

Paratransit Driver Screening and Training Standards

Recommended by the
Taxicab, Limousine & Paratransit Association

(Adopted—January 25, 2008)

Introduction

The following standards are recommended for member companies to apply to the screening and training of employee or independent contractor paratransit vehicle drivers. The format of the recommended documents is at the discretion of the member company, as is the option of meeting or exceeding these standards in accordance with local policy, contract requirements, or regulation.

Driver Application

Prior to interview, all driver applicants should complete an application form that solicits specific identifying and other information sufficient to verify previous relevant work experience and background, and the authorization to conduct those verifications.

Minimum Driver Qualifications

TLPA recognizes that local, state, or contracting agreements may have varying requirements. However, minimum driver qualifications should include:

- Age 21
- Read and speak English.
- Valid commercial drivers license (CDL), if required by FMCSR or applicable state law or regulations.
- Physically capable of safely operating the type of motor vehicle to be driven and associated equipment.
- Knowledge of the geography and conditions of the required driving environment.

Background Check

The previous work experience and personal background of every applicant should be checked for the following:

- Verification of past work experience.
- Motor vehicle record (MVR) for the past five (5) years.
- Work-related driving verification for the past ten (10) years.
- Criminal background check for each city, county or state in which the applicant has resided, and a federal background check, if obtainable.

Driving Record Check

The motor vehicle record (MVR) of any applicant should be checked to ensure that it meets a grading requirement that is acceptable to the company's insurance carrier, contracting agency,

and/or licensing authority. (Minimum D.O.T. Driver Requirements—Federal Motor Carrier Safety Regulations (FMCSR), Part 391.1—can be used as a guide.)

Drug and Alcohol Testing

A written anti-drug and alcohol abuse policy, including pre-employment or pre-contract, periodic, random, and for-cause (also called reasonable suspicion—i.e., you smell alcohol on a driver's breath or his eyes are bloodshot) screening criteria, should be read and understood by all driver applicants. Prospective drivers should submit written authorization for inquiry about the results of prior drug and alcohol tests. A drug test should be conducted on and passed by each driver applicant before the driver may drive a paratransit vehicle.

Driver Training

Before beginning any regular driving assignment, each driver, if not already qualified, should successfully complete classroom and/or on-the-road training in the following subjects:

- Company orientation.
- Workplace and vehicle safety.
- Passenger sensitivity and public relations.
- Vehicle pre- and post-trip inspection.
- Safe and defensive driving techniques.
- Passenger loading/unloading and securement (if applicable).
- Service area familiarization, including map reading.
- Familiarization with applicable regulations and contract terms.
- First aid and CPR (where required by a contract or local ordinance).
- Accident and emergency procedures.
- Operation of a vehicle of the type to be driven.

Driver Files

Driver files, containing the following documents, should be kept on each driver:

- Driver application.
- Background investigations.
- Driving records, including annual driving record reviews (MVR check).
- Medical examiner's certificate (if applicable).
- Physical waiver (if applicable).
- Certificate of training.
- Drug and alcohol test results

This document was produced by:

Taxicab, Limousine & Paratransit Association

3200 Tower Oaks Boulevard, Suite 220, Rockville, MD 20852

T: 301-984-5700

F: 301-984-5703

E: info@tlpa.org

W: www.tlpa.org