**Sample Passenger Vehicle Driver Training Checklist**

**Driver name:**

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| **Date** | **Trainer’s Initials** |  |
|  |  | **Overview of driver's responsibilities and client rights**   * Disability awareness and communication techniques * Compliance with ADA, HIPAA and other client rights requirements. * Individual care plans related to transportation * Aides - when needed and their responsibilities * Health and wellness, including driver fitness, stress management and fatigue |
|  |  | **Emergencies**   * Accident, breakdown and medical emergency procedures * First aid training. Certificate date: * CPR training. Certificate date: |
|  |  | **Pre- and post-trip inspections**   * Walk-though of inspection using inspection form * Reporting vehicle defects; how and to whom |
|  |  | **Safe driving policies and procedures**   * Driver seat-belt policy * Distraction-free driving including cell phone policy * Procedures for handling passenger distractions * Speed and space management (proper following distance, not driving in a pack, etc.) * Yielding the right-of-way (intersections, merging, lane change, etc.) * Defensive driving concepts and procedures * Unique characteristics of larger vans, shuttles and buses * Vehicle safety systems and technology * Telematics and dashcam use. Prohibitions against disconnecting or blocking of cameras |
|  |  | **Driver Road Evaluation**   * Completion date: |
|  |  | **Client pick-up and drop-off**   * Route planning * Safe pick-up and drop-off locations * Procedures when client does not show up * Procedures when guardian not available to receive client, i.e., may need escort into/out of building |
|  |  | **Loading and unloading**   * Assisting ambulatory clients who need assistance * Proper use of wheelchair ramps * Proper use of wheelchair lifts   + Facing passenger correct direction   + Wheelchair wheels locked   + Safety gate locked   + Standing passengers req. to use handholds; not canes or walker   + Operator operates from ground, not lift * Manual/emergency operation of wheelchair lifts |
|  |  | **Passenger restraints**   * Proper securement of safety belts including belt position and shoulder strap adjustments   + Upper restraint across shoulder, not neck   + Lap belt across pelvis, not abdomen * Policy requiring safety belts on all passengers and handling objections * Importance of verifying proper securement of belts for passengers securing their own * Procedures for securing walkers, canes, other passenger aids, and belongings |

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|  |  | **Wheelchair securement to vehicle**   * 4-points of securement, min. 3 for scooters * Selecting the best anchorage point on the chair * Proper securement angles – chair to floor * Importance of rocking chair to ensure secured |
|  |  | **Wheelchair occupant restraint**   * Minimum of three points of securement of passenger in wheelchair * Upper restraint across shoulder, not neck * Lap belt across pelvis, not abdomen |
|  |  | **Transporting children**   * Selecting appropriate car seat or booster based on weight/height per state regulations * Proper anchorage of child seats in vehicle * Proper securement of child in seat * No children to be left alone in vehicle * Ensuring vehicle is empty at end of trip * Ensuring child received/accepted by responsible party |

**Comments:**

**Training completion date:**

**Driver signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Trainer signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_