



# Shuttle Driver Safety

Having a shuttle at your facility is a welcome convenience for travelers and guests. There are many factors to consider before your shuttle driver takes the wheel. Keep these tips in mind for the safety of your driver and passengers.

- Shuttle drivers must have a valid commercial driver's license and a good driving record.
- Shuttle drivers must be trained in the proper use of handicapped accessible equipment.
- Handicapped passengers must be secured in accordance with their mobility device.
- Shuttle drivers are required to follow all rules of the road, especially speed limits.
- Before driving, shuttle drivers should go through a mental checklist to ensure safe driving:
  - o Attach seatbelt
  - o Check seat position
  - o Adjust mirrors
  - o Put away cell phone or other distractions
  - o Check for first aid kit and fire extinguisher
  - o Test means of communication to dispatcher
  - o Ensure that all passengers are seated
- Prepare for your route by considering these factors:
  - o Adverse weather
  - o Traffic
  - o Road conditions
- Shuttle drivers should always err on the side of caution and practice defensive driving.
- Driving in reverse should be avoided.
- Shuttle drivers should conduct pre and post-trip vehicle inspections.
- Preventative maintenance checks should be performed at regular intervals.
- Shuttle drivers must know proper evacuation procedures in case of a fire or other emergency

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