

TASK ANALYSIS Scoring: N (not present), P (with prompt), I (independently) X (not applicable)

Trainee:	Trainer:	Date:	Time Started:	Ended:
----------	----------	-------	---------------	--------

SKILLS	Depart	Return	NOTES
Trip Planning			
Knows departure route number, name and direction			
Knows where to catch bus			
Knows time to catch bus			
Knows if transfer is needed			
Knows transfer route no., name, direction (if applicable)			
Knows where to catch transfer bus			
Checks weather			
Dresses appropriately			
Checks to see if has fare			
Checks to see if has emergency extra fare (enough for two trips)			
Checks to see if has cell phone or change for a pay phone			
Checks to see if carrying ID and emergency contact information, keys			
Tells contact by phone or in person where he/she is going and expected time of arrival"			
Walking to Bus Stop			
Walks in the safest place on the sidewalk, or on left side of road if there is no sidewalk			
Chooses the safest place on the street to cross			
Stops to cross at a safe distance behind the curb			
Obeys all signs and signals			
Scans all ways before crossing street			
Looks left, right, and left again before crossing			
At a pedestrian light, obeys pedestrian signals			

Scoring:

N (not present) – trainee requires direct instruction/modelling to perform task

P (with prompt) – trainee is able to perform task with a verbal or visual hint

I (independently) – trainee requires no instruction or reminders to perform task

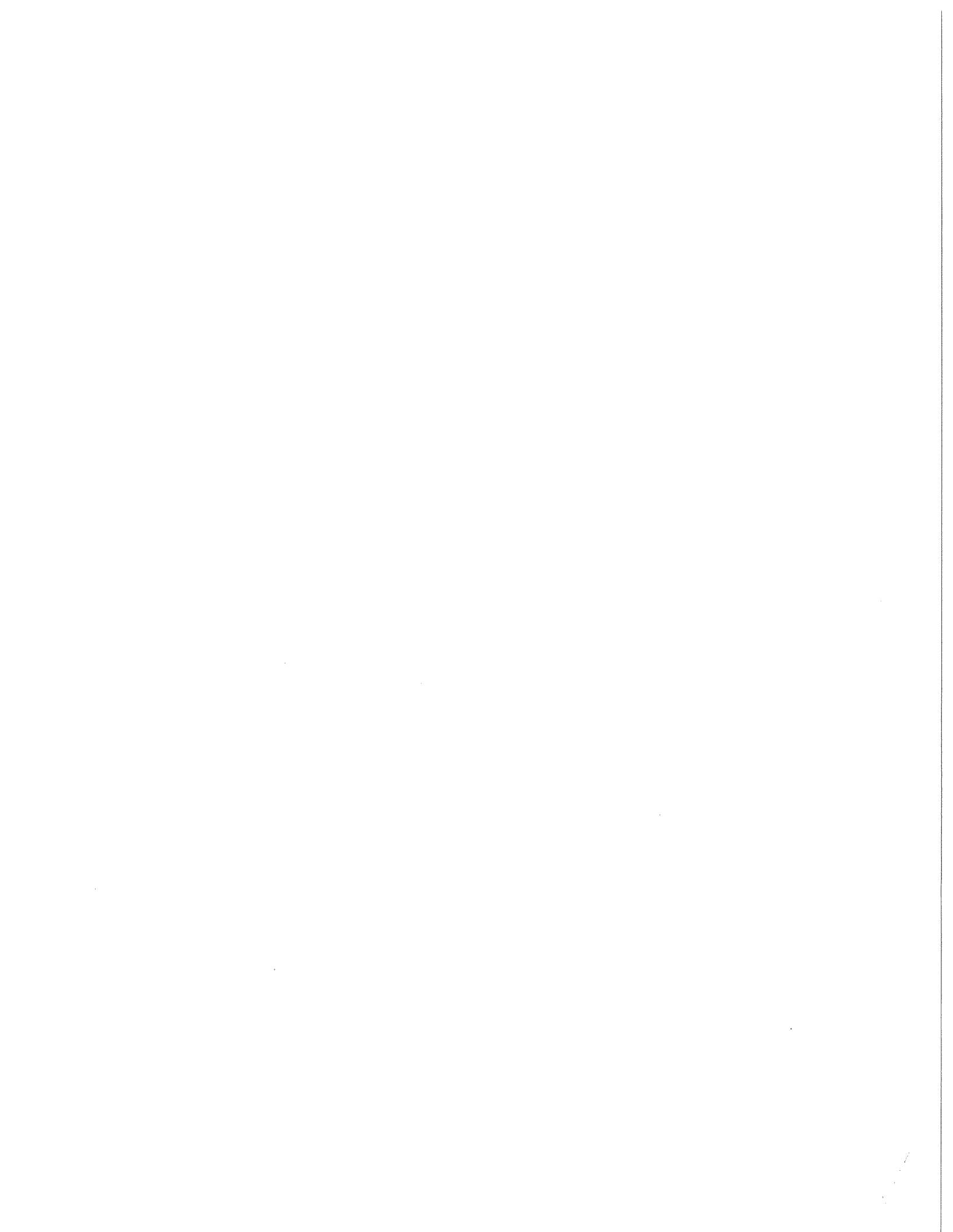
X (not applicable) – task is not applicable to particular trainee or trip (e.g., no transfer on route being learned)

Whenever there is a task such as "Can demonstrate effective and polite wording of a request for help," or "Can describe what to do in a real emergency or when in danger (yell for help)," please have the trainee role play the task, and score accordingly.

Scoring: N (not present), P (with prompt), I (independently) X (not applicable)				
Trainee:	Trainer:	Date:		Time Started: Ended:
Waiting at Bus Stop		Depart	Return	NOTES
Waits at the safest place on the sidewalk or side of the road if there is no sidewalk				
Respects the personal space of others- arm's length				
Does not reveal personal information to others				
Holds on to bags, possessions, fare, securely				
Can point out natural supports in the area: businesses, neighbours known to person, or other places nearby to get help if needed				
Can demonstrate effective and polite wording to request for help				
Can describe what to do in a real emergency or when in danger (yell for help)				
Getting on the Bus		Depart	Return	
Gets on to correct route number				
Remains a safe distance from curb as bus pulls up				
Lines up politely, respecting the personal space of others				
Does not push against bus doors				
Fare ready to present, puts pass away securely after				
Enters bus safely				
Indicates if ramp is needed				
Sits or stands safely, as close to the driver as possible, using hand rails				
Riding Bus				
Respects the personal space of others				
Does not reveal personal information to others				
Holds on to bags, personal possessions				
Pays attention to upcoming stops				
Recognizes landmarks close to desired stop				
Addresses Driver politely, knows to stand behind yellow line if talking to driver				

