

# **AARP Driver Safety Program**

## **Guidance on Providing Accessibility For Persons With Disabilities**

*The AARP Driver Safety Program has had to occasionally utilize special equipment or services to make our program available to persons with disabilities. The following is guidance to keep in mind as courses are coordinated and conducted.*

### **Commitment Statement:**

The AARP Driver Safety Program encourages the full participation of anyone who wants to take our course. Everyone taking our course will receive equal opportunity and treatment and will not be discriminated against based on age, economic status, sex, national or ethnic origin, physical or mental abilities, race, sexual orientation, gender identity or religion.

### **Key Considerations To Discuss During An Instructor Orientation:**

- The use of the Driver Safety Program Course Enrollment Application (D760) for potential students of the course, which includes space for registrants to request disability-based arrangements. Use of this form is optional.
- The follow-up process for a submitted Driver Safety Program Course Enrollment Application. Has a need for a special accommodation been identified?
- If a potential participant has indicated a need for a special accommodation, the Instructor or Manager of the facility where the course is being held should contact the enrollee to clarify or confirm the type of accommodation.

### **Key Considerations For Instructors When Securing a Local Sponsor:**

- Is the facility accessible for persons with disabilities? Some specific questions to ask include:
  - Is there special reserved parking?
  - Can the participants enter the building and reach the “classroom” without climbing steps? Are hallways and doorways wide enough for a wheelchair? Are these access routes free of protruding objects?
  - If needed, is there an accessible elevator?
  - If participants will be sitting at a table, will a wheelchair fit under the table?
  - Are restrooms accessible?
  - If there are emergency warning systems, do they have both visual and audible alarms?
  - Are there amplified telephones? TTY phones?
  - Is there an amplification system in the room with an assistive listening system if needed?

*Note: the above list of questions gives examples of what can be asked and is not intended to be a complete list of questions one might ask the potential sponsor. Questions are listed as a guide for determining accessibility of a venue. If the potential sponsor answers “no” to some of the questions, it does not mean they cannot serve in a sponsor capacity for the course.*

- If necessary, does the facility have access to or provide resources for persons with disabilities, such as interpreters, special equipment or room arrangements?

### **Registration Instructions For Instructors And Local Sponsors:**

*Sometimes there are situations where persons with a specific disability (such as deaf or hard of hearing individuals or persons with mobility needs) require a special arrangement in order to participate in a course. Whether you register someone via the telephone, email or through the Driver Safety Program Enrollment Application (D760), the following steps should be taken.*

- When registering people for the course, the Instructor or manager of the facility where the course is to be held should ask, “do you require any special assistance to participate fully in this course, such as an interpreter, special listening system or special seating?”
- If an accommodation is needed, the registrar should find out what type is needed and note this information on the registration form/list.
- Please note, the AARP Driver Safety Program has captioned videos available upon request. Instructors must contact their Chief Trainer or State Coordinator to request a copy at least 14 days before the course.
- At least five (5) business days prior to the start of the course, the Instructor needs to make sure all special accommodation requirements are met, and materials have been received.

If a situation should arise where local resources are not available for special arrangements, please contact the National Driver Safety Program Office as soon as possible via your State Coordinator to discuss how needed resources can be provided.