

- Have the Driver complete the "New Bus Driver Application" (Appendix IX.D) and provide you with clear copies of the items requested on the form;
- Forward clear copies of the form and all of its required paperwork to Risk Management for an MVR;

- Provide Risk Management with a complete description of the vehicle(s) the Driver will be operating;
- The Driver is required to provide and maintain a current Department of Transportation physical certificate (not to exceed two years);
- The pre-hire Department of Transportation Drug Test may be taken at a Concentra Medical facility and evidence of test needs to be provided to Risk Management. (The parish/school/ecclesiastical organization is responsible for any cost);
- Both the Driver and his or her Supervisor need to be trained on Department of Transportation Drug and Alcohol Testing Policy. The Driver will be subject to random drug and alcohol testing every year (note: unless the Driver is already employed as a driver elsewhere and is covered by that Employer's program, the cost for the random drug test is the responsibility of the parish/school/ecclesiastical organization);
- The Driver must complete an Annual minimum of six hours of training;
- A first aid certificate is required every three years (including CPR);
- Have the Driver complete Safe Environment Training - you can check with the Office of Child and Youth Protection Services if you need further information on their policies and procedures;
- Each day that the vehicle is driven, the Pre-Trip Inspection Form for Vans and Buses (Appendix IX.F) needs to be completed (note: an annual DOT inspection of all school buses must be performed – this can be done at a professional shop, or at the inspections customarily offered at a reduced fee following the presentation of the Risk Management training seminars);
- Evacuation drills should be done at least twice a year for daily school routes.

VEHICLE TYPES AND LICENSING REQUIREMENTS

Employee and Volunteer Regular Class "R" License Applies To:

- Regular passenger vehicle such as sedan, SUV, pickup, etc.
- 9 or less passenger van
- 14 passenger Activity Bus

Employee and Volunteer Commercial Driver "CDL" License Applies To:

- 16- to 60-Passenger Vehicle: Class C
- 61-Passenger or Greater Vehicle: Class B

Additional Requirements For Drivers Of Vehicles Transporting 16 Or More Persons

Effective 11/30/2008, the State of Colorado enacted legislation requiring an "**S**" **Endorsement** for any CDL Driver transporting "parochial or any other type of pre-primary, primary, or secondary students from home to school, from school to home or to and from school sponsored events" in a school bus.

A "**P**" **Endorsement** is also required for any CDL Driver transporting adults and their families:

- * Class C = P1
- * Class A or Class B = P2

The State penalty for drivers who improperly drive without a CDL when so required is a possible fine of up to \$2,500. In extreme cases, the fine can be as high as \$5,000 and 90 days in jail. Employers are subject to these penalties as well if they knowingly allow a worker to operate a commercial motor vehicle without the proper license.

CHARTERED VAN / BUS REQUIREMENTS

Before any trips may be taken requiring our students, teachers, parents and/or chaperones to be transported on a chartered bus/van requested and secured from a transportation company, a written background check reflecting the driver(s) motor vehicle record and criminal record, if any, for each bus or van driver who will be driving must be utilized. A certificate of insurance should also be obtained, with liability limits of \$1,000,000 to \$5,000,000 depending on the size of the group transported.

VAN / BUS POLICY

- **Note:** Effective August 1, 2002, new or used 10 to 15 passenger vans can no longer be purchased, leased, or utilized for the purpose of transporting passengers by any parish/school/ecclesiastical organization.
- Seat(s) cannot be removed from a 10 to 15-passenger van to reduce capacity.
 - Nine passengers or less cannot be transported in a 15-passenger van to qualify for a 9-passenger van.
 - Nine-passenger vans (or smaller) can continue to be used for parish/school/ecclesiastical organization functions. When counting passengers, the driver is included.
 - All vans can be used for maintenance or other non-passenger carrying functions because the driver and front seat passenger have the same protection as other vans.

Due to the lack of safety features built into the vehicle, parishes/schools/ecclesiastical organizations should not own or operate motor coach buses.

Drivers of all vehicles, especially buses, need to be aware of the difference in handling of the vehicle when loaded. Some of the techniques on managing this risk include:

- Avoid sharp turns unless speed is kept low.
- Avoid abrupt maneuvers.
- Only use high-quality tires with good tread and maintain proper tire air pressure.
- Keep the fuel tank full.
- Fill front seats first.
- Never place any cargo on the roof rack.
- Make sure all passengers are buckled up. Their safety in a small vehicle is built around the belt system.
- Downshift the transmission when traveling downhill to keep from overheating your vehicle brakes.