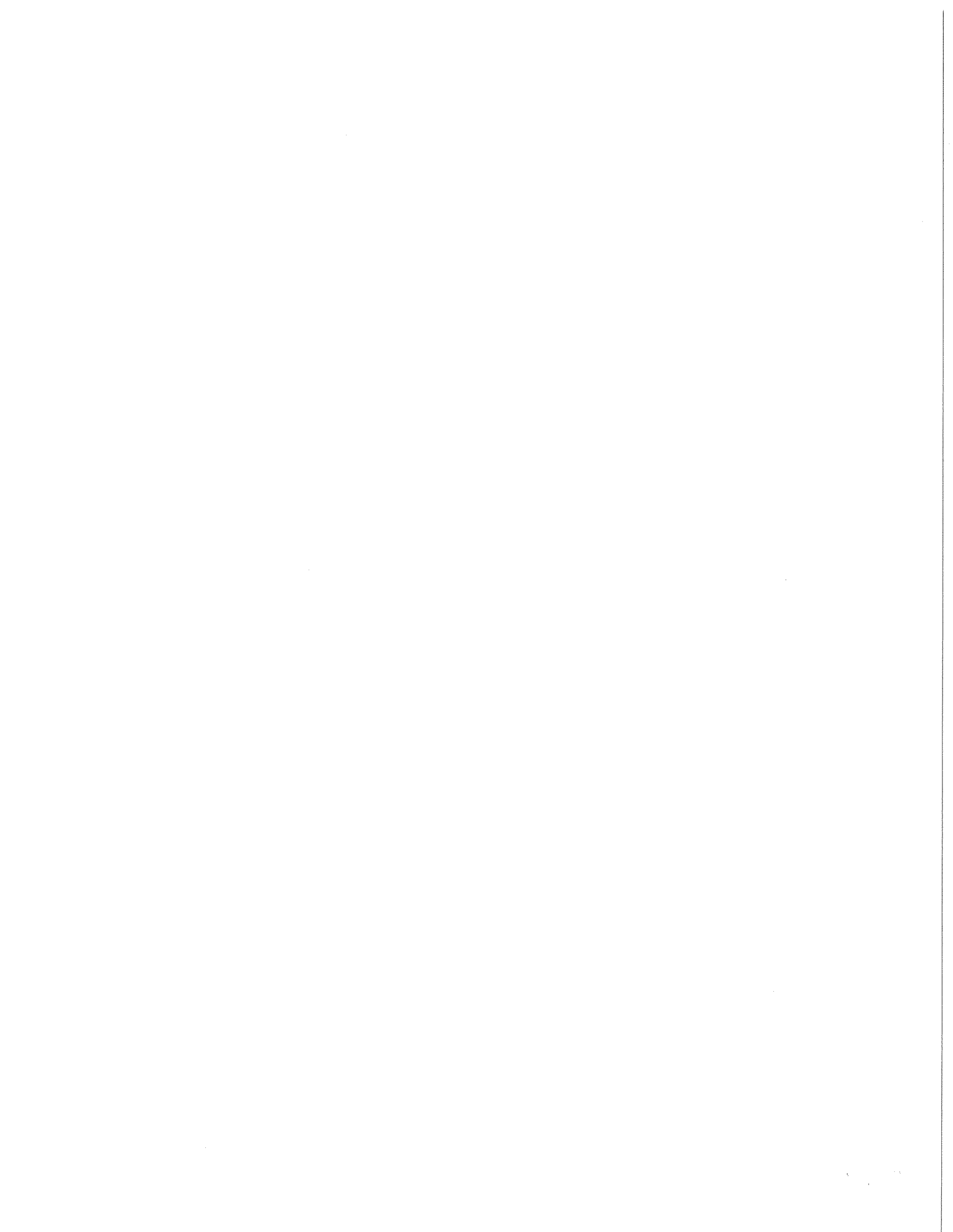
Scoring: N (not present), P (with prompt), I (independently) X (not applicable)

Trainee:		Trainer:		Date:		Time Started:	Ended:
Getting off the Bus				Depart	Return	NOTES	
Recognizes approach of desired stop							
Pulls cord/pushes button to request stop							
Proceeds safely to middle door or ramp as appropriate							
Lines up politely, respecting the personal space of others							
Does not push against bus doors							
Exits when bus has stopped, doors opened and safe to do so (ramp down if needed), minds gap to curb							
Waits until bus has driven away to cross street if necessary, does not attempt to cross in front on bus							
Crosses street at the safest place							
Stops at a safe distance behind the curb							
Obeys all signs and signals							
Scans all ways before crossing							
Looks left, right, and left again before crossing							
At a pedestrian light, obeys pedestrian signals							
(If transfer required) Goes to correct stop to accomplish transfer							
Gets on correct bus number to accomplish transfer (if required)							
Can point out natural supports in the area: businesses, neighbours known to person, or other places nearby to get help if needed							
Can demonstrate effective and polite wording of a request for help							
Can describe what to do in a real emergency or when in danger (yell for help)							
Walks safely to destination							
Phones contact person to let him/her know has arrived safely							
Knows how to locate a bathroom							
Can describe how to handle emergency in bathroom							
Can describe/demonstrate elevator or stairwell safety precautions							
Hours spent on field training with trainee:				Trainer Signature:			
Hours Spent on documentation:							

