



Driver:		
Trainer:		
Start Date:		Completion Date:
SAFE-RIDE DRIVER TRAINING CHECKLIST		Driver Initials
Safe-Ride Transportation Basics		Trainer Initials
1. What is Safe-Ride Transportation?		
2. How Does It Work?		
3. Program Information		
a. Driver Training On-The-Road		
b. Certification		
4. Training Videos/Modules		
a. Training Videos		
b. Sure-Lok Video on Wheelchair Tie Downs		
c. QRT Max Video on Wheelchair Tie Downs		
d. Braun Wheelchair Lift Operator's Video		
Parts 1 and 2		
e. Insurance Training Modules		
5. Time Clock Management and Break Guidelines		
a. Reporting For Shift		
b. Sign In/Sign Out		
c. Mandatory Break		
6. Transportation Guidelines -- Joe's Club Clients		

Times	a. Client Notification Of Early/Late Arrival		
	b. Pick-Up Procedures At Client Residence		
	c. Arrival and Unloading Procedures At Club		
	d. Clock In/Out Clients		
	e. Departure And Loading Procedures at Club		
	f. Drop Off Procedures At Client Residence		
	g. Caregiver Not Home On Arrival		
	h. Returning Clients to Club		
	i. Caregiver/Passenger		
Communications/Etiquette	j. Conflict Resolution With Passengers		
	7. Transportation Guidelines -- Doctor Runs		
	a. Pick-Up and Drop Off Procedures		
	b. Early/Late Arrival Times For Pick Up		
	c. Client Requests For Additional Stops		
	d. Contact Information		
	e. Donation Collection and Lockbox		
	f. Caregiver/Passenger		
Communications/Etiquette	g. Conflict Resolution With Passengers		
Driver Responsibilities and Safety			
	1. Duties and Responsibilities		
	2. Smoking		
	3. Cellular/Mobile Phone Usage		
	4. Transportation Logs		
	5. Leaving The Vehicle Unattended		
	6. CPR/First Aid		

7. Loading and Unloading Passengers		
8. Load Leveling		
9. Securing Passengers		
10. Wheelchairs		
a. Braun Lift Van Procedures		
b. Proper Loading/Unloading Procedures		
c. Four Point Locks/Lap Belts/Shoulder Harnesses		
11. Securing Walkers and Other Equipment		
12. Tire Safety		
13. Height Clearances		
14. Stopping and Following Distances		
15. Merging, Defensive Driving, Distracted Driving		
16. Changing Lanes		
17. Backing Up		
18. Parking and Maneuvering		
19. Road Safety		
20. Vehicle Washes		
21. Vehicle Cleaning (Interior)		
22. Fueling and Location of Fuel Pumps		
23. Vehicle Maintenance		
a. Safety and Maintenance Related Items		
b. Checklists (Pre-Shift, Post-Shift, Weekly)		
c. Reporting Maintenance Issues		
d. Maintenance/Deficiency Classifications		
Towing and Roadside Assistance		
1. Notification		
2. Roadside Safety Equipment (Reflectors, Flares, Etc.)		

Accidents, Incidents, Damage or Theft		
1. Incidents		
2. Damage		
3. Theft		
4. Police and Insurance Notification And Reports		
5. Internal Incident/Accident Notification And Reports		
6. VPSI Accident Notification And Reports		
Road Assessment (See Driver Assessment Form)		
NOTES:		



Certification:

The undersigned driver attests that he/she has successfully completed all required training:

Driver Signature

Date

The undersigned supervisor (or designee) affirms that each of the following requirements has been met for the driver named above, and records are on file to verify same:

Signature

Date



Attachment d: On-The-Road Driving Skills Assessment



Driver:
Trainer:
Date:

ON THE ROAD DRIVING SKILLS ASSESSMENT

This assessment will be used to certify new drivers and may also be used for periodic assessments of all drivers. Drivers will be expected to follow and demonstrate safe and successful driving skills using the criteria listed below.

	SAT	UNSAT
Pre-Trip Inspection		
Walks around vehicle.		
Makes sure the van is free of trash and debris.		
Knows where horn, wipers, turn signals, lights, parking brake, and hazard lights are located.		
Turns on lights and four-way flashers to make sure they're working properly.		
Checks instruments and gauges (gas, oil, engine light, etc.).		
Completes vehicle usage log.		
Completes vehicle checklist at Beginning of day or end of day		
Checks that all occupants are using seatbelts and all cargo is secured.		
Driving Through Intersections		

Comes to a complete stop at stop signs and traffic lights.		
Stops far enough behind the vehicle in front at intersections to see the pavement between the van and vehicle in front.		
Looks “left-right-left” before proceeding through intersections.		
Anticipates changing traffic lights (enters intersection on green, not yellow). Stops at the stop line and does not pull into the intersection while waiting to turn.		
Yields the right-of-way as appropriate.		
Changing Lanes		
Checks blind spots before lane changes.		
Is aware of other drivers’ blind spots.		
Uses signals before lane changes.		
Yields to other vehicles.		
Turning		
Signals at least 100 feet before turning.		
Reduces speed before turning.		
Checks for traffic.		
Yields to cars and pedestrians.		
Parking		
Demonstrates understanding of where to park in a parking lot.		
Backing		
Looks for alternative to backing up. Only backs up when there is no other alternative.		
Checks blind spots before backing up.		
Maintains a slow speed while backing.		
General Driving		
Uses appropriate following distance (following 4-second rule).		
Starts, moves, and stops smoothly.		

Checks mirrors frequently.		
Anticipates braking solutions by covering the brake.		
Appears relaxed and comfortable.		
Adjusts speed to road, traffic, and weather conditions.		
Demonstrates correct hand position on steering wheel.		
Adjusts speed to road, traffic, and weather conditions.		
Demonstrates correct hand position on steering wheel.		



Club Pick-Up/Drop-Off Procedures		
Demonstrates the proper procedure for arriving at the club and unloading passengers		
Demonstrates the proper procedure for arriving at the club and loading passengers.		
Lift Operation		
Demonstrates proper procedure for operating/deploying the Braun wheelchair lift.		
Demonstrates proper procedure for deploying the wheelchair ramp (Chevy).		
Demonstrates proper procedure for loading and unloading passengers.		
Demonstrates proper procedures for securing wheelchairs		
Demonstrates proper procedures for transferring passengers between wheelchair and van seats.		
Securing Passengers		
Demonstrates the proper procedure for securing passengers.		
Routinely checks passengers during trip to ensure they are secure.		
Overall Driver Performance		
Surveying the Road		
Smooth Braking		
Smooth Accelerating		
Smooth Handling		
Speed Control		
Driver Attitude		
Parking and Maneuvering		
Road Safety		
Check van at the end of the run to ensure no passengers have been		

left on the vehicle.

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NOTES:

Certification

The undersigned attests that he/she has completed the driver assessment:

Driver Signature

Date

The undersigned trainer affirms that the driver listed above satisfactorily completed a on the road driving skills assessment. Recommend certification.

Yes: _____ No: _____

Signature

Date

The undersigned supervisor (or designee) affirms that the driver listed above satisfactorily completed a road assessment and is certified to drive. Yes: _____

No: _____

Signature

Date