



Paladin VEHICLE TRAINING CHECKLIST

1. Pre-trip checklists-form/demonstration _____
2. Lift operations (No client operates lift) _____
3. Registration/Insurance Cards _____
4. Emergency Supplies-First Aid, fire extinguisher, triangles
flares, spill kit and fire blanket _____
5. Maintenance Request _____
6. Vehicle Roster _____
7. Maintenance Request Form _____
8. Fueling of vehicle _____

DRIVING THE VEHICLE

1. Demonstrates stop/look/listen & emergency flashers at RR tracks _____
2. Demonstrates safe parking/backing-up skills (Copy of “cone” usage
Procedures) was given to staff member _____
3. Demonstrates use of emergency parking break _____
4. Demonstrates safe operation of lift/wheelchair locks _____
5. Can demonstrate correct seat adjustments for wheelchairs _____
6. When driving, can maneuver left and right hand turns _____
7. Can refuel bus appropriately _____
8. Can demonstrate proper boarding & disembarking techniques _____

Staff member has received training and demonstrated the above skills.

Staff Printed Name	Signature	Date
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Trainer Printed Name	Signature	Date
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Staff Member’s Main Program _____ (#100 Day Laporte; #105 Day Lake; #300 RHS LaPorte/Porter; #301 RHS Lake; #900 Admin-Maint) If other, please state program.

Procedure: Once HR has cleared the staff to drive an agency vehicle, email will be sent to CFO stating “clear to add to Wex Bank” and will include in the email the last four of the person’s social. CFO will inform Tranp Coordinator and supervisor via email when person is added. If not eligible, HR will inform appropriate individuals.