

Policies & Procedures

**UTA 5310 Grant Vehicle
Training Requirements**

Section: Administrative

Pages: 1

Subject: UTA 5310 Grant Vehicle Training

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POLICY

In accordance with the grant requirements, any DBH employee must complete the following steps to use vehicles through the 5310 grant.

PROCEDURE

1. Employee must contact Transportation Coordinator to let them know they are interested in using said vehicles.
2. Transportation Coordinator will add employee to the user database of the Nation RTAP e-learning portal.
3. Employee must complete the following sections under 2 the point training.
 - a. All drivers must complete the following trainings:
 - i. ADA and Sensitivity
 - ii. Bloodborne Pathogens
 - iii. Customer Service
 - iv. Defensive Driving
 - v. Distracted Driving
 - vi. Drugs and Alcohol
 - vii. Emergency Management
 - viii. Passenger Safety
 - ix. Transporting Non-Ambulatory passengers
 - x. Transit and Human Trafficking
 - xi. Problem Passengers: Managing Difficult Passengers and Situations
4. Upon completion of courses the Transportation Coordinator will review the employee's training record prior to allowing use of the vehicles.