Driving Checkout Skills List

Driver Name: ______________________ Checkout Date: ___________

Staff Evaluator: _________________________________________

General Knowledge:
___ Knows how to record starting and ending mileage on appropriate forms
___ Can complete pