

DIOCESE OF MONTEREY

DRIVER TRAINING REQUIREMENT FOR ALL EMPLOYEES & VOLUNTEERS

Every employee or volunteer who drives for any parish- or school-related purpose must watch the “Be Smart-Drive Safe” 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. Below are instructions for navigating the defensive driving site and printing the certificate.

Be Smart - Drive Safe!



- Go to <https://monterey.cmgconnect.org>
 - Fill out the form to create a new account
OR
 - Click the “Sign In Here” button in the top right corner if you already have an account
- **(Write down your log in user name and password!)**
- Once you log in or create an account, your “**Dashboard**” will open.
- Under “**Required Trainings**” you will see the course “**Defensive Driving Curriculum**”
 - Click on “**Start Curriculum**”
- Click on the blue Play button to start your training.
 - **Watch the entire “Be Smart - Drive Safe” video, about 20 minutes.**
- After the video is complete, answer the questions on the “**Driver Information Sheet**”
- Once you have completed the training and questions, you will be directed back to the start page and you should see a green box that says “Completed”.
- Click on the “**Dashboard**” button in the left hand menu.
- Under “**Required Trainings**” you will see the course “**Defensive Driving Curriculum**”
 - There will now be two buttons underneath the Defensive Driving Curriculum box, click the “**Download Certificate**” button
 - Print your certificate of completion and return it to the school office.