

PRE QUALIFICATION STANDARDS

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PRE QUALIFICATION STANDARDS

DOCUMENTS TO TURN IN

1. DW STATE W-4 FORM
2. DW FEDERAL W-4 FORM
3. DW I-9 FORM
4. DW EVERIFY 3 DAYS BEFORE WORKING
5. DW INSURANCE FORM (FULL TIME ONLY)
6. DW DRIVER'S LICENSE
7. DW BIRTH CERTIFICATE
8. DW SOCIAL SECURITY CARD
9. DW DRUG AND ALCOHOL TEST
10. DW MoDOT PHYSICAL

NAME

Dawn Will

DATE

12-6-14

PRE QUALIFICATION STANDARDS

ITEMS YOU WILL RECEIVE TO KEEP

1. DW **DRUG AND ALCOHOL POLICY**
2. DW **TITLE VI DOCUMENTATION**
3. DW **HOW TO FILE EMPLOYEE GRIEVANCE**
4. DW **MAP OF CITY OF BLOOMFIELD**
5. DW **EQUAL EMPLOYMENT INFORMATION**
6. DW **YOUR OWN SET OF KEYS**

NAME

Dawn White

DATE

12-5-14

PRE QUALIFICATION STANDARDS

VIDEOS REQUIRED TO BE WATCHED

1. DW Para transit driver training
2. DW What you need to know DOT Supervisor 60/60

Training Program

3. DW Recognizing Drug Abuse
4. DW Reasonable Suspicion
5. DW Drug and alcohol
6. DW Emergency Procedures for Rural Transit Drivers
7. DW Blood Borne Pathogens
8. DW Driver Alert

NAME

Dawn Wilk

DATE

12-6-14

PRE QUALIFICATION STANDARDS

PERSONAL APPEARANCE

Personal appearance is an often disregarded part of communication and presentation skills.

First impressions are very important - they can be about attitude as well as dress.

Visual impact is at least as important as verbal impact, people will very quickly make assumptions based on your facial expressions, the clothes you wear, how well groomed you are and your body language.

1. *DW* **CLEAN SHOES**
2. *DW* **CLEAN CLOTHES**
3. *DW* **APPROPRIATE UNREVEALING CLOTHES**
4. *DW* **NO FACIAL PIERCING**
5. *DW* **HAIR GROOMED**
6. *DW* **CLEAN BODY AND FREE OF ODOR**

NAME *Dawn Will* DATE 12-6-14

PRE QUALIFICATION STANDARDS

RADIO PROCEEDURE

1. DW BE PROFESSIONAL AT ALL TIMES
2. DW BREVITY
3. DW MAKE YOURSELF CLEAR
4. DW IF IT ISN'T NECESSARY KEEP IT OFF
THE AIR

Remember these rules of radio etiquette:

Professionalism. Brevity. Clarity. Necessity.

NAME Daw Will DATE 12-6-14

PRE QUALIFICATION STANDARDS

I-PAD OPERATIONS

1. DW THIS IS AN EXTENSION OF THE RADIO.

BE PROFESSIONAL AT ALL TIMES

2. DW COMMUNICATE WITH DISPATCH

3. DW BRING IN AT END OF EVERY SHIFT

4. DW TAKE PICTURES IF WRECK OCCURS

NAME Daw Will DATE 12-6-14

PRE QUALIFICATION STANDARDS

INFORMATION FOR DAILY/MONTHLY USE

1. DW REIMBURSEMENT FORM
2. DW SCHEDULES
3. DW LOG SHEET
4. DW PRE-OPERATIONAL CHECK FORM
5. DW HOURS OF SERVICE
6. DW RIDER GREIVANCE (OVERHEAD STORAGE)