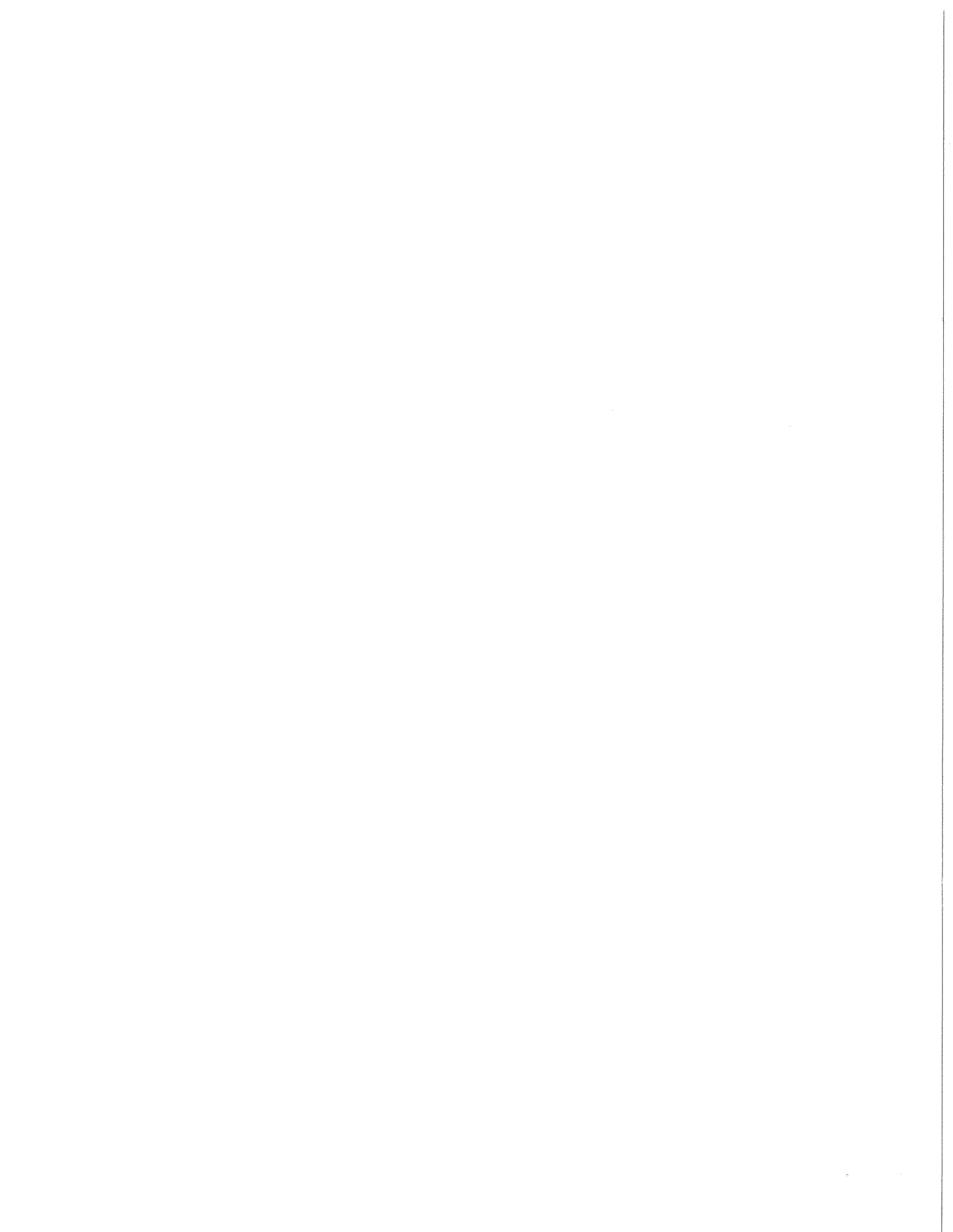


Comments about Training from Trainees Interviewed as of June 7 2012

ID NO.	AGENCY	SESSION	TRAINING COMPLETED	SPECIFY POSITIVE COMMENT RE: TRAINING EXPERIENCE	SPECIFY NEGATIVE COMMENT RE: TRAINING
001	Choices	1	Completed	N/A	N/A
002	Choices	1	Demitted	says he loved it	"I was kind of nervous", said was sad one day when he didn't know which way the bus was going.
003	Christian Horizons	1	Completed	likes everything	N/A
004	Community Living	1	Completed	"I like it"	N/A
005	Community Living	1	Completed	likes her trainer	N/A
006	Community Living	1	Completed	"She tells me how, we talk a lot, I enjoy myself"	N/A
007	Community Living	1	Completed	likes learning different routes	N/A
008	Lawson	1	Completed	"That's doing excellent" says laughs a lot with trainer	N/A
009	Lawson	1	Demitted	N/A	N/A
010	Lawson	1	Completed	likes learning another place to go	N/A
011	Lawson	1	Completed	likes learning new bus routes	N/A
012	Lawson	1	Completed	"I learned more safety, that helps especially when crossing"	N/A
013	Rygiel	1	Not Yet Completed	says it's going very well, it gets him out	Agency trainer has become unavailable
014	Rygiel	1	Completed	says it is funs and she is learning more now than she knew before	N/A
016	Rygiel	1	Completed	likes it, and the free pass	N/A
017	Rygiel	1	Not Yet Completed	likes everything	Agency trainer has become unavailable
018	Christian Horizons	2	Not Yet Completed	says training is going "very good"	Doesn't like early morning training sessions
019	Community Living	2	Not Yet Completed	"I'm learning different bus routes"	High School students who swear



ID NO.	AGENCY	SESSION	TRAINING COMPLETED	SPECIFY POSITIVE COMMENT RE: TRAINING EXPERIENCE	SPECIFY NEGATIVE COMMENT RE: TRAINING
020	Community Living	2	Completed	``(Trainer) is a nice guy``	N/A
021	Community Living	2	Completed	likes his trainer	N/A
022	Lawson	2	Not Yet Completed	"I get to go new places"	N/A
023	Lawson	2	Not Yet Completed	"I'm enjoying it, I like going to Stoney Creek"	N/A
024	Lawson	2	Not Yet Completed	"Pretty good," "Getting around on the bus"	Felt kind of embarrassed about being on the bus with a trainer, as an adult, feels like sometimes people are looking at him funny
025	Lawson	2	Not Yet Completed	"The fact that I'm really figuring out where to go"	N/A
026	Lawson	2	Not Yet Completed	"I like taking the bus to (program) and trying to do that on my own. Me and (trainer) are having a good time doing it" "I like my trainer"	"Coming home on the bus, (trainer) said I wasn't paying attention
027	Lawson	2	Not Yet Completed	likes learning new routes	"The walking, the waiting" "sometimes crowded"
028	Lawson	2	Not Yet Completed	Likes becoming more independent	"I like to know where I am going before I get on the bus" "Some bus drivers can be rude"
029	Lawson	2	Completed	"I like it because I can learn different bus routes"	N/A
030	Lawson	2	Not Yet Completed	Likes taking a lot of buses, "I do like training"	Feels like people are looking at her on the bus, noise
031	Lawson	2	Not Yet Completed	"I like to go with my trainer on the bus," "Really good, I love it"	Finds it stressful to get off at the right stop, doesn't like it when there are a lot of people on the bus
032	Lawson	2	Completed	"I love training," "It's fun"	N/A



