

# Van Training Level One

## Inside training (Everyone must sign in)

### Welcome and introductions

1. Job Description(s)
2. Van Driving Instructions
3. Calendar –go over a month and show them how to sign up to volunteer
4. Communication paths with NVC- Pre trip forms and Vehicle Notebooks
5. Sensitivity Training- older adults and persons with disabilities (ADA)
6. Privacy issues-How to handle
7. Policies: Briefly go over General Van Policy and ask them to read it carefully at home and call or email if they have questions.
8. Security Procedures- go over
9. Safety equipment on board- go over bag contents, seat belt cutter
10. Bio hazard Kit- show them the contents and go over blood borne pathogens information
11. Driver Directory ( hand out)
12. Driver Insurance Form must be filled out if we do not already have it
13. Reminder- Please take CPR, AED refresher course and AARP driving course. Pass out dates for these trainings

## At the Van (accessible van)

### Outside walk about

1. Walk around with trip pre check list and show them what to look for
2. Practice testing the lift- each driver and assistant must do this

### Inside the Van

3. Safety while Driving Reminders handout-go over this
4. Trip itinerary-Go over one with them
5. Point out where all safety equipment is on board
  - First aid and bio hazard kits
  - Seat belt cutter
  - Triangles
  - Fire extinguisher
  - Information 3 Ring Binder
6. Behind the wheel practice- all drivers must do this
7. If time permits go over the Dodge- seat belts, ramp and door