



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

1. **Registering on the SafeChurch Web site** – Please note that the first person from your church who registers on the SafeChurch site will automatically be assigned as your church's "SafeChurch site administrator." All other church members who join SafeChurch become "users."
 - Enter www.safechurch.com in your Web browser
 - Click on the "Click here to join" link in the "Members Logon" box
 - Click on the middle button, next to "Join using your GuideOne information" and then the "Next" button
 - Read through the License Agreement and click on the "I Accept" button to proceed
 - Enter your GuideOne policy number (seven digits), policy type (from the drop down list) and agent number (five digits). These can be found on your GuideOne bill and should be entered without dashes or hyphens.
 - Enter your church's main phone number
 - Enter the additional requested church information and complete the profile questions
 - Establish your personal user name, password and complete the security question
 - Enter your personal contact information
 - Click the "**Finish**" button and you'll be taken to the SafeChurch Church Administration – Church Information page
 - Please write down the "Church access key" that is listed on this page, as you'll need to provide it to other church members who will need to access the SafeChurch site
2. **Ordering Free Van Driver Training**
 - 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
 - Enter the number of drivers that need to take the driver training and click on the "Submit Order" button. Please note that GuideOne customers will not be charged for the van driver training module.
 - If only one training code is requested, click on the "Take Training Now" button if you would like to take the training immediately
3. **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
 - Click the "Activate Code" button
4. **Viewing Training Material**
 - View the 16-minute training video by clicking on the top link, 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.
5. **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 questions. If you answer at least 16 questions correctly (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.
6. **Distributing Your Church's Access Key**
 - If you don't want to immediately access the training yourself but you want to get other church members started, you'll need to provide them with your church's specific "Church Access Key" that you noted earlier after registering. We also have created a "Getting Started guide for GuideOne Church Members" that you can give them so that they also have step-by-step instructions for the site. Please write in your church's Key Code prior to distributing the document.

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