MAINTENANCE

Reliable vehicles are equally as important as qualified drivers in the quest for safe transportation. Failure to provide or maintain quality vehicles for transporting people can be a primary reason for a tragic accident.

Equip vehicles with basic safety kits such as a set of emergency triangles (flares are no longer legal), jumper cables, flashlight, first aid kit, tools to change a tire, ice scraper in winter, extra set of keys, fire extinguisher, etc.

Maintain the vehicle as you would your own car

- Colorado state law requires that you keep a current auto insurance identification card and registration in your vehicle at all times.
- Keep in your glove compartment a folder containing a copy of the "Report of Automobile Accident" form along with a pencil or pen.
- Daily check fluids, tires, lights, signals, wiper blades, seat belts, hoses, brakes, horn, mirrors, etc.
- Notify your supervisor of any problems.
- Fill the vehicle with gas when 1/4 tank or below. Do not bring the vehicle back empty.
- Clean all materials, waste paper, pop cans, etc. out of the vehicle when you come back.

RECORD KEEPING

Requirements for all owned buses and vans

- A detailed annual vehicle safety inspection is required for all vehicles and these records need to be maintained. A certified Department of Transportation (DOT) inspection is required on all buses over 16 capacity.
- A mandatory pre-trip inspection is to be performed each day the van/bus is used. Records of these inspections are to be maintained.
- A preventative maintenance inspection should be conducted every six months to find problems not discovered during the pre-trip inspection.
- Keep annual driver training records of all drivers.
- Keep accident records so that they can be analyzed to determine accident trends and causes.
- Keep maintenance file of all repairs, work orders, etc., even replacing lights.
- Keep contracts with an outside transportation company.
- Keep copies of any field trip releases. Before a student or youth may participate in any field trip, one parent or guardian must sign the appropriate release as discussed in Section VII: Youth Activities.

ACCIDENT INVESTIGATION

Employees must report any accident, theft, damage, breakdown, or mechanical problem involving a parish/school/ecclesiastical organization vehicle or a personal vehicle used on parish/school/ecclesiastical organization business to their supervisor, regardless of the extent of damage or lack of injuries. These reports must be made as soon as possible but

no later than 24 hours after the incident. Employees/volunteers are expected to cooperate fully with authorities in the event of an accident. However, they should not make any statements other than in reply to questions of investigating officers.

Report the accident to the employee's supervisor within 24 hours and complete and submit to Catholic Mutual Group the Report of Automobile Accident form (Appendix I.D).

What to do in Case of an Accident

- Check for injuries and administer first aid where possible.
- Do not move the vehicle.
- Have a responsible person call the police.
- Protect the accident scene with a set of emergency triangles or reflectors, which should be placed a minimum of 100 feet either direction from the accident.
- Keep children calm and in the vehicle unless danger of fire exists.
- Obtain information from other driver(s) and witnesses, including names, addresses, telephone numbers, driver's license number, vehicle license plate, description of vehicles and other party(s) insurance company and policy number.
- Do not admit liability – the insurance company will investigate and determine whether there is liability on our part.
- Do not leave the accident scene until told to do so by the police.
- Be sure to get the accident report number from the police.
- If the accident involves a 16 passenger or greater bus, the driver must comply with the Department of Transportation Drug and Alcohol Testing Policy.

SAFETY TIPS

The demands of safe driving are constantly changing. To be a safe driver, one must be aware of everything that is happening around them in order to have as much time as possible to react.

- Obey all traffic laws. Motor vehicle laws are enacted for your safety. Take advantage of their protection.
- Every driver should have a practice run in the vehicle they will drive prior to the actual trip.
- Prior to the trip, discuss with the drivers any plans for handling emergencies. How to handle bad weather or driving conditions? If traveling in a caravan, what will the signal be if someone needs to stop immediately?
- Every driver needs written directions (including a map and phone number) to the destination. Also include money needed for gas or tolls and any special instructions about the trip, such as planned stops to eat or use the restrooms.
- If possible, fuel vehicles only when passengers are not on board.
- Emergency evacuation procedures need to be explained before leaving on a trip.
- Children under 8 years of age must ride in an approved child or booster seat.
- **Make sure everyone in your vehicle buckles up.** More than 9,000 lives could be saved each year in the U. S. alone if we all did. Most crashes occur at speeds below

40 mph. If you are unbelted in a crash at the slow speed of 30 miles per hour, you can hit the windshield with the same impact as if you'd jumped from a three-story building. Safety belts keep you inside the vehicle during a crash. If you are ejected, you are four times more likely to be killed. Less than one-half of one percent of injury-producing crashes involves fire or submersion. But if fire or submersion occurs, you're more likely to be unhurt, alert and capable of escaping quickly if you are wearing a safety belt.

