

# Driver Training Requirements for 5310

Subrecipients must have training policies in place that cover all NRTAP topics below, or similar training that covers all topics. You must provide us with your policies and procedures. Drivers must be re-trained at least every 2 years, though we recommend annually, and can use the 2-the-point training flashcards.

Subrecipients must be able to have the managerial capability to implement the project and comply with federal and state requirements. To demonstrate managerial capability, subrecipients must have adequate number of staff to implement the project; management staff with the requisite skills, education, training, and experience; adequate documentation of key policies; and the ability to submit timely, complete, and accurate quarterly reports. Subrecipients must monitor service to ensure that drivers follow policy and procedures and provide quality service. Subrecipients must have a training program for drivers and must track training that drivers have received. Subrecipients should have a written operators' policy and procedures manual.

Subrecipients must maintain FTA-funded equipment. They must have a written maintenance plan and maintain project equipment and facilities at a high level of cleanliness, safety, and mechanical soundness. They must maintain all accessibility features and equipment in operating condition. They must have procedures to track when preventive maintenance inspections are due and to schedule preventive maintenance inspections in a timely manner. Subrecipients must have a pre-trip inspection program that addresses vehicle condition, appearance, cleanliness, safety, and ADA accessibility equipment. Deficiencies noted in a pre-trip inspection must be repaired in a timely manner and properly reviewed by management. Subrecipients must maintain a file on each FTA-funded vehicle that contains daily logs, pre-trip inspection checklists, and repair records

Subrecipients must document that drivers have a valid operator's license, have a safe driving record, and have been trained in first aid. All safety devices must be maintained in operating condition. All vehicles must be outfitted with a blood-borne pathogens kit, first-aid kit, fire extinguisher, bi-directional reflective triangles, and web cutters. All vehicles must contain Title VI/ADA posters and Accident forms. Drivers and passengers must wear seat belts. Drivers must focus on driving and limit distractions when vehicles are in motion.

The fleet should be appropriate for the type of service, ridership volumes, and scheduling patterns. The vehicle spare ratio must be reasonable for the type of service, the size and age of the fleet, service demand, and current and projected ridership. Subrecipients should have a fleet replacement plan.

Subrecipients are prohibited from using federally funded equipment and facilities to provide charter service except in accordance with allowable exemptions or exceptions.

Subrecipients are prohibited from providing exclusive school bus service unless the service qualifies under an allowable exemption and is approved by the FTA Administrator. In no case can federally-funded equipment or facilities be used to provide exclusive school bus service. Head Start transportation is considered human service transportation, not school bus service.

# **Training videos can be found: [nationalrtap.org](http://nationalrtap.org) on the eLearning page**

## **All drivers must complete the following trainings:**

- ADA and Sensitivity
- Bloodborne Pathogens
- Customer service
- Defensive Driving
- Distracted Driving
- Drugs and Alcohol
- Emergency Management
- Passenger Safety
- Transporting Non-Ambulatory Passengers
- Transit and Human Trafficking
- Problem Passengers: Managing Difficult Passengers and Situations

## **Further suggested or required trainings (UTA trainings are required)**

### For Maintenance:

- Top Shops: Emergency Management
- Top Shops: Instructor Led Training (ILT) course

### For Grant Managers and Fleet Managers:

- UTA Application Workshop
- UTA Vehicle Workshop
- UTA Grant Management Workshop
- UTA RidePilot Training
- Transit and Human Trafficking
- ADA and the FTA: Improving Access for People with Disabilities
- FTA Drug Abuse Awareness Video
- Reasonable Suspicion Training for Supervisors
- FTA 101: An Introduction to the Federal Transit Administration
- Title VI Program Requirements for FTA Grantees