**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
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|       |       | **Emergencies*** Accident, breakdown and medical emergency procedures
* First aid training. Certificate date:
* CPR training. Certificate date:
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|       |       | **Pre- and post-trip inspections*** Walk-though of inspection using inspection form
* Reporting vehicle defects; how and to whom
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|       |       | **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
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|       |       | **Driver Road Evaluation** * Completion date:
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|       |       | **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
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|       |       | **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
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|       |       | **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
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|       |       | **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
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|       |       | **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
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**Comments:**

**Training completion date:**

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

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