



New Hire and Driver Training Policy

All potential employees must have an Adams County Council on Aging employment application filled out prior to an interview. All applicants may be interviewed depending on qualifications, background, and experience. First interviews will be conducted by the Transportation Coordinator. Second interviews will include potential new hire, the Executive Director and if available the Transportation Administrative Assistant.

Once candidate(s) is chosen, an Adams County Council on Aging contingent offer of employment is sent to the candidate. The contingent offer of employment letter states the next steps to be taken if they choose to accept. The contingent offer of employment letter needs to be signed by the candidate and returned to the Transportation Coordinator to be kept in the potential employee's file.

Contingent Offer of Employment criteria:

1. Attainment of the pre-employment medical qualification status of "qualified" as part of the required medical qualification assessment under the Indiana Medical Qualification Program.
2. A verified negative test result under the Federal Transit Administration's mandated pre-employment drug test. (both the assessment and the drug test will be performed by the Adams County Council on Aging's contracted medical provider.)
3. MVR check
4. Criminal History check.
5. Receiving proper Indiana license for position being considered for IN For-Hire license.

As we are waiting for all aspects of the contingent offer of employment to be met, training will begin, minus any safety sensitive functions.

Drivers will be trained to proficiency in the following categories. Onboard riding with an experienced driver, when comfortable and all safety sensitive test have come back negative will drive while experienced driver rides along. This will last as long as the new employee feels the need or the transportation coordinator deems necessary.

Driver will complete prior to driving alone first aid, CPR and AED training and will complete within the first 6 months of hire the following INDOT training components. PAT – Pre-Trip Inspections – Defensive Driving and Emergency Evacuations.

Ongoing training and education

Passenger Assistance Training every 2 years

Defensive Driving every 5 years

Pre-Trip Inspection Training every 5 years

Emergency Evacuation every 3 years

Drug & Alcohol Refresher – every year

CPR/1st Aid/AED Training – every 2 years

Any training the transportation coordinator deems needed or beneficial to the employees' position at the Adams County Council on Aging.

I have read and understand the New Hire Training/Ongoing training and education policy of the Adams County Council on Aging.

I acknowledge the opportunities and will be willing to attend, participate and expand my job knowledge when given the opportunity to do so by ACCoA. Cost of mandatory trainings will be at the expense of the agency.

Employee Signature

Date