- The driver should never consume food or drink while the vehicle is moving. Wait until you come to a stop to change the music, take a bite or a sip, or talk on the cell phone.
- The vehicle should not be overloaded.
- There should never be any smoking in the vehicle.
- Safety considerations include the availability of sidewalks, safe crossings at intersections and safety from physical attack.
- Maintaining a safe following distance also minimizes the braking and acceleration needed. Leave at least four seconds of space between you and the vehicle ahead.
- Take extra care when backing up. If you do not have a clear field of vision, have someone help guide you.
- Slow down - speeding is one of the leading causes of fatal accidents.
- Take extra care when fatigued or stressed.
- If a vehicle becomes disabled, either have all occupants stay in the vehicle or leave the vehicle and stay well away from the vehicle at a safe distance. Never stand behind a disabled vehicle. Many drivers and passengers have been injured because they stood around or behind a disabled vehicle and were struck by other vehicles.
- Perform passenger check-ins and check-outs to ensure no one is left behind.
- Note: Aggressive driving is a **traffic offense** or combination of offenses such as following too close, speeding, unsafe lane changes, failure to signal intent to change lanes, and other forms of negligent or inconsiderate driving.



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

RETURN COMPLETED FORM TO PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION

VOLUNTEER DRIVER AGREEMENT

I, _____, do hereby affirm that the following statements are true:

I have a valid driver's license which has not been suspended or revoked during the past five years.

I understand that as a volunteer driver, my insurance is primary. I have in full force and effect automobile liability insurance valid in the State of Colorado and do carry with me at all times proof of such insurance.

I have not been convicted of or pleaded guilty to driving under the influence of alcohol, driving while ability impaired, or reckless driving during the past five years.

I voluntarily accept responsibility to provide transportation, and I accept responsibility for the safety of my passengers, and at all times I agree to:

1. Use and insist that all passengers use seatbelts;
2. Drive carefully within established speed limits and driving conditions;
3. Keep my vehicle in safe operating condition;
4. Never drink any alcoholic beverages or take any drug which may inhibit my driving ability within eight (8) hours before transporting any passengers; and
5. Obey all traffic laws.

Date

Signature of Driver

I have seen proof of insurance for the driver named above.

I have seen the valid driver's license for the driver named above.

Date

Attested by Pastor or Supervisor



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RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

FAVOR DE VOLVER LA FORMA DE PARROQUIA/ESCUELA/ORGANIZACIÓN ECLESIASTICO

ACUERDO DE CONDUCTOR VOLUNTARIO VOLUNTEER DRIVER AGREEMENT

Yo, _____, aquí declaro que lo siguiente es verdadero.

Tengo una Licencia válida que no ha sido suspendida o revocada durante los cinco últimos años.

Entiendo que como conductor voluntario, mi seguro es primordial. Tengo en toda su vigencia y efecto seguro automovilístico y llevo conmigo en todo momento prueba de dicho seguro.

No he sido condenado o declarado culpable por conducir bajo la influencia del alcohol, conducir en estado deterioro de la capacidad, o manejo imprudente durante los últimos cinco años.

Yo acepto voluntariamente la responsabilidad de proporcionar transporte, y acepto la responsabilidad por la seguridad de mis pasajeros y estoy de acuerdo en todo momento en:

1. Usar e insistir que todos los pasajeros usen cinturones de seguridad.
2. Manejar con cuidado dentro de los límites de velocidad y condiciones de manejo.
3. Mantener mi vehículo en optimas condiciones de operación.
4. Nunca beber bebidas alcohólicas o tomar medicina que pueda inhibir mi habilidad de conducir dentro de las 8 horas previas a transportar cualquier pasajero; y
5. Obedecer toda ley de tránsito.

Fecha

Firma del conductor

He visto la prueba del seguro de auto para el conductor cuyo nombre aparece arriba.

He visto la licencia válida del conductor cuyo nombre aparece arriba.

Fecha

Atestiguado por el Párroco o Supervisor



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RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

RETURN COMPLETED FORM TO PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION

VOLUNTEER DRIVER AGREEMENT FOR PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION VEHICLE

I, _____, do hereby affirm that the following statements are true:

1. I have a valid Colorado driver's license which has not been suspended or revoked during the past five years.
2. I have not been convicted of or pleaded guilty to driving under the influence of alcohol, driving while ability impaired, or reckless driving during the past five years.

