



Introducing SafeChurch's 15-Passenger Van Driver Training Getting Started Guide for GuideOne Church Members

Church Administrators: *Please complete this section prior to distributing this information to your church users.*

My Church's SafeChurch Access Key: _____

1. Registering on the SafeChurch Web site

- Enter www.safechurch.com in your Web browser
- Click on the "Click here to join" link in the "Members Logon" box
- Click on the bottom radio button, next to "Join using your church's SafeChurch access key"
- Click on the "Next" button
- Read through the License Agreement and click on the "I Accept" button to proceed
- Enter your SafeChurch access key that your church administrator provided to you in the above box
- Establish a user name, password and complete the security question
- Enter your personal contact information
- Click on the "**Finish**" button and you'll be taken to the SafeChurch homepage

2. Accessing the Van Driver Training Module

- Click on the gray "**Training**" link on the top of the page
- Click on the "+" sign next to "Transportation Safeguards" and again on the "+" sign next to "Options"
- Finally, click on the "15-Passenger Van Drivers" link
- If training codes have been previously purchased, a training code will appear in the training code field. If they have not, you'll need to contact your church's SafeChurch site administrator.
- Click the "Activate Code" button

3. Viewing Training Material

- View the 16-minute training video by clicking on the top link, which is labeled "15-Passenger Van Driver Video"
- Once you have watched the video, you are encouraged to click on the second link, titled "15-Passenger Van Driver Training Article," to complete a short reading. The remaining links are documents that are referenced in that reading. They consist of forms and checklists that will be useful for your church's transportation program.

4. Taking the Exam

- Once you are comfortable with the material, you are invited to click on the blue "Take Test Now" button at the bottom of the page. This will take you through a series of 20 quiz questions. If you correctly answer 16 questions (80 percent), you successfully pass the test and have the opportunity to print out a certificate. If you need to try again, you are encouraged to review the materials and then take the test again while your code remains active (12 months from activation). Please plan to do this prior to driving a church vehicle.

If you have questions about using the SafeChurch site, please call 1-800-747-2154 or send an e-mail to info@safechurch.com.