

On-Site Orientation Checklist (Person Specific)

Financial

I understand what my responsibilities are when I get a paycheck, personal check, check stub, information regarding benefits, or any financial information for this individual.

I understand the money-handling abilities and the financial arrangement for this individual
When assisting this individual in spending their money (either cash or check) how much can be spent before I need the Supervisor or Guardian's permission? _____

Transportation

I understand the specific information for this individual regarding transportation including where they sit both in personal and company vehicles, behaviors that may be displayed including a plan of action, transferring, positioning, and safety issues including supervision levels and transfer of responsibility.

List any specific procedures or practices when this person is a passenger in a vehicle: _____

List where this person goes to school or work and which transportation company is used: _____

I am requesting further training on the following topic(s) in this Site Orientation Section: _____

I have received training on the information and procedures outlined in this checklist and am willing to assume responsibility for performing the tasks outlined. **Staff Signature:** _____ **Date completed:** 12/27/2020

I have reviewed the information and procedures outlined in this checklist with the employee. **Supervisor Signature:** _____

