Bus Driver

Buddy Orientation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| Job Duties | Date | Trainer  Initials | 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 |  |  |  |
|  |  |  |  |