

**ATTACHMENT K
DRIVER AND MONITOR CONTRACT TRAINING REQUIREMENT**

The Transportation Provider shall: Ensure that all Drivers and Monitors have successfully completed the applicable in-service training program(s) prior to transporting any HST Consumers and annually thereafter. The Broker reserves the right to request documentation of trainings conducted and all training documentation must be kept on file in the employee (Driver/Monitor) personnel files for Audit purposes. The mandatory training shall include, at a minimum, the Driver & Monitor Contract Training Requirement listed on the form below. Use the form below to document completed training.

TRAINING RECORD			Name of Personnel: Driver – Monitor (Circle one or both if applicable)
Date of Training	Instructor Name	Program Application	DRIVER AND MONITOR CONTRACT TRAINING REQUIREMENT
		Universal	* DRIVER ONLY: Driver rules and regulations; Defensive driving & reacting to skids, and Vehicle stalling & brake failure
		Universal	*** DRIVER AND MONITOR: Proper use of vehicle safety equipment; content and use of all first aid kit items; use of two-way radios, if applicable, and emergency vehicle evacuation procedures
		Universal	*** DRIVER AND MONITOR: Accident procedures & Incident reporting
		Universal	* DRIVER AND MONITOR: Correct use of Consumer seat belts, including correct use of child safety restraint devices for all programs serving children
		Universal	* DRIVER AND MONITOR: Use of Wheelchair lift & proper wheelchair securement
		Universal	* DRIVER AND MONITOR: Human rights and sensitivity to Consumer needs, including disability awareness, passenger assistance and accommodations for service animals (guide dogs) in vehicles
		Universal	*** DRIVER AND MONITOR: Familiarization with the HST and Agency standards, specifications and procedures, including mandated reporting of suspected abuse or neglect and suspected Medicaid member or provider fraud and abuse, driver and monitor performance standards, consumer pickup protocols, and data privacy and security rules and requirements, including compliance with the HIPAA Rules, EO 504 and all other applicable laws, regulations, policies, procedures and standards applicable to Transportation Provider (including those set forth in Section VIII , below)
		Program-Based	* DRIVER AND MONITOR: First aid; reaction to seizures, universal precautions and “vehicle empty” inspection procedure
		DPH only	** DRIVER AND MONITOR: Certified in basic first aid (4 hours). The certification must be through the American Red Cross, American Heart Association, or other equivalent training approved by the Broker and must be kept current
		DPH only	** DRIVER AND MONITOR: Certified in CPR for infants and children. The certification must be through the American Red Cross, American Heart Association, or other equivalent training approved by the Broker and must be kept current

* Annual Training must be conducted by a certified instructor or by an instructor who has been trained by a certified instructor and must be kept current at all times.

** Training requires Certification from the American Red Cross or the American Heart Association and must be kept current at all times.

*** Annual Training can be conducted by a your in-house instructor and must be kept current at all times.

I certify that all Drivers and Monitors have or will have successfully completed the applicable in-service training program, “DRIVER & MONITOR CONTRACT TRAINING REQUIREMENT”, prior to having contact with or transporting any HST Consumers, that they will receive required training annually thereafter and that all training will be kept current.

Signature of Chief Executive Officer/Owner or Designated Representative

Date

Printed Name of Chief Executive Officer/Owner or Designated Representative