

NEW DRIVER PREPARATION CHECKLIST

This checklist is intended to prepare new drivers to operate agency vehicles. It should be used by agency managers as a sign-off for new drivers before they operate an agency vehicle in service. The “other” box can be used to customize this form to your agency.

DRIVER NAME: _____

EMPLOYMENT START DATE: _____

| Task (Complete in Order Listed) | Trained/Supervised By (Print Name) | Date | Additional Notes |
|--|------------------------------------|------|------------------|
| Review agency policies and procedures (and driver handbook, if applicable) | | | |
| Complete Drug and Alcohol Program required training <i>Note:</i> May not apply to some 5310s | | | |
| Practice wheelchair/device securement | | | |
| Practice driving and riding in an agency vehicle with a trained driver | | | |
| Review pre- and post-trip inspection procedures | | | |
| Complete an RTAP course from Kansas RTAP staff trainer or Kansas approved trainer <i>Note:</i> If you are unable to attend a course before you start driving, take the National RTAP “START” training online before driving unsupervised and also take a Kansas RTAP course as soon as possible. | | | |
| Other: | | | |
| Other: | | | |

I verify that, to my knowledge, _____ has completed the training tasks listed above.
Driver’s Name (Printed)

 Manager/Director Signature

 Date