



## Social Services Transportation Aide

Employee Name: \_\_\_\_\_

A. General Orientation was completed on: \_\_\_\_\_

B. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
1. Review of Social Services Policy and Procedure Manual	SSD Social Services Policy and Procedure Manual			
2. Transporting Residents: <ul style="list-style-type: none"> <li>• Review Policy and Procedure for Transporting Residents</li> <li>• Check Off on Using Lift and Securing Wheelchair in Facility Van</li> </ul> <i>(Transportation Orientation)</i> <b><u>(Attach to this Orientation)</u></b>	SSD/Maintenance Director  Operations Policy and Procedure Manual			
3. Accompany Resident to Appointment: <ul style="list-style-type: none"> <li>• Provide information to Care Giver at Appointment</li> </ul>	SSD/Administrator			

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date</b>
<ul style="list-style-type: none"> <li>• Provide Visit Information to Charge Nurse Upon Return</li> <li>• HIPPA</li> </ul>				
4. Resident Services: <ul style="list-style-type: none"> <li>• Room Changes</li> <li>• Resident Inventory</li> <li>• Absentee Voting</li> <li>• Resident Shopping</li> </ul>	SSD/Administrator  Social Services Policy and Procedure Manual			
5. Assisting Residents to Inhouse Activities Such as: <ul style="list-style-type: none"> <li>• Resident Council Meetings</li> <li>• Care Plan Meetings</li> </ul>	SSD/Administrator			
6. Assist with Inhouse Services: <ul style="list-style-type: none"> <li>• Podiatry</li> <li>• Dental</li> <li>• Vision</li> </ul>	SSD/Administrator			
7. Social Services Filing	SSD			
8. Job Description	SSD			