

Guidance for Driver Trainers

Minnesota RTAP

Last Updated: August 2024

STEP ONE

Complete Entry-Level Driver Training (ELDT)

If your new driver **does not have a CDL** and they need one to drive for your agency, complete the steps in this checklist: <https://www.mnrtap.us/wp-content/uploads/2022/02/Step-by-Step-ELDT-Process-for-Minnesota-Agencies-MnRTAP.pdf>

STEP TWO

Complete New Hire Driver Training

Minnesota RTAP recommends the following courses for your new drivers:

1. Passenger Assistance Safety & Sensitivity (PASS)
2. Recognizing & Reporting Abuse
3. Defensive Driving

You have 3 options to complete this training

1. Online (with wheelchair securement in-person): All 3 courses can be taken by your drivers online:

1. Go to mnrtap.us and log in with your username and password
2. In the menu, hover over “My Account” then click “Add New User”
3. Follow the instructions to create a new user and click “Submit”
4. Go to <https://www.mnrtap.us/calendar-of-events/>
5. Click “Register” next to the course you want to register your driver(s) for from the list at the top of the page
6. Check the drivers you want to register from the list on the right side of the page
7. Click “Submit”
8. Your driver and your driver trainer(s) will be sent instructions for the driver to begin the course within 3 business days (note that this is a different email than the registration confirmation email that is sent right away)
9. Once your driver completes the online PASS course, we will contact your trainer to schedule a trainer to complete the in-person part of PASS or confirm if your trainer (if they are a certified PASS trainer) has completed the wheelchair securement in-person part of the PASS course.
10. Once your driver has completed the course for Recognizing and Reporting Abuse and Defensive Driving, they will be issued a certificate on the Minnesota RTAP website on their profile. Once your driver has completed both the in-person and

online parts of the PASS course, they will be issued a certificate on the Minnesota RTAP website.

2. By your certified staff trainer.

1. To train your staff on PASS, your trainer needs to take the PASS Train the Trainer certification and renew their certification every 3 years with CTAA. They register for the PASS train the trainer course on the CTAA website: <https://ctaa.org/calendar/> They do not need to be a certified trainer for Defensive Driving or Recognizing & Reporting Abuse, although RTAP offers train the trainer courses for those every few years and they can attend them for additional training support.
2. If your trainer needs PowerPoints to complete the training, they can download them here: <https://www.mnrtap.us/trainer-resources/>
3. If your trainer would like RTAP to issue driver certificates, just email RTAP the list of drivers trained and which courses they completed with your certified staff trainer.

3. By an RTAP trainer. Request an RTAP trainer

1. You can request an RTAP trainer to come out to your transit agency to complete these courses with your staff in-person. We request that you have at least 7 students needing the classes and that you allow drivers from other agencies to attend as well (up to 15 students per class). If your agency has 15 students, you do not need to open the classes up to other students.
2. PASS is an 8-hour class in this format and Recognizing & Reporting Abuse an Defensive Driving are each 4 hours, so you will need to have your drivers available to attend the training for 2 consecutive days.
3. RTAP will work out the dates with you and the trainer.

Driver Refresher

We recommend that drivers take this refresher course that reviews the content from the 3 new hire courses every 1-3 years. They can take this using the same 3 options as above. For Driver Refresher with an RTAP trainer it is a 4-hour course. For Driver Refresher online, they do not have to do a securement part of PASS with a certified PASS Trainer but it's a good idea to have your agency trainer or an RTAP trainer review wheelchair securement on the buses with them every 1-3 years.