

To: Ohio Area Agencies on Aging and Other Interested Parties
From: Paula Markey Taliaferro, Education Consultant
Date: January 5, 2012
RE: DRIVE Train the Trainer Course Registration Materials

The **Train the Trainer** session for **both 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. These events are 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 both the DRIVE Courses 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 March 27 & 28, 2012 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 48 hours 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.

In 2005, 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 March 29, 2012 from 8:30am-12:30pm.** The fee for this Train the Trainer is \$20.00 and includes all materials. Included in this mailing is an outline of the new modules.

The sessions will be held at the Central Ohio Area Agency on Aging (174 E. Long, Columbus). Directions and parking information will be sent with a confirmation letter when registration with payment is received. 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 March 9, 2012.** 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
March 27 & 28, 2012, Optional Modules March 29, 2012

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: (____) _____ Fax
Number(____) _____

_____ I will attend only March 27 & 28 Train the Trainer Course
OR

_____ I will attend both the Train the Trainer for DRIVE and Optional
DRIVE Modules Train the Trainer Course(March 27 & 28 and Optional Modules
March 29)

Amount Enclosed: _____
OR

Purchase Order # _____ Federal ID # _____

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 One: Setting the Stage
 - Training Adults Effectively
 - Using the Lecture Technique
 - Using Audio Visuals Effectively
 - Difficult Training Situations
 - Using the Children's Module
2. Module Two: Driver Responsibilities
 - Module Three: Perceptions of Aging
3. Module Four: Understanding Impairments
4. Module Five: Understanding Diseases
 - Module Six: Using Assistive Equipment

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

1. Module Seven: Assisting Passengers in Wheelchairs
 - Using Demonstration in Training
2. Module Eight: Transfer Techniques
 - Module Nine: Vehicle Lifts and Securements
 - Additional training options from lift and securement manufacturers
 - Americans With Disabilities Act Rules and Regulations
3. The DRIVE Refresher Course Curriculum
 - Module 10R Difficult Situations
 - Using Small Group Training Techniques
4. Evaluations

Columbus Hotel (all have internet access and 1-800 numbers)

Downtown(\$90-200/night) Within Walking Distance of COAAA

Courtyard by Marriott	35 W Spring St.
Red Roof In Nationwide Arena	111 Nationwide Blvd.
Drury Inn and Suite-Convention Center	22 E. Nationwide Blvd.
Doubletree Suites	50 S. Front St.
Crown Plaza Hotel	33 E. Nationwide Blvd.

Close to Airport (\$80-150/night)

Concourse Hotel Airport	4300 International. Gateway
Hampton Inn Airport	4280 International Gateway
Hilton Garden Inn	4265 Sawyer Rd.
Baymont Inn	4240 International Gateway

Grove City (South and easy to reach from downtown, \$50-100/night)

Hampton Inn South	4017 Jackpot Road
Hilton Garden Inn	3928 Jackpot Road
La Quinta	3962 Jackpot Road
Drury Inn and Suites	4109 Parkway Center Dr.

OSU Area-North (\$70-160/night, easy to access to downtown)

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 Passengers¹

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 Medical Transportation Board requires passenger assistance training for drivers in the Ambulette regulated programs and the DRIVE training fulfills this requirement.
- Curriculum includes 8 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.

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.)
- The curriculum contains 6 topics: Review of Driver Responsibilities, Understanding Dementia, Review of Assisting Passengers in Wheelchairs, Review of Assisting Passengers to Sit or Stand, Review of Wheelchair Lift Operations; and Wheelchair Securement, Challenging Situations.

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

Janet Hofmann, Program Specialist, Ohio Dept. of Aging, 614-466-6366; jhofmann@age.state.oh.us

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).

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