

Stark County Board of Developmental Disabilities

Transportation Procedure 03 Bus/Van Driver and Rider First Aid/CPR	Effective: 9/1/2015
Chapter 5: Program Services	Page 1 of 1

Subject: Bus/Van Driver and Rider First Aid/CPR

Drivers and Riders are required to complete the American Heart Association Red Cross Hearty Savers First Aid Course within 60 days of their employment with the Board. Failure to receive this training within 60 days shall result in the employee being removed.

Any employee, whose position requires such training, that chooses not to attend or is unable to attend Red Cross training that has been scheduled as an in-service, shall be required to arrange and pay for their own certification or re-certification.

During new staff orientation current First Aid card and the expiration date will be reviewed.

- a. Training will be scheduled by the administration within 60 days of date of hire, if no valid first aid card is held.
- b. If card is current, expiration date will be entered in file of those who have training.
- c. Upon successful completion, the bus/van driver/rider will provide the Supervisor with evidence of completion with a copy sent to their Personnel File.

First aid certificates must be renewed every 2 years. It is the responsibility of the Bus/Van Drivers and Riders to hold a valid Heart Association certificate at all times.

A roster of First Aid certified staff will be kept current, reflecting the First Aid expiration date by the Human Resources Department.

Approximately sixty [60] days prior to the expiration of First Aid certification, the Driver/Rider will be given notice of their expiration date and the training schedule. The notice will include their expiration date, the location and date of the training.

- a. Arrangements will be made with the First Aid provider outlining the conditions for training scheduling.
- b. After completion of training, the Department Head will be notified of any staff persons failing to meet the State Requirement 3301-83-21D Ohio Department of Transportation.
- c. The Department Head will advise the Superintendent/Designee of the staff persons failing to meet the requirements of the Ohio Department of Transportation.