I voluntarily accept responsibility to provide transportation, and, I accept responsibility for the safety of my passengers and, at all times, I agree to:

1. Use and insist that all passengers use seatbelts;
2. Drive carefully within established speed limits and driving conditions;
3. Notify the parish/school/ecclesiastical organization immediately if the vehicle I am driving is not in safe operating condition;
4. Never drink any alcoholic beverages or take any drug which may inhibit my driving ability within eight (8) hours before transporting any passengers; and
5. Obey all traffic laws.

Date

Signature of Driver

- I have seen the valid driver's license for the driver named above.

Date

Attested by Pastor or Supervisor



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

1300 S. Steele St. • Denver, CO 80210
(303) 715-3150 • Fax (303) 715-2041

APPROVAL APPLICATION FORM FOR DRIVERS OF 14-PASSENGER OR SMALLER VEHICLES

Parish / Agency	Loc'n	Last Name	First Name	Emp / Vol	Birth Date	Lic. #/State

1. COMPLETELY fill in all information and submit to Risk Management by e-mail at , or fax to 303-715-3150. Always notify the Parish Business Manager/Administrator of any new drivers you are submitting for approval.
 2. Drivers submitted for approval must be a minimum of 21 years of age; 24 years of age or older is preferred since they generally have more experience and knowledge.
 3. An approved driver with a Class R drivers license can drive vehicles seating up to 14. Approval for all other license classes must be coordinated with Risk Management and the Parish Business Manager/Administrator.
 4. All drivers with a Class R (Regular) drivers license must complete the online defensive training in order to be approved, and once a year thereafter so long as they are driving for the parish or school. Training for all other license classes must be coordinated with Risk Management and the Parish Business Manager/Administrator.
 5. For volunteers driving their own vehicle, keep a copy of their drivers license and a copy of their up-to-date State of Colorado insurance card in the parish file. Risk Management may request a copy of these documents if any problems arise. Have them sign the Volunteer Driver Agreement and keep a copy in the parish file.
 6. For volunteers driving parish-owned vehicles, keep a copy of their drivers license in the parish file. Have them sign the Volunteer Driver Agreement for Parish-Owned Vehicles and place a copy in the parish file. Risk Management may request a copy of these documents if any problems arise.
 7. CONSULT RISK MANAGEMENT FOR POLICY PROCEDURES & GUIDELINES PRIOR TO RENTING ANY VEHICLE(S) FOR EVENT(S).
- PLEASE NOTE THAT Catholic Mutual Group reserves the right to run a Motor Vehicle Report on any driver at any time. This may mean that a driver who was initially approved may later be rejected at CMG's discretion.**



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RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

RETURN COMPLETED FORM TO PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION

NEW BUS DRIVER APPLICATION

PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION APPLYING TO:

ADDRESS: _____

ATTN: _____

APPLICANT NAME: _____

VOLUNTEER _____ (Attach copy of applicable Volunteer Driver Agreement form)

EMPLOYEE _____ HIRE DATE: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____ (Attach copy of SSN Card)

CDL LICENSE NUMBER: _____ (Attach copy of License)

DESCRIPTION OF VEHICLE INDIVIDUAL WILL BE DRIVING: _____

CURRENTLY EMPLOYED BY ANOTHER FIRM? Yes _____ No _____

IF YES, EMPLOYER NAME: _____

ADDRESS: _____

UNDER CURRENT DRUG & ALCOHOL TESTING POLICY/PROGRAM?

Yes _____ No _____

DATE OF LAST DOT PHYSICAL: _____ (Attach copy of Certificate)

ANY MEDICAL RESTRICTIONS? Yes _____ No _____

IF YES, BRIEF DESCRIPTION: _____

CPR CERTIFICATION CURRENT? Yes _____ No _____ (Attach copy of Card)

IF NO, DATE PLAN TO TAKE RECERTIFICATION COURSE: _____

DATE OF LAST DRIVER TRAINING COURSE: _____ (Attach copy of Certificate)

SAFE ENVIRONMENT TRAINING COMPLETED? Yes _____ DATE: _____

No _____ Date Scheduled To Attend: _____

I hereby authorize _____ to obtain a criminal background check and motor vehicle report for the purpose of evaluating my suitability for employment or volunteer services. I understand that this application and all other information obtained during the approval process will be sent to the Archdiocese of Denver for approval by Risk Management.

Applicant Signature: _____

Phone Number: _____

Date: _____



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ONLINE TRAINING INSTRUCTIONS

<http://www.firstnetlearning.com/offerings/archdenver/>

1. Once you follow the link to the site, **BOOKMARK THAT PAGE** so you can go back to it anytime you want.
2. Follow the onscreen instructions to log in with your user id and password or to create a user name and password if you are new to the site.

