Bus Driver

Buddy Orientation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Job Duties | Date | TrainerInitials  | Buddy Initials |
| **General:** |  |  |  |
| Review of Care Model |  |  |  |
| Staff Rooms* Locker
* Eating area
* Communication or meeting area
 |  |  |  |
| **Review Policy and Procedure manuals [list all that apply for your organization below are some examples]** |  |  |  |
| Interacting with Residents  |  |  |  |
| Sign in/Out process for staff* Policies and/or procedure to follow
 |  |  |  |
| Who the Bus Driver reports to* Insert site-specific information
 |  |  |  |
| Confidentiality  |  |  |  |
| Dress Code  |  |  |  |
| Name tags |  |  |  |
| Protection of People in Care Act |  |  |  |
| Accepting Gifts from Residents |  |  |  |
| Boundaries |  |  |  |
| **Occupational Health, Safety & Wellness Policy [list all that apply for your organization below are some examples]** |  |  |  |
| Fire Safety |  |  |  |
| Emergency Preparedenss |  |  |  |
| Infection Control |  |  |  |
| How to report an incident or emergency * Insert site specific information
 |  |  |  |
| First Aid Procedures |  |  |  |
| Review Job Hazard Assessment |  |  |  |
| Hazard Reporting process |  |  |  |
| Review Location of the buses* Insert site specific information
 |  |  |  |
| Review sign in and out procedure for Buses* Insert site specific procedure (parking, fueling, washing)
 |  |  |  |
| Review loading and unloading of residents SWPP |  |  |  |
| **Communication: [list all that apply for your organization below are some examples]** |  |  |  |
| Residents |  |  |  |
| Families |  |  |  |
| Co-workers |  |  |  |
| Tour of the Insert Site/Facility/Community |  |  |  |
|  |  |  |  |