ID NO.	AGENCY	SESSION	TRAINING COMPLETED	SPECIFY POSITIVE COMMENT RE: TRAINING EXPERIENCE	SPECIFY NEGATIVE COMMENT RE: TRAINING
033	Rygiel	2	Not Yet Completed	"like everything," "Nice riding the bus. I go to the library and jackson square"	"Maybe scary sometimes," "Somebody bothered me. I just walk away and sit beside (trainer)"
034	Special Needs Services	2	Completed	"It's going good, when I first met my trainer she was nice"	N/A
035	Special Needs Services	2	Completed	"I like everything and I am having fun"	N/A
036	Special Needs Services	2	Completed	"It's new to me to learn about new buses to take"	N/A
037	Woodview	2	Completed	says he likes everything	N/A
038	Choices	3	Not Yet Completed	N/A	N/A
039	Choices	3	Not Yet Completed	N/A	N/A
040	Community Living	3	Not Yet Completed	"Very thankful to have (name) as my trainer," "I think this program is very refreshing, very vibrant, let's continue it"	N/A
041	Community Living	3	Not Yet Completed	likes to learn how to get places safely and know the directions	N/A
042	Community Living	3	Not Yet Completed	"(Trainer) is kind"	N/A
043	Community Living	3	Not Yet Completed	"I like (trainer)," "I like to learn"	N/A
044	HWCD SB	3	Not Yet Completed	says he likes everything	N/A
045	HWCD SB	3	Not Yet Completed	says training is going "very good"	N/A
046	HWCD SB	3	Not Yet Completed	says likes everything about it	N/A
047	HWCD SB	3	Not Yet Completed	"I love the drivers	"Some people are creepy"
049	HWCD SB	3	Not Yet Completed	"Training is going well"	N/A
055	Lawson	3	Not Yet Completed	"It is awesome"	N/A

ID NO.	AGENCY	SESSION	TRAINING COMPLETED	SPECIFY POSITIVE COMMENT RE: TRAINING EXPERIENCE	SPECIFY NEGATIVE COMMENT RE: TRAINING
056	Lawson	3	Not Yet Completed	Likes learning to go to Limeridge	N/A
057	Woodview	3	Not Yet Completed	Likes taking the bus and going out for lunch	N/A
058	Woodview	3	Not Yet Completed	says he just likes the whole thing	N/A



Community Access to Transportation Update October 2012

Hello Everyone! Hope you all had a restful and relaxing summer. Last May, trainee Christine introduced us to her dog Wonder, whom she relies on to help her travel independently. She told us about the different kinds of **service and guide dogs** there are, and how we can help these working dogs do their job by treating them with respect: remember, don't pat, feed or distract a dog when it is working. She shared a poem about Wonder with us:

My Dog Wonder the Guide Dog

*This poem must be told
It is how help can truly unfold
When epilepsy strikes you down and you are frightened and all alone it's a
Challenge you have to face
So I met the challenge
When my dog Wonder came into my life
It was "LOVE" at first sight
Wonder is my Rescue Dog
Faithful and Brave
Her job is my life to save
When I fall down
I know she's there
Wonder will never leave my side
Our paths together are securely tied
Wonder is my truest friend and will be until the very end*



In June, **Constable Steve Mahler from Hamilton Police Services** spoke to us about personal safety when we are travelling in our community. Airborne Video Productions was on hand to videotape his talk. We will show this video in the future, for those who were not able to see him in person.



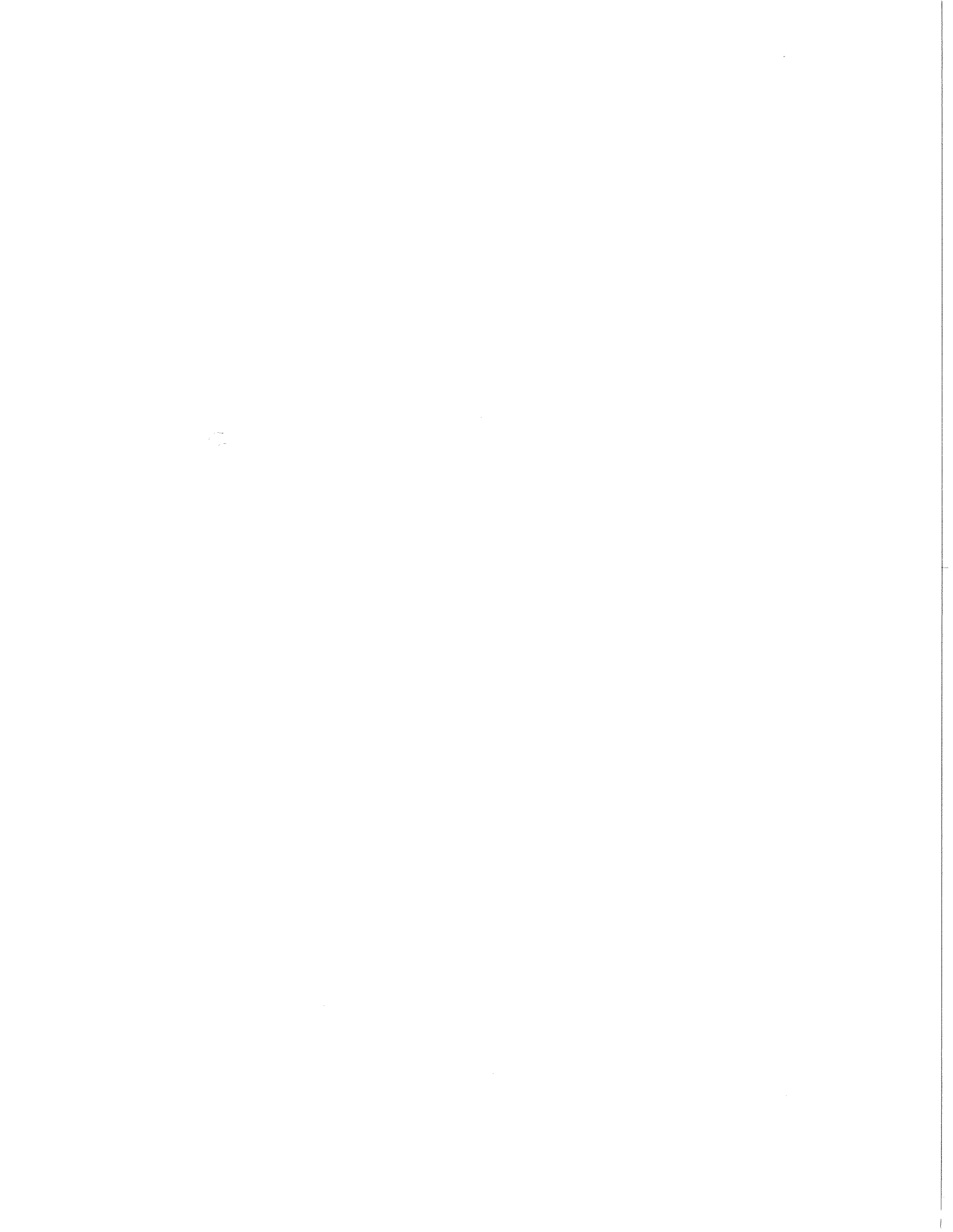
NEXT MEETINGS:

On **Friday October 26, from 6-7 pm** (note the later start time), someone from **Operation Lifesaver/GO Transit** will be at **Freeway Coffeehouse** to talk about pedestrian safety at **level railway crossings** (we have a lot of those Hamilton).

