




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 3902	Driver Training
Origination Date: March 2004	
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Reviewed Date: March 2005; March 8, 2006; May 30, 2007; May 25, 2010, May 2011, June 7, 2012, April 17, 2013, October 15, 2014; June 14, 2016	
Approved:  <hr/>	
Bryan G. Stephens, Interim Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that all drivers must successfully complete the Driver Training requirements as established by the CSB and DHS. Additional courses and refresher modules will be provided as necessary to ensure quality service delivery. All training materials will be updated periodically to reflect changes in policy and revised to include new procedures.

PROCEDURE:

The Human Resources Department will establish and maintain all driver training records/files. All driver personnel are required to successfully complete the following CSB Driver Training course requirements:

1. Agency Orientation
2. Procedures for Pick-up, Assisting, and Delivery of Clients
3. Client Service, Courtesy, and Sensitivity Awareness
4. Non-Violent Crisis Intervention
5. Driver Conduct
6. Vehicle Orientation, Pre-Trip Inspections
7. A certified Defensive Driver course
8. Proper handling and securing of mobility aids
9. Driver Logs / Record keeping
10. Emergency Procedures
11. A certified Basic First Aid, CPR course and CPI course
12. Accident Reporting
13. Incident Reporting