To: Ohio Area Agencies on Aging and Other Interested Parties  
From: Paula Markey Taliaferro, Education Consultant  
Date: January 5, 2016  
RE: DRIVE Train the Trainer Course Registration Materials  

The Train the Trainer session for the DRIVE Courses (the eight hour DRIVE: Transporting Older and Disabled Passengers for new and inexperienced drivers and the four hour DRIVE Refresher Course for experienced drivers) will be available once this spring. This event is intended for those who will be training drivers, not for drivers themselves. The DRIVE Courses fulfill quality assurance standards for Older Americans Act Title III services and for PASSPORT services as well as standards for ODOT providers. Included in this material are descriptions of the DRIVE Curriculum and the Train the Trainer session. The session is interactive and offers hands on experiences. The Train the Trainer session will cover information on training skills as well as how to use the DRIVE curriculum.

The DRIVE Train the Trainer course will be offered April 25 & 26, 2016 from 8:30am-5:00pm. Participants must attend the entire two day course to be qualified to instruct DRIVE. The cost will be $200.00 and include all materials, refreshments, and lunches. This course is subsidized by the Ohio Dept. of Aging. Because of this fact, the course will only be open to those providers holding PASSPORT or OAA Title III contracts and providers funded by the Ohio Dept. of Transportation. This course fills up very quickly. Therefore no more than one trainer per agency/company will be permitted to attend. In order to receive a refund, cancellations must be made 5 days prior to the event. If the course fills up, we do maintain a waiting list on a first come, first serve basis. The COAAA will maintain a waiting list once the slots for this course are full.

A few years ago, we completed additional optional DRIVE modules on the needs of two special populations. They are Transporting Passengers with Mental Illness and Transporting Passengers with Developmental Disabilities. These are optional for you and for your drivers, and would best be used as in-services for drivers who have already had DRIVE. There is a separate Train the Trainer session for these optional Modules. It is Wednesday April 27, 2016 from 8:30am-2:30pm. The fee for this Train the Trainer is $20.00 and includes all materials. Included in this mailing is an outline of the optional modules.

The sessions will be held at the City of Columbus Training Center (750 Piedmont Rd., Columbus). Directions will be sent with a confirmation letter when registration with payment is received. Parking is FREE. Columbus Hotel information is enclosed. Participants should dress casually and wear comfortable closed toed shoes. Some lifting is required.

To register, please complete the enclosed form and return with payment by April 1, 2016 Upon registration, participants will receive written confirmation. Once this training fills up, we will maintain a waiting list on a first come, first serve basis. For questions, please e-mail ptaliaferro@coaaa.org. 
Registration for the DRIVE Train the Trainer Course
April 25 & 26, 2016, Optional Modules April 27, 2016

Name:____________________________________________________________

Employer:________________________________________________________________

REQUIRED: Funding under which transportation services are provided (Check all that apply)

- ODA PASSPORT________
- ODA OAA Title III________
- ODOT Transit System________
- ODOT Transit System Contractor________
- ODOT Coordination Project________

Position:_________________________________________________________________

Street Address(City, State, Zip):_____________________________________________

Phone Number: (____)________________________

Email address(required for confirmation)_____________________________________

Confirmation email with parking information will be sent within 2 weeks of receipt of registration.

I will attend only April 25 & 26, 2016 Train the Trainer Course

OR

I will attend both the Train the Trainer & Optional DRIVE Modules Train
the Trainer Course(April 25 & 26 and Optional Modules April 27, 2016.)

Amount Enclosed:_________________________________________________________

OR

Purchase Order #________________________Federal ID #_______________________

Cancellation Policy: A REFUND will be made ONLY for cancellations received 5 work days prior to the event. If less than 5 days, a credit can be issued for use at another program within the next year. If notice of cancellation is not received before the date of the program, no credit can be issued. Any checks returned will be subject to a $15 returned check fee by the City of Columbus.

Please Make Checks Payable to: Columbus City Treasurer
Mail Registration and Payment to: Central Ohio AAA Training Registration
174 E. Long St.
Columbus, OH 43215
Phone(614) 645-7250 or 1-800-589-7277
Fax (614) 645-3884
Train the Trainer Session
DRIVE: Transporting Older and Disabled Passengers
AGENDA

Day One (8:30am-5:00pm)

1. Module 1: Setting the Stage
   Training Adults Effectively
   Using the Lecture Technique
   Using Audio Visuals Effectively
   Difficult Training Situations
   Using the Children’s Module

2. Module 2: Driver Responsibilities
   Module 3: Perceptions of Aging

3. Module 4: Understanding Impairments

4. Module 5: Understanding Diseases
   Module 6: Using Assistive Equipment

Day Two (8:30am-5:00pm)