In November, we will meet on **Friday, November 30, from 5-6 pm** at Freeway Coffeehouse. Topic: to be announced, but we know it is going to be good!

Michelle Martin
333 King Street East
Hamilton, Ontario L8N 1C1
MichelleMartin@lawsonministries.org

Telephone 289.396.2760
Cell 905.741.0063

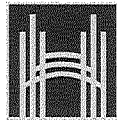


ABOUT COMMUNITY ACCESS TO TRANSPORTATION

The Community Access to Transportation project is fully funded by the City of Hamilton. It is administered through The Salvation Army Lawson Ministries, a community-based, residential support program designed to support adults with dual diagnosis including developmental disabilities and psychiatric concerns.



Giving Hope Today



Hamilton



AGENCY PARTNERS

Community Access to Transportation is run in partnership with developmental services agencies from across the city of Hamilton to train people who use these services to ride public transit independently and safely. This way, Community Access to Transportation ensures that field trainers are already qualified, agency-employed developmental services staff.



Funded by the City of Hamilton

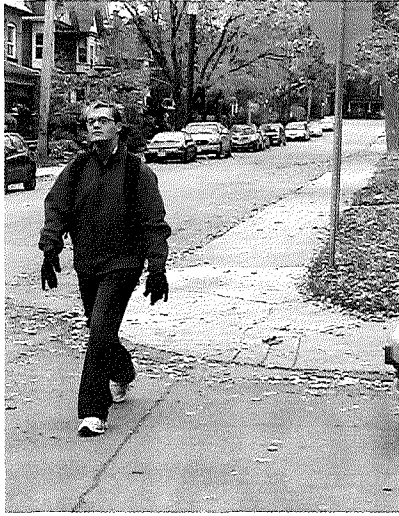


Image courtesy of Airborne Video Productions

These are some of the skills that will be taught both in class and on the bus:

- Planning a route
- Getting to the bus stop safely (including sidewalk safety)
- Waiting safely (including safety with strangers)
- Getting on the bus safely
- Riding the bus safely
- Getting off the bus safely

During individual bus training, each trainee chooses which route he or she would like to learn, and practices it with a trainer. All Community Access to Transportation trainers work for developmental services agencies in Hamilton, and so know how to teach skills to people according to their personal needs.

COMMITMENT REQUIRED

Each classroom session includes 2 classes a week for four weeks, followed by up to 40 hours of individual training on the bus. The classroom sessions will be held roughly every two months, at different places and times across the city. Individual bus training hours are arranged by each trainee with his or her field trainer. Finally, each month for one year, trainees meet with the project coordinator to collect their free HSR passes and to be interviewed about their experiences riding the bus on their own.



Image courtesy of Airborne Video Productions

The Community Access to Transportation project is a program that trains adults who use developmental services in Hamilton to ride the bus independently.

Community Access to Transportation was built by the Developmental Services Transportation Committee, a group of people who work in developmental services agencies across Hamilton. The first part of training is taught in a classroom. The second part of training is taught to each trainee on his or her own, with a trainer, on the bus. When trainees successfully finish training, they are given free monthly HSR passes for one year. The project will last until October 2013 with the goal of training 200 people to use the HSR safely and independently.

REGISTRATION INFORMATION

For information about upcoming training sessions, please contact:

Michelle Martin
Project Coordinator
Community Access to Transportation
333 King St. East
Hamilton, ON
L8N 1C1
Phone: 289.396.2760
Fax: 289.396.4268
E-mail: MichelleMartin@lawsonministries.org

Bus Riding Basics



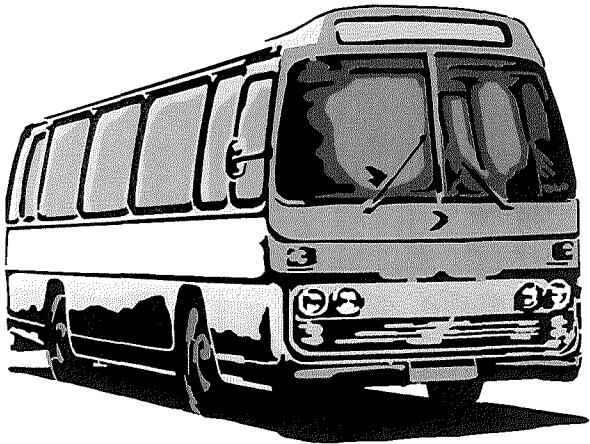
Lesson 2



Session 5 September 2012

Waiting Safely

for the bus



Acknowledgements

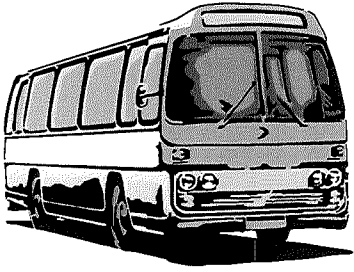
Images 1, 3-5, 11, 13-16, 19, 21,23, 26: Michelle Martin, used with permission.

Images 2, 6-8, 10, 22, 27: Airborne Video Productions, used with permission.

Images 17, 18, 20, 24 and 25: Luke Martin, used with permission.

Images 9, 12 and 28: City of Hamilton HSR, used with permission.

Copyright Community Access to Transportation, City of Hamilton, 2012.



And you'll get to where you
need to go

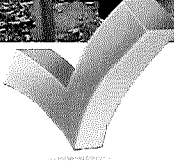
SAFELY

Where to Wait for the Bus



Wait beside the bus
stop sign.

