DRIVE Train the Trainer Course Registration Materials for 2027

The **DRIVE Train the Trainer** sessions for the **DRIVE Courses will be available in spring, summer and fall for 2027.** ***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 the standards for ODOT and Medicaid Ambulette providers. **Included in this material are descriptions of the DRIVE Curriculum and the Train the Trainer sessions.** The sessions are interactive and offers hands on experiences. The Train the Trainer sessions will cover information on training skills as well as how to use the DRIVE curriculum.

The DRIVE Train the Trainer course will be offered three times: March 22-24, July 19-21, and October 18-20, 2027 from 8:30 am to 5:00 pm. each day. Participants must attend the entire three day course to be qualified to instruct DRIVE**.**

The cost will be $400.00 and include all materials, refreshments, and lunches. One trainer from a company may register and if there is space, we will accept more than one person per company. We accept checks, Purchase Orders followed by a check. At this point, our online payment system is not available. If the courses fill up, we do maintain a waiting list on a first come, first serve basis. In order to receive a refund, cancellations must be made 5 days prior to the events.

The sessions will be held at the COAAA offices at 3776 S. High St., Columbus, OH 43207. Directions will be sent with a confirmation letter when registration with payment is received. Parking is FREE. Grove City Hotels are very close and 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. Upon registration, participants will receive written confirmation. For questions, please e-mail drivetraining@coaaa.org.

Registration for the DRIVE Train the Trainer Course:

March 22-24, 2027

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 ☐
Ohio EMS Ambulette ☐

Position: _____

Street Address(City, State, Zip): _____

Phone Number: ( ) _____

Email address (required for confirmation) _____
Confirmation email will be sent within 2 weeks of receipt of registration.

WHICH TRAINING DATE:

- **March 22-24, 2027** _____

Special Diet Needs Please Describe: _____

FORMS OF PAYMENT:

Amount Enclosed (By Check): _____ **($400.00)**

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 COAAA.
Please Make Checks Payable to: ***Central Ohio Area Agency on Aging***

Mail Registration and Payment to:

Central Ohio AAA, Training Registration
3776 S. High St., Columbus, OH 43207
Phone 614-645-7250/FAX 614-645-4884

Train the Trainer Session
DRIVE: Transporting Older and Disabled Passengers
AGENDA

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

Module 1: Setting the Stage
- Training Adults Effectively
- Using the Lecture Technique
- Using Audio Visuals Effectively
- Difficult Training Situations

DRIVE Fundamentals Course--Part A
- Module 2: Driver Responsibilities
- Module 3: Infection Control for those In Transportation
- Module 4: Understanding Impairments

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

DRIVE Fundamentals Course--Part B
- Module 5: Using Assistive Equipment
- Module 6: Assisting Passengers in Wheelchairs
  - Using Demonstration in Training
- Module 7: Passenger Assistance & Transfer Techniques
- Module 8: Entering and Exiting a Vehicle and Securing Passenger and Wheelchairs
  - Additional training options from lift and securement manufacturers
  - Americans With Disabilities Act Rules and Regulations

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

DRIVE Optional Module: Understanding Common Diseases
DRIVE Optional Module: Making Decisions in Challenging Situations
DRIVE Optional Module**:** Transporting Young Passengers with Special Needs
DRIVE Optional Module**:** Transporting Passengers with Developmental Disorders
DRIVE Optional Module**:** Transporting Passengers with Mental Illness

Directions
Central Ohio Area Agency on Aging

The COAAA offices and training facility is at 3776 S. High St., Columbus, OH 43207. When you arrive, please park in the free lot in front of the single-story building. If this lot is full, park in the large lot back of the building and return to enter through the single-story training facility entrance.

- Directions from 315 South/I71 South: Continue onto I-71 South. Take exit to I270East. Take Exit 52 and merge onto US-23 North-High St. The facility will be on the right side.

- Directions from I-270East: Take exit 52 and merge onto US 23 North-High St. The facility will be on the right side.

- Directions from 1-270 West. Take exit 52 and merge onto US-23 North-High St. The facility will be on the right side.

Grove City Hotels (Very Close to COAAA)

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.

DRIVE: Transporting Older and Disabled Passengers[1]
Courses offered in the State of Ohio
Fact Sheet

Courses for Drivers:

DRIVE Fundamentals Course Parts A & B: Transporting Older and Disabled Passengers

- Two four-hour, hands-on segments which together comprise the 8-hour DRIVE Fundamentals Course.
- Must be taught by an active DRIVE Trainer (see below-who is listed on the active DRIVE trainer list).
- A current certificate of completion is issued by the DRIVE Trainer to the participant which is valid and current for 3 years.
- 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 complete a passenger assistance training. The DRIVE Fundamentals training meets this requirement.
- Ohio Board of Emergency, Medical, Fire & Transportation Services (EMFTS) requires passenger assistance training for drivers in the Ambulette regulated programs. The DRIVE Fundamentals training fulfills this requirement.
- DRIVE Fundamentals Curriculum includes 7 topics: Driver Responsibilities, Infection & Pest Control, Understanding Impairments, Using Assistive Equipment, Assisting Passengers in Wheelchairs, Assisting Passengers to Sit or Stand, & Entering and Exiting a Vehicle and Passenger and Wheelchair Securement.