1. Module 7: Assisting Passengers in Wheelchairs
   Using Demonstration in Training

2. Module 8: Transfer Techniques
   Module 9: Vehicle Lifts and Securements
   Additional training options from lift and securement manufacturers
   Americans With Disabilities Act Rules and Regulations
   Module 10-Infection Control for those In Transportation

3. The DRIVE Refresher Course Curriculum
   Module 11R Difficult Situations
   Using Small Group Training Techniques

4. Evaluations
## Columbus Hotels (all have internet & phone reservations)

### Near City of Columbus Training Center (Piedmont Center) ($60-$90/night)
- **Comfort Inn Columbus North**: 1213 E. Dublin Granville Rd, 43229
- **Days In Columbus North**: 1212 E. Dublin Granville Rd, 43229
- **Best Western Plus Columbus North**: 888 E. Dublin Granville Rd., 43229

### OSU Area-North ($70-160/night, easy to access to downtown and 1-71)
- **Fairfield Inn and Suites**: 3031 Olentangy River Road
- **Red Roof Inn**: 4411 Ackerman Rd.
- **Varsity Inn South**: 1445 Olentangy River Road
DRIVE: Transporting Older and Disabled Passengers

Courses offered in the State of Ohio

Fact Sheet

Courses For Drivers:

DRIVE: Transporting Older and Disabled Passengers
- An 8 hour, hands-on course for drivers.
- Must be taught by an active DRIVE Trainer (see below-who is listed on the active DRIVE trainer list).
- Content is required by ODA for transportation providers in both the Medicaid Waiver PASSPORT and OAA Title III services.
- ODOT requires all drivers from transit systems, coordination projects, and Specialized Transportation Program agencies to have some type of passenger assistance training within six months of being hired. The DRIVE training meets this requirement.
- The Ohio Emergency Medical Services requires passenger assistance training for drivers in the Ambulette regulated programs and the DRIVE training fulfills this requirement.
- Curriculum includes 10 topics: Driver Responsibilities, Perceptions of Aging, Understanding Impairments, Common Diseases, Using Assistive Equipment, Assisting Passengers in Wheelchairs, Assisting Passengers to Sit or Stand, Wheelchair Lift Operations and Wheelchair Securement, and Infection Control.

DRIVE: Refresher for Drivers
- 4 hour course designed as a refresher for drivers who completed the DRIVE course three or more years earlier. Refresher does not stand alone, but builds upon the eight hour DRIVE course.
- Must be taught by an active DRIVE Trainer (see below-who is listed on the active DRIVE trainer list.)

Courses for Trainers:

DRIVE: Train-the-Trainer Course
- Ohio Departments of Aging sponsors Train-the-Trainer sessions periodically. The course has limited slots each a year. Because the course is subsidized by ODA, attendance is limited to drivers in programs it funds.
- The course is two days (16 hours) and held in Columbus. It teaches trainers to use the DRIVE curriculum. Trainers must participate in the full 16 hours. Trainers are then certified to train drivers in their agencies using this curriculum. They are not certified to train other trainers.
- Those on the Active DRIVE Trainers list sign a Curriculum Use Agreement and agree to comply with its terms.

DRIVE: Trainer Update Course--
- Provides TRAINERS with new, updated and expanded curriculum and materials.
- Trainers must take the Trainer Update Course every three years in order to remain an active DRIVE Trainer. Trainers are contacted by mail when they are due for the Update Course.
- Offered once a year in Columbus

For further information, contact:
Paula M. Taliaferro, Education Consultant, COAAA, 614-645-7300; ptaliaferro@coaaa.org

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1 Developed by the Ohio Department of Aging, the Central Ohio Area Agency on Aging and the Ohio Department of Transportation. Copyright Ohio Association of Area Agencies on Aging (1996)
**DRIVE: Transporting Older and Disabled Passengers**  
**Courses Content**

**Basic 8 Hour DRIVE Course**

**Module 1: Setting the Stage**

**Module 1 Outline:**
1. Use of the Modules  
2. Participant Information  
3. Choosing the Site  
4. Equipment Needed  
5. Advance Preparation of Materials  
6. Completion and Evaluation of Session  
7. Introducing the Session

**Module 2: Driver Responsibilities**

**Objectives:** Participants will be better able to identify their responsibilities for:
1. Compliance with the Americans with Disabilities Act  
2. Vehicle maintenance and familiarity  
3. Safety and emergency procedures  
4. Transportation under adverse weather conditions

**Module 3: Perceptions of Aging**

**Objectives:** Participants will be better able to:
1. Define stereotypes and perceptions of aging.  
2. List normal characteristics of aging.  
3. List common myths surrounding aging.