Where to Wait on the Sidewalk



2

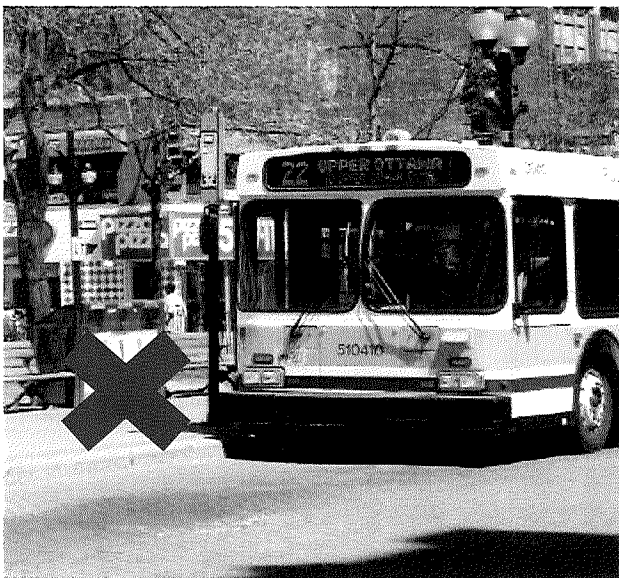
Wait on the inside of the sidewalk.

Don't wait past the curb on the road.

Wait in the middle of the sidewalk.

Don't wait too close to bushes and buildings.

Getting Off the Bus Safely



28

If you need to cross the street to get to where you want to go, find a safe place to do it.

DO NOT CROSS THE STREET IN FRONT OF THE BUS. Wait until the bus pulls away so you have a clear view of all traffic.

Getting Off the Bus Safely



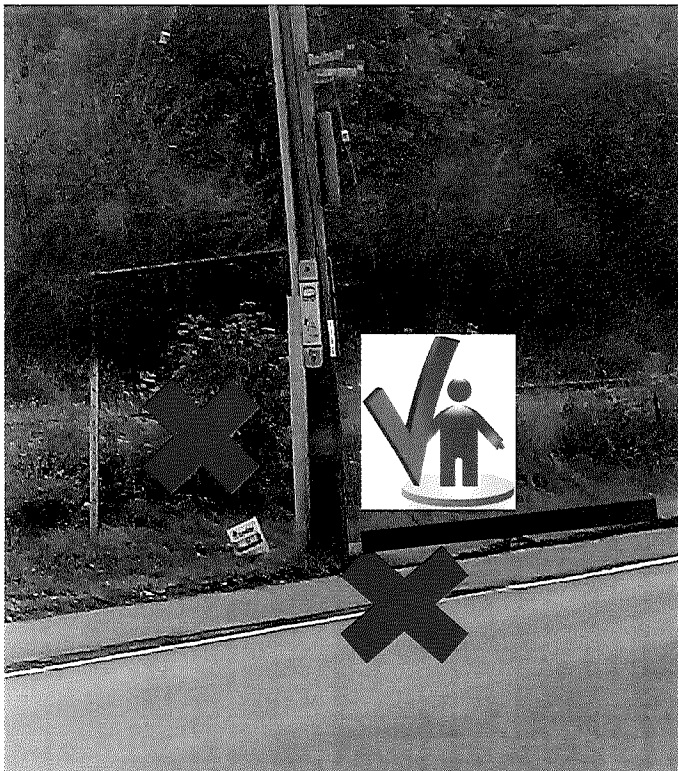
Be careful not to get scarves or bags caught in the door- hold bags in front of you.

Step down from the bus to the curb.

27



Where to Wait When There are No Sidewalks



Wait near the stop, at a safe distance from the side of the road

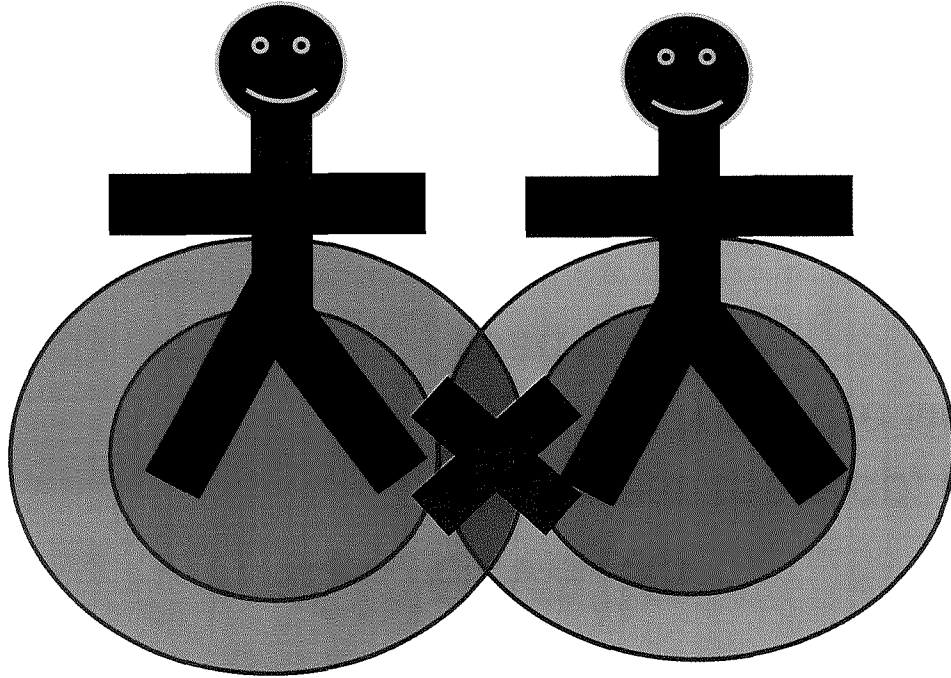
Don't wait on the road, or ever step into the road to see if the bus is coming

Don't stand in the bushes- usually, there will be a safe place for you to stand near the stop

3

Respecting other People

Respecting Personal Space



Getting Off the Bus Safely



Go to the centre door to get off.

When the bus stops, carefully exit the bus.

Do not touch vehicle doors as they are opening or closing, and **NEVER** lean against them.

Different Ways to Tell the Bus Driver you Want to Get Off

Pull the bell cord.

Push the button on the handrail.

Politely tell the driver if you don't think he heard the bell.

You can ask the driver to tell you when your stop is coming up, if you think you might have trouble seeing it, or hearing it called out.



