

Policy & Procedure Manual

VEHICLE ORIENTATION – R-IX-1

POLICY:

Each employee who is required to drive an OPTIONS NORTHWEST vehicle, will possess a valid Ontario driver's license and have successfully completed the vehicle orientation.

PURPOSE:

To ensure OPTIONS' vehicles are operated by fully qualified and knowledgeable individuals, and to ensure that each employee's license remains current and is in good standing with the Ministry of Transportation.

PROCEDURE:

1. The employee must read and understand all vehicle policies including the Vehicle Manual, prior to the practical orientation.
2. The employee will be orientated to the vehicle by a vehicle trainer identified by the Supervisor.
3. The vehicle trainer will demonstrate, explain and review the items identified on the Vehicle Orientation Checklist (Appendix A). Both the trainer and trainee will initial the appropriate items on the checklist. Once the orientation is complete, the checklist will be forwarded to the employee's Supervisor.
4. The Supervisor reviews and signs the checklist, follows up as necessary and forwards the checklist to the Human Resources and Training Advisor for recording on the employee's Staff Development Mandatory Training Record.
5. The Human Resources and Training Advisor places in the employee's Mandatory Training Record file.
6. Additional orientation is required for accessible vans to understand the proper and safe procedure in securing a wheelchair.

PROCEDURE (continued)

7. Once there is an original Vehicle Orientation Checklist on file, the Supervisor will ensure that a Vehicle Review Checklist (Appendix B) is completed annually by the employee and forwarded to the Human Resources & Training Advisor for filing.

RECOMMENDED BY: Administrative Committee

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: February 1994

AUTHORIZED BY: Executive Director

SIGNATURE: _____



**OPTIONS NORTHWEST
VEHICLE ORIENTATION CHECKLIST**

POLICY: R-IX-1
APPENDIX A

The following policies have been read and understood: R-IX-2 R-IX-3 R-IX-4	Print Name Of Employee: _____ Signature Of Employee: _____ Date: _____
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		Check here
Type Of Vehicle Orientated To:	1. Wheelchair Accessible	
	2. Non-Wheelchair Accessible	

	INITIALS:	TRAINER	TRAINEE
1. Explanation of vehicle booking and key locations			
2. Orientation to vehicle usage form			
3. Demonstrate circle check, exterior and interior			
4. Explain where to refuel, where to find the credit card. Receipts are to be sent to finance department by the supervisor of the home			
5. Orientation to vehicle manual, ownership and insurance location, procedure for accident and emergency			
6. Demonstrate all features of the vehicle			
7. Demonstrate safe operation of vehicle			
8. Demonstrate parking the vehicle, turning lights off, closing windows and vents *lock doors when van is not in use			
9. Orientation to cellular phone assigned to vehicle; how to use; recharging the batteries; should be on at all times when out with vehicle; only for emergency use. ** staff must not drive while talking on the cell phone			
10. Instruction on use of rubber straps to hold van doors open on hydraulic lift vans			
11. Demonstrate hydraulic lift			
12. Demonstrate how to use manual lift			
13. Demonstrate proper placement of wheelchair onto lift including applying the brakes and ensuring head clearance			
14. Demonstrate use of safety straps with several types of wheelchairs including use of brakes, seatbelts and lap trays			
15. Instruction on assisting ambulatory passengers in by the front or side door, or be attended by staff if using the lift			
16. Demonstrate flip down seats			
17. Demonstrate releasing the safety straps			
18. Explain the height clearance of the van			
19. Orientation to the electronic ramp			
20. Orientation to the trailer hookup and it's use			
21. Explain safety equipment; fire extinguishers; first aid box; flares; crow bar; cutters to release seat belts in case of accident			
22. Completion of 20 - 30 minute drive practice session			

VEHICLE ORIENTATION CHECKLIST

Vehicle Trainer's Section:

- This employee has demonstrated effective operation of this options' vehicle.

or

- This employee requires further practice under supervision of a vehicle trainer.

Vehicle Trainer's Signature _____ **Date:** _____

Vehicle Trainee's Section:

- I have received the above noted training and I am comfortable driving options northwest's vehicles.

or

- I feel that I need additional practice before driving OPTIONS NORTHWEST's vehicles.
- I have received additional practice and I am now comfortable driving OPTIONS Northwest's vehicles.

Vehicle Trainee's Signature _____ **Date:** _____

Supervisor's Section:

- Vehicle orientation completed.
- Additional practice dates: _____

- Orientation completed with additional practice.

Supervisor's Signature _____ **Date:** _____

OPTIONS NORTHWEST VEHICLE REVIEW CHECKLIST

I, _____, have reviewed the OPTIONS NORTHWEST Vehicle
Manual.
(please print name)

My driver's license is current and in good standing with the Ministry of Transportation and I realize it is my responsibility to notify my supervisor and the Human Resources Department of any changes in the status of my driver's license in accordance with Policy HR-III-41.

DATE: _____

SIGNATURE _____