**Module 4: Understanding Impairments**

**Objectives:** Participants will be better able to:
1. Identify visual impairment and techniques to assist passengers who are visually impaired.  
2. Identify the causes and types of hearing impairment and techniques to assist passengers who are hearing impaired.  
3. List the types and symptoms of strokes and techniques to assist passengers who have suffered a stroke.  
4. Identify the symptoms of respiratory illness and techniques to assist passengers with this condition.  
5. Identify the issues surrounding kidney disease & hemodialysis and provide techniques to assist passenger who are returning from treatment.  
6. Identify the symptoms of dementia and Alzheimer's Disease and describe techniques to cope with challenging behaviors of a passenger with Alzheimer's Disease.

**Module 5: Understanding Diseases (Optional)**

**Objectives:** Participants will be better able to:
1. Describe the symptoms, course, and treatment of seven common diseases and disabling conditions passengers might experience.  
2. List general passenger assistance techniques for disabled passengers.  
3. List assistance techniques specific to certain diseases and disabling conditions.
Module 6: Using Assistive Equipment (Optional)
Objectives: Participants will be better able to:
1. List techniques for assisting ambulatory passengers.
2. Describe the three types of crutches and techniques for assistance.
3. Describe the two types of canes and techniques for assistance.
4. Describe the proper use and storage of walkers.
5. Describe the use of leg braces and techniques for assistance.
6. List characteristics of prosthetic limbs and techniques
7. List characteristics of assistance animals and rules for transporting one with a passenger.

Module 7: Assisting Passengers in Wheelchairs
Objectives: Participants will be better able to:
1. List general assistance techniques for passengers in wheelchairs.
2. Identify the different types of wheelchairs and motorized devices.
3. Demonstrate how to move a passenger in a wheelchair up and down a single step or curb.

Module 8: Transfer Techniques and Assisting Passengers to Sit or Stand
Objectives: Participants will be better able to:
1. List general guidelines for assisting passengers.
2. Correctly demonstrate the steps of:
   a. one handed assists
   b. two handed assists
   c. standing pivot transfers (optional)
   d. two person transfers (optional)
   e. transfer from the front seat of an automobile (optional)
3. Describe some equipment to assist in transferring passengers.

Module 9: Vehicle Lift Operation and Securement Techniques
Objectives: Participants will be better able to:
1. To review the rules and regulations regarding transportation of wheelchairs and securement of passengers and equipment.
2. To present and have participants demonstrate proper techniques for lift operation and wheelchair securement (including power chairs and scooters).

Module 10: Preventing the Spread of Infections and Pests in Transportation
Objectives: Participants will be better able to:
1. to identify their responsibilities for controlling the spread of infectious agents & pests in their vehicle in the following areas:
   A. Person to Person Contact (How to Cough and Hand Hygiene)
   B. Public Surfaces and Shared Equipment
   C. Safely Managing Spills Of Blood & Other Bodily Fluids
   D. Controlling the Spread of Pests
DRIVE Refresher Course (4 Hours—For drivers who have completed the DRIVE course 3 or more years before)

Objectives: Participants will be better able to list describe and demonstrate:
1. Driver responsibilities regarding passenger safety, comfort, and well being.
2. Characteristics of dementia and techniques to minimize problem behaviors in passengers with dementia.
3. Correct wheelchair assistance.
4. Two passenger assistance techniques.
5. The laws and regulations regarding transport and securement of passengers and wheelchairs.
6. Techniques to maximize the comfort and safety of each trip despite challenging situations.

DRIVE Transporting Young Passengers with Special Needs (One Hour) (Optional)

Objectives: Participants will be better able to:
1. List general passenger assistance techniques for disabled young passengers.
2. List assistance techniques specific to certain conditions and diseases.

DRIVE: Transporting Passengers with Developmental Disorders (Two Hours) (Optional)

Objectives: Participants will be better able to:
1. Identify 10 facts and myths about developmental disorders.
2. Describe characteristics of three types of disorders: mental retardation, autism spectrum disorders, and learning disabilities.
3. Describe common challenges for people with these disorders. They are: abstract thinking, processing complex information, appropriate behavior in social situations, filtering sensory stimulation, and adapting to change.
4. List communication tips for drivers who interact with passengers who have these disorders.

DRIVE: Transporting Passengers With Mental Illness (Two Hours) (Optional)

Objectives: Participants will be better able to:
1. Identify six myths about mental illness.
2. Describe characteristics of three types of mental illnesses: anxiety disorders, mood disorders, and thinking disorders.
3. Identify the general symptoms of some specific disorders:
   Panic Disorder, Phobias, Obsessive-Compulsive Disorder (OCD), Post-Traumatic Stress Disorder (PTSD), Bipolar Disorder, Clinical Depression, and Schizophrenia.
4. Describe the three common treatments available for mental illnesses.
5. Identify coping techniques for drivers for five behaviors that may accompany a passenger’s mental illness.
6. Discuss appropriate driver actions in other related areas: passenger intoxication, passenger poor hygiene, and confidentiality issues.