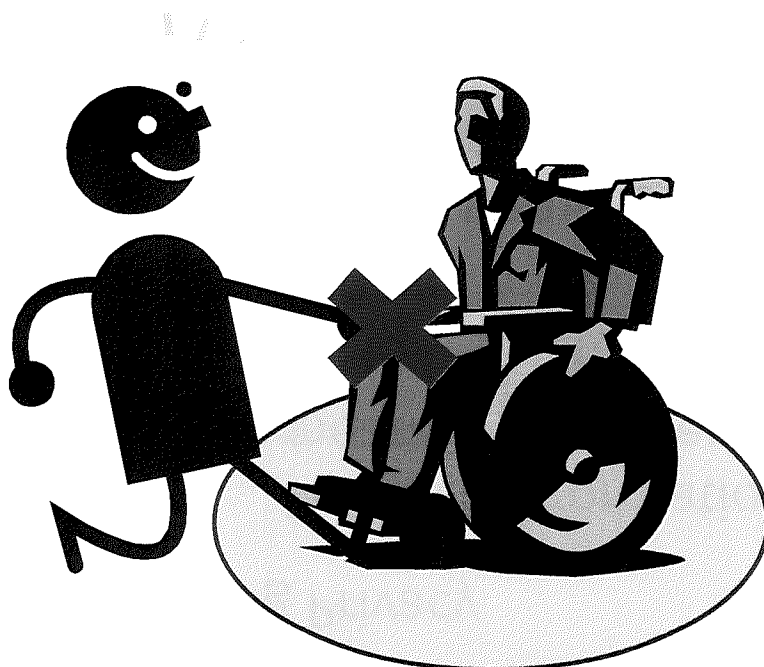
24



25

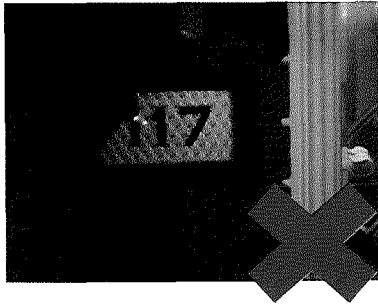
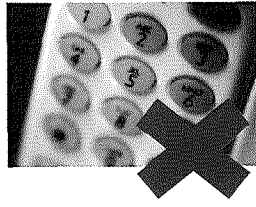
Respecting other People

Respecting Personal Space



Respecting Yourself

Respecting Privacy



4

Personal information means things like:

- How much money you have
- Your home address or phone number
- Any other private things about you or about other people, like your health information

Different Ways to Know Your Stop is Coming



22

Voice announcing stops.

LED display behind driver.

Watch out of the window.



23

Politely ask someone if you aren't sure what stop is next.

Getting off at the Right Stop



Pay attention! Try not to fall asleep or get distracted: you don't want to miss your stop.

Respecting Yourself

Respecting Privacy



Don't tell people you don't know any of your personal information, or the personal information of your friends and family, unless you have a good reason to.

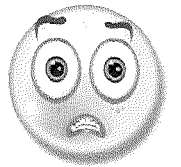
Safety with Strangers



Never go anywhere with a stranger, even if they look nice! Always be suspicious if someone you don't know wants you to go somewhere with them. Never go close if someone is calling you over to his or her car.

NO !

If you feel frightened by someone, look around to see who might be able to help you.

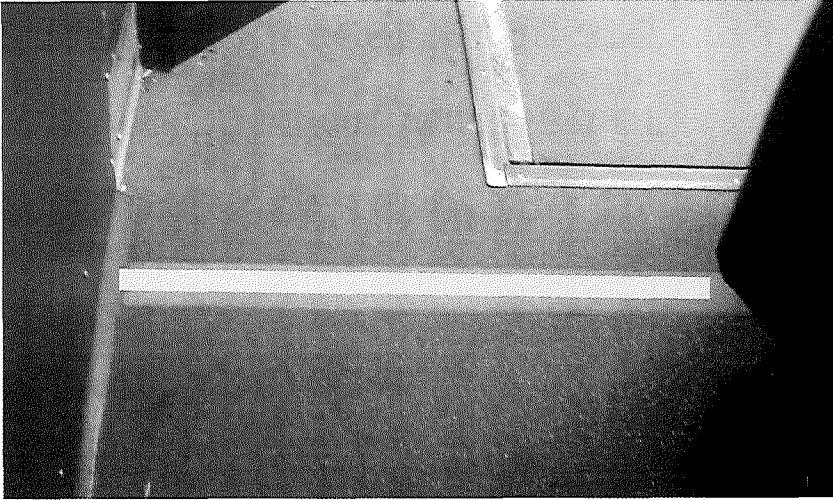


Getting Off the Bus Safely



Sitting or Standing Politely

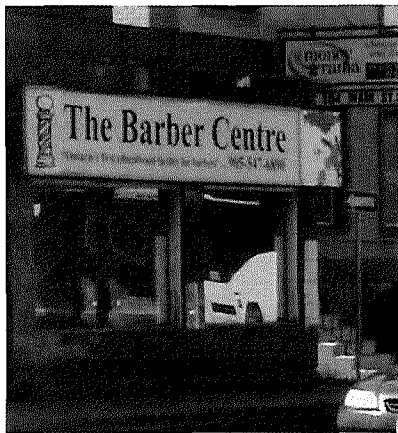
Don't do anything to interfere with the bus driver's job.



20

Never stand in front of the yellow line behind the bus driver, even if you need to talk to him.

People who can Help You Stay Safe



5



6



7

Here are some people you could ask for help:

a bus driver,

a police officer,

or a person working in a nearby store or other business.

Asking for Help



8

Please help me.

I'm very scared because....

I get support from.....

Can I please call my worker or my parents?

Here is the phone number...

Can I please wait here until they can take me home?

Sitting or Standing Politely

Take only one seat.

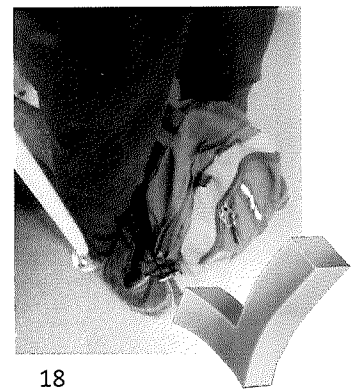
Keep your feet out of the aisle, keep your bag on your lap or between your feet if you are standing.

Don't swear or use bad words.

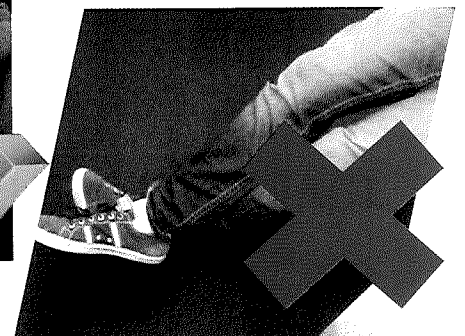
Don't bother other people.



