

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