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DATE: November 23, 2009
TO: Rural Transit Agencies and Specialized Transportation Providers
FROM: Jacqueline Waters, Transit Specialist, Illinois Rural Transit Assistance Center (RTAC)
SUBJECT: Classroom Driver Training Program

RTAC is pleased to provide to your agency this year's classroom driver training program. The RTAC Emergency Procedures Trainer created a 50 question test that pertains to the hands-on training. For the Defensive Driving and Passenger Assistance classroom training portion, we are providing a list of relevant informational Web sites for distracted driving and wheelchair securement. All of the driver training classroom material may be accessed at www.iira.org/outreach/rtac.asp. Also, please visit our Web site to view the library items that correlate with the three trainings.

How to proceed:

1. Have each driver take the emergency procedures test – this test is not just for new drivers, but for everyone. Each driver will also read the distracted driver and wheelchair securement information.
2. Fill out the sign-in sheet, which signifies that your drivers have taken the emergency procedures test and read the defensive driving and passenger assistance related material. At the end of August 2010, RTAC will submit to IDOT a listing of each agency that has attended trainings, broken down by employee name and the type of training the employee attended.
3. Mail or fax the sign-in sheet to RTAC. Please do not send us the completed emergency procedures tests.
4. Call RTAC for the hands-on trainings: 800.526.9943.

Our on-site hands-on (our trainers instruct your drivers) portion of our training program will remain the same as last year. Here is what to expect during the trainings and who to call to schedule them:

- **Defensive Driving:** The course focuses on driving techniques that will enable transit drivers to drive in a more defensive manner. It addresses issues such as stopping distance, field of vision, vehicle controls, speed management, and vehicle inspections. **Please call Jacqueline Waters at 800.526.9943 to schedule.**

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- **Emergency Procedures:** Focuses on emergency preparedness (safety checks the driver should conduct before leaving on the trip and types of emergency equipment that should be on the vehicle) and on procedures to follow in case of an actual emergency (evacuation of passengers, first aid, etc.). **Please call Mable Kreps at 800.526.9943 to schedule.**
- **Passenger Assistance:** In addition to explaining proper securement of wheelchairs, use of wheelchair lift, and various ways to physically assist passengers, this course also addresses sensitivity issues and the best way to communicate with people with disabilities, as well as manual operation of the lift in case of mechanical failure. **Please call Mable Kreps at 800.526.9943 to schedule.**

If you have any questions, please contact me at 800.526.9943 or JS-Waters@wiu.edu.