NAME

Don Wilk

DATE 12-6-14

PRE QUALIFICATION STANDARDS
DRIVER SAFETY AND PROCEDURE

1. DW SEAT BELTS
2. DW PROPERLY USE MIRRORS
3. DW BACKING UP
4. DW WHEN LEAVING THE BUS
5. DW EMERGENCY EXITS
6. DW FUELING (USE GUIDELINES STATED AT PUMP)
7. DW FOUL LANGUAGE
8. DW ASSISTING CUSTOMERS
9. DW LIMITED ENGLISH PROFICIENCY
10. DW CARRYING ITEMS TO THE DOOR
11. DW HELPING INTO THE VEHICLE
12. DW CONTACT DISPATCH FOR ANY INCIDENT
13. DW WE FOLLOW SCHOOL CLOSINGS

NAME

Robert White

DATE 12-6-14

PRE QUALIFICATION STANDARDS

HAZARDOUS SITUATIONS OR ACCIDENTS

1. DW ROAD FLARES
2. DW EMERGENCY EXITS
3. DW HOW TO CALL FOR HELP
4. DW 1st AID KIT
5. DW BLOODBORNE PATHOGENS KIT
6. DW DEALING WITH AN ANGRY CUSTOMER
7. DW STAY WITH PASSENGERS

NAME

Daron White

DATE

12-6-14

PRE QUALIFICATION STANDARDS

WHEEL CHAIR SECUREMENT

1. DW CHECK STRAPS FOR DEFECTS DAILY
2. DW HOW TO ENGAGE LIFT MECHANISM
3. DW PASSENGER WEIGHT LIMITS
4. DW HOW TO USE HARDWARE
5. DW HOW TO LOAD AND UNLOAD CHAIRS
6. DW GO OVER SHED LOCATION
7. DW LOCATION OF EXTRA CHAIRS
8. DW HOW TO RAISE AND LOWER RAMP

NAME

Dawn Well

DATE 12-6-14

PRE QUALIFICATION STANDARDS

INTERIOR MAINTENANCE

1. *aw* TAKE OUT TRASH AS NEEDED
2. *aw* SWEEP DAILY
3. *aw* CLEAN SEATS AS NEEDED
4. *aw* CONSOLE CLEAN AT END OF SHIFT
5. *aw* DISINFECT RAILS
6. *aw* CHECK SEAT BELTS FOR DEFECTS

NAME

 Dave Hill

DATE

 12-6-14

PRE QUALIFICATION STANDARDS

FARE BOX

1. DW ALWAYS KEEP LOCKED
2. DW NEVER LEAVE KEY IN BOX
3. DW EMPTY EVERY FRIDAY FOR DEPOSIT
4. DW CHANGE ETIQUETTE
5. DW RECIEPTS IN FARE BOX

NAME

Dawn Will

DATE

12-6-14

PRE QUALIFICATION STANDARDS

LOG SHEETS

1. DW FILL OUT COMPLETELY
2. DW PRE TRIP ON REVERSE SIDE
3. DW PRE PAID CUSTOMERS
4. DW TURN IN EVERY FRIDAY

NAME Dawn White DATE 12-6-14

PRE QUALIFICATION STANDARDS

SHIFT CHANGE PROCEEDURE

1. DW CALL DRIVER TO COVER YOUR SHIFT
2. DW NOTIFY SUPERVISOR 2 HOURS AHEAD
3. DW MARK CALENDAR AHEAD IF POSSIBLE

NAME Dawn Will DATE 12-6-14

PRE QUALIFICATION STANDARDS

PASSENGER PROCEDURES

1. DW **DO NOT DISTRACT DRIVER**
2. DW **NO CHANGE FOR \$5.00 OR LARGER**
3. DW **WE WILL ONLY WAIT FOR YOU IF WE CAN.**

WE PICK UP AN ENTIRE TOWN OF CITIZENS.

4. DW **YOU ARE ALLOWED TO HAVE DRINKS ON
THE BUS WITH SCREW TOP LIDS ONLY**

5. DW **NO OPEN FOOD CONTAINERS ON THE BUS**

6. DW **AFTER 2 NO SHOWS YOU ARE PUT ON NO-
TICE THAT 3RD TIME IS SUPENSION FOR 3 MONTHS.**

NAME Daren Will DATE 12-6-14