

BUS DRIVER

Job Skills Training and Proficiency Checklist

Employee Name: _____

Date of Hire: _____

Directions: Skills training and proficiency testing is to be completed not more than 30 days after the start of the new position. Training will be conducted and the employee will demonstrate the task to evaluate whether they can perform the skill proficiently. Some tasks may take multiple demonstrations to achieve proficiency. When the employee demonstrates proficiency, the trainer will enter the date under the “Date Proficiency Demo” column and initial that the task is complete. After all tasks have been completed both the employee and the trainer(s) will sign the last page and turn the checklist into the Executive Director.

| SKILL/TASK | Trainer Assigned <small>(print first initial and last name)</small> | Date Demo | Date Demo | Date Proficiency Demo | Trainer Initials |
|---|---|------------------|------------------|------------------------------|-------------------------|
| <i>Transportation</i> | | | | | |
| Conduct daily safety checks on the bus using the company check off list, prior to daily travel | Maintenance Director | | | | |
| Prepare daily schedule of transportation needs to construct efficient routes and pick up/drop off times | Activity Director | | | | |
| Develop knowledge of proper and safe method of boarding, securing, and exiting residents and their equipment on and off the bus | Director of Health Services | | | | |
| Develop knowledge of the steps to take after an accident/incident (follow checklist) | Executive Director | | | | |
| <i>Maintenance</i> | | | | | |
| Record and maintain transportation/bus records: mileage log, repair logs, trips, and expenses, in a neat and organized manner | Executive Director | | | | |
| Establish a schedule for bus cleaning (in/outside) and routine maintenance, i.e. tire rotation, oil changes, tune ups with proper Executive Director authorization for bus repairs or maintenance | Maintenance Director | | | | |
| Stock bus with necessary emergency supplies, i.e. first aid kit, water, flares, disposable camera, blankets | Maintenance Director | | | | |
| <i>Other Skills (list details)</i> | | | | | |
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EMPLOYEE ACKNOWLEDGEMENT:

I have been provided the training necessary to proficiently perform each task as outlined above. My trainer has observed me performing each task or I have demonstrated the knowledge necessary to fulfill my assigned job duties.

I am able to proficiently fulfill the duties, responsibilities, and requirements of this position as outlined above.

Employee's Signature

Date

Trainer's Signature

Date

Trainer's Signature

Date

Executive Director's Signature

Date