Your User Name should be the first initial of your first name followed by your last name. For example, if your name is John Smith, your User Name should **JSmith**. You may create your own password.

3. **IMPORTANT!** Please be sure you input the **LOCATION** correctly (for example, **Light of the World, OR John Paul II Center, or ...**) and the location's correct address. Please do not enter your home address. This is how we will be tracking and giving credit to anyone taking a course online. *If you do not input this information correctly, you may not get proper credit for taking the course.*
4. After you've registered, select *Click Here To Enroll* for the list of available courses. Select the one you wish to take, and off you go! You may complete a course in phases if you wish, or from beginning to end in one sitting if time allows. If you choose to take it in phases, you will receive a prompt to continue where you left off once you re-select it from the *My Courses* tab on your next log-in.
5. You must have an 80% or better to successfully complete the course. You will not be given credit for that course until you have completed it successfully.

Please read the FAQ on the site for common questions and issues you may have.



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INSTRUCCIONES DE CAPACITACIÓN EN LÍNEA

<http://www.firstnetlearning.com/offerings/archdenver/>

1. Cuando siga el enlace al sitio, **PONGA DICHA PÁGINA EN SUS FAVORITOS** para que pueda volver cuando lo desee.
2. Luego de repasar la información del curso, debe registrarse para tomar cualquier clase, creando un nombre de usuario y una contraseña.

Bajo el área de "Student Login" en el lado derecho de la página, presione el enlace de "Register Here" bajo "Fisrt Time Users". Esto lo llevará a la pantalla de registro (Registration).

Una vez ahí, llene la forma para registrarse. **Su Nombre de usuario debe ser la primera inicial de su nombre propio, seguido de su apellido.** Por ejemplo, si su nombre es John Smith, su Nombre de usuario debe ser **JSmith**. Puede crear su propia contraseña.

3. **IMPORTANTE:** Asegúrese de ingresar su **UBICACIÓN correcta** (por ejemplo, **Light of the World o Centro John Paul II**) y la **dirección correcta**. Así es como llevaremos registro y **acreditaremos** a cualquiera que tome un curso en línea. *Si no ingresa esta información correctamente, puede que no obtenga el crédito adecuado por tomar el curso.*
4. Después de registrarse, llegará a una página que enumera los cursos disponibles. Simplemente presione el que desea tomar, y listo. Si no puede completar el curso y debe abandonarlo antes de terminar, recuerde **Poner dicha página entre sus Favoritos** para que pueda regresar sin perder lo que ya hizo.
5. Debe obtener el 80% o más para completar con éxito el curso. No recibirá crédito por ese curso hasta completarlo con éxito.

Lea las Preguntas frecuentes en el sitio en caso de dudas y problemas que pueda tener.



ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST
RETURN COMPLETED FORM TO PARISH/SCHOOL/ECCLESIASTICAL ORGANIZATION

PRE-TRIP INSPECTION FORM FOR VANS AND BUSES

An inspection should be performed each time the vehicle is used. Check each item unless it is defective. Record defects at the bottom of this sheet. Report defects to your administrator or pastor for prompt correction.

Parish/School/Organization: _____

Date: _____

Odometer Reading: _____

Step One: Walk-up

Notes

- Check for flat tires, missing valve caps, worn or damaged tires
- Check for any new exterior damage

Step Two: Equipment Check

- First aid kit
- Fire extinguisher
- Registration / Insurance I.D. Card and Insurance Accident Kit
- Blanket and snacks (for Winter Breakdowns)
- Spare tire
- Tire jack, include block of wood on which to place jack
- Emergency Triangles
- Snow Chains

Step Three: Interior Check

- Test horn
- Test wipers and washer fluid
- Check for seat belt damages
- Buses – Check Seat Backs for damage, stability, loose/protruding parts
- Open/check emergency door (if applicable)
- All switches operating properly
- Sun visors/shields in place
- Dashboard clear of movable items/objects
- Fuel level adequate
- Oil pressure
- Parking Brake functioning properly

Step Four: Exterior Check

- Check headlights, signals, brake lights and hazard lights
- Hood latched
- All mirrors functional
- Windshield clear and clean (not excessively cracked)
- Exhaust system hanging properly
- Fuel cap in place
- Check under vehicle for fluid leakage
- Check under vehicle for axle damage
- Check brake fluid and power steering fluid

Defect / damages noted: _____

Corrective action taken: _____

Signature: _____