DRIVE Optional Modules: Special Situations and Populations

- DRIVE Optional Module: Understanding Common Impairments & Diseases (Two Hours)
- DRIVE Optional Module: Making Decisions in Challenging Situations (Two Hours)
- DRIVE Optional Module: Transporting Young Passengers with Special Needs (One Hour)
- DRIVE Optional Module: Transporting Passengers with Developmental Disorders (Two Hours)
- DRIVE Optional Module: Transporting Passengers with Mental Illness (Two Hours)

Course for Trainers:

DRIVE: Train-the-Trainer Course

- The course is three days and held in Columbus. It teaches trainers to use the DRIVE curriculum. Trainers must participate in the full Train the Trainer Course. Trainers are then certified to train drivers in their agencies using this curriculum. They are not certified to train other trainers.
- Active DRIVE Trainers must complete an update course every 3rd year to continue use the curriculum to train drivers.
- Those on the Active DRIVE Trainers list sign a Curriculum Use Agreement & agree to comply with its terms.

For further information, contact:
Terrence Toone, Community Outreach Coordinator, at ttoone@coaaa.org

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)

2027 DRIVE: Transporting Older & Disabled Populations
Descriptions of Courses

DRIVE FUNDAMENTALS COURSE, PART A:
INFORMATION ON RESPONSIBILITIES & IMPAIRMENTS, 4 HOURS

Module 1: Introduction of Content and Participants

1. Introduce content
2. Introduce trainer and participants to each other
3. Outline expectations of course

Module 2: Driver Responsibilities

1. Treating all passengers equally in compliance with the Americans with Disabilities Act
2. 5 Steps for responding to passenger requests
3. Vehicle maintenance and familiarity
4. Safety and emergency procedures
5. Confidentiality of passenger information
6. Recognizing & reporting abuse, neglect and exploitation of vulnerable passengers

Module 3- Preventing the Spread of Infections & Pests in Transportation

1. Person to Person Contact (How to Cough and Hand Hygiene)
2. Public Surfaces and Shared Equipment
3. Safely Managing Spills of Blood & Other Bodily Fluids
4. Controlling the Spread of Pests

Module 4: Understanding of Aging & Impairments

1. List common characteristics and myths of aging passengers.
2. Identify the causes & types of hearing impairment & techniques to assist such passengers.
3. Identify the symptoms of dementia and Alzheimer's Disease and describe techniques to cope with challenging behaviors of a passenger with dementia symptoms.

DRIVE FUNDAMENTALS COURSE PART B:
HANDS ON ASSISTANCE, 4 HOURS

Module 5: Using Assistive Equipment

1. List techniques for assisting ambulatory passengers with equipment.
2. Describe assistance with crutches, canes, walkers, leg braces & prosthetic limbs.
3. List characteristics of assistance animals & rules for transporting one with a passenger.

Module 6: Assisting Passengers in Wheelchairs

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 & down a single step or curb.

Module 7: Assisting Passengers to Sit or Stand & Transfer Techniques

1. List general guidelines for assisting passengers.
2. Correctly demonstrate the steps of:
    a. one handed & two-handed assistance techniques
    b. standing pivot, two person, & transfer from the front seat of an automobile (optional content)

Module 8: Entering and Exiting a Vehicle and Securing Passengers and Wheelchairs

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 & scooters).

Note: DRIVE Parts A & B constitute the full DRIVE Fundamentals Course which fulfills the quality assurance standards for Passenger Assistance Training under all rules in Ohio (ODA, ODOT, Medicaid Ambulette (EMS) funded systems). In order to maintain **a current and valid** DRIVE certificate, the driver would retake the DRIVE Fundamentals Course (both parts A & B) every 3 years. The content on the following page is optional and can be offered to drivers by DRIVE trainers depending on the population they are serving.

DRIVE COURSE: *OPTIONAL MODULES*: SPECIAL SITUATIONS AND POPULATIONS

1. **Understanding Common Impairments & Diseases (Two Hours)**
   - Identify visual impairment & techniques to assist passengers who are visually impaired.
   - List the types & symptoms of strokes & techniques to assist passengers who have suffered a stroke.
   - Identify the symptoms of respiratory illness & techniques to assist passengers with this condition.
   - Identify the issues surrounding kidney disease & hemodialysis and provide techniques to assist passenger who are returning from treatment.
   - Describe the symptoms, course, and treatment of seven common diseases and disabling conditions passengers might experience.
   - List general passenger assistance techniques for disabled passengers.
   - List assistance techniques specific to certain diseases and disabling conditions.

2. **Making Decisions in Challenging Situations (Two Hours)**
   - Describe management techniques for conflicts between themselves and passengers.
   - Describe intervention techniques for conflict between passengers.
   - Describe appropriate driver responses to tension & conflict within passengers' families which interferes with transportation services.
   - Describe appropriate ways to approach supervisors/administrative staff with questions & concerns about day to day operations and agency policies and procedures.

3. **Transporting Young Passengers with Special Needs (One Hour)**
   - List general passenger assistance techniques for disabled young passengers.
   - List assistance techniques specific to certain conditions and diseases.

4. **Transporting Passengers with Developmental Disorders (Two Hours)**
   - Identify 10 facts and myths about developmental disorders.
     - Describe characteristics of three types of disorders: intellectual disability, autism spectrum disorders, and learning disabilities.
   - 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.
   - List communication tips for drivers who interact with passengers who have these disorders.

5. **Transporting Passengers w ith Mental Illness (Two Hours)**
   - Identify six myths about mental illness.
   - Describe characteristics of three types of mental illnesses: anxiety disorders, mood disorders, and thinking disorders:
   - Describe the three common treatments available for mental illnesses.
   - Identify coping techniques for drivers for 5 behaviors that may accompany a passenger's mental illness