17



18



19

After you've Paid your Fare



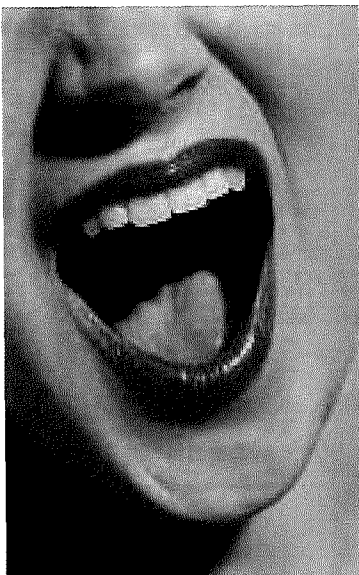
Use the handrails to get to a seat.

Sit as close as possible to the bus driver.

If there are no seats and you need to stand, hold on to the hand rail.

Remember that you are not allowed to eat or drink on the bus.

If You are in Real Danger



If you are in real danger, you should

YELL

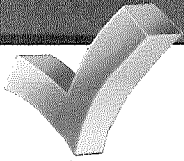
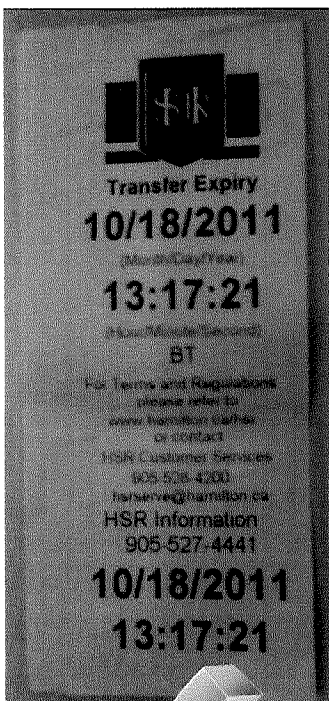
For help!

Getting on the Bus Safely

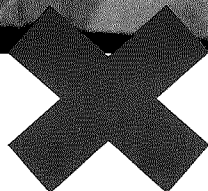
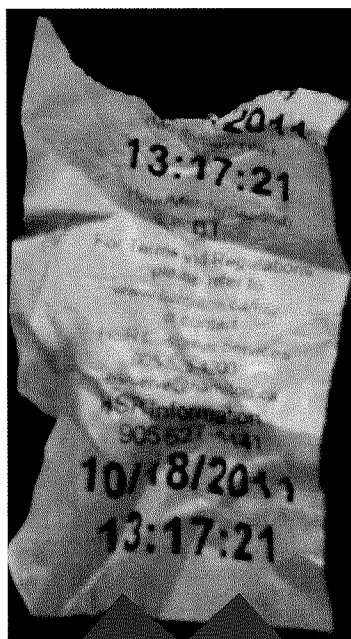


9

Using a Transfer



15



16

When you need to take more than one bus to get somewhere, ask the driver on the first bus for a transfer **when you get on the bus**, then give that transfer to the driver of the second bus. That way you don't have to pay twice! Be careful with your transfer and keep it in good condition.

Different Kinds of Fare



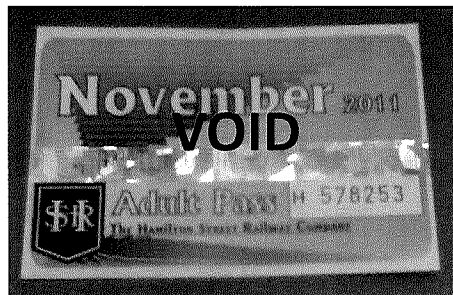
12

Ticket



13

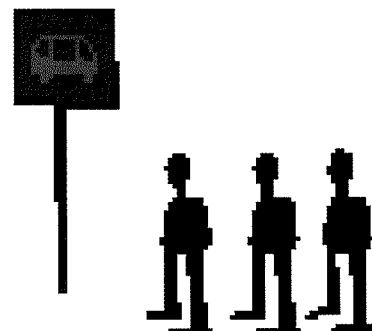
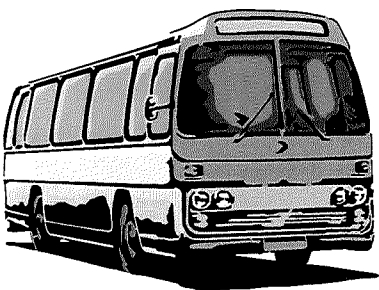
Exact Change:
\$2.55



14

Bus Pass

When the Bus Arrives



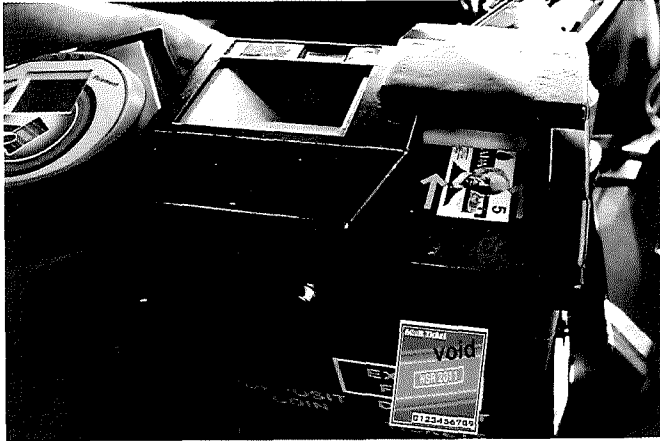
Step up close to the bus stop sign.

You will need to leave the bus shelter if you were waiting in one, so the bus driver can see you.

Line up politely if there are other people getting on the bus at your stop.

When the Bus Arrives

Have your fare ready to pay.



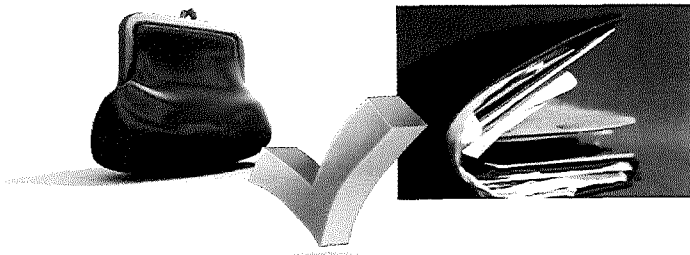
10

Bus fare is what you use to pay for your bus ride.

It is worth money, so you need to take good care of it.

Do not touch bus doors as they are opening or closing, and **NEVER** lean against them.

Keeping your Fare Safe



Keep your fare in a wallet or case of some kind, to keep it from getting lost or damaged.



Then keep the wallet in your pocket, bag or purse. If you are keeping it in your pocket, it should be in a pocket that has a zipper or button you can close.

11