**TRAVEL TRAINING**

**FORMS PACKET**

Developed by Institute for Community Inclusion

 University of Massachusetts

Boston, MA

www.communityinclusion.org

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**The purpose of this transportation training packet is to assist in training individuals with disabilities on taking transportation to and from work. It is designed particularly to assist individuals who experience learning challenges, and benefit from a systematic approach to learning. It is also intended as a mechanism for documenting that an individual has been properly travel trained, and contact/emergency information regarding transportation.**

**Transportation Information Sheet**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Home address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Home Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cell Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer**

**Name:**

**Address:**

 **• Supervisor/Contact Name:**

 **Phone #:**

**Summary of transportation to and from work:**

**Automobile directions to employer:**

**Transportation Method & Directions**

**Training Sheet**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Date:** |  |  |  |  |  |
| Step 1: |  |  |  |  |  |
| Step 2: |  |  |  |  |  |
| Step 3: |  |  |  |  |  |
| Step 4: |  |  |  |  |  |
| Step 5: |  |  |  |  |  |
| Step 6: |  |  |  |  |  |
| Step 7: |  |  |  |  |  |
| Step 8: |  |  |  |  |  |
| Step 9: |  |  |  |  |  |
| Step 10: |  |  |  |  |  |
| Step 11: |  |  |  |  |  |
| Step 12: |  |  |  |  |  |
| Step 13: |  |  |  |  |  |
| Step 14: |  |  |  |  |  |
|  |  |  |  |  |  |

Key: **+** = Correct **V** = Needed verbal prompt

 **-** = Incorrect **P** = Needed physical prompt

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation Training Sheet: Prior to Leaving Home**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Date:** |  |  |  |  |  |
| Dressed properly for weather |  |  |  |  |  |
| Money/pass for transit |  |  |  |  |  |
| Emergency information card |  |  |  |  |  |
|  |  |  |  |  |  |

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Pedestrian Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Date:** |  |  |  |  |  |
| Walks on sidewalk/shoulder |  |  |  |  |  |
| Crosses only at corners/crosswalks |  |  |  |  |  |
| Looks before crossing streets |  |  |  |  |  |
| Notices and reacts properly to vehicles in roadway |  |  |  |  |  |
| Obeys traffic signals |  |  |  |  |  |
|  |  |  |  |  |  |

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**Transportation Training Sheet: Mass Transit**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Date:** |  |  |  |  |  |
| Waits at proper location |  |  |  |  |  |
| Recognizes proper bus/train |  |  |  |  |  |
| Signals bus |  |  |  |  |  |
| Boards train/bus safely |  |  |  |  |  |
| Pays fare properly |  |  |  |  |  |
| Finds seat |  |  |  |  |  |
| Identifies location of driver/conductor |  |  |  |  |  |
| Recognizes where to get offCue: |  |  |  |  |  |
| Disembarks from Train/Bus Safely |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Transportation Training Sheet: Safety**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
|  **Date:** |  |  |  |  |  |
| **Safety rules reviewed and followed** |  |  |  |  |  |
|  Location of police/safety officer noted |  |  |  |  |  |
|  No talking to strangers |  |  |  |  |  |
|  Don't give money to anyone |  |  |  |  |  |
|  Secure pocketbook/wallet/money |  |  |  |  |  |
|  Do not deviate from standard route |  |  |  |  |  |
| **emergency procedures reviewed and understood** |  |  |
|  Missed train/bus |  |  |  |  |  |
|  Got off at wrong stop |  |  |  |  |  |
|  Lost money/fare |  |  |  |  |  |
|  Stranger bothering |  |  |  |  |  |
|  |  |  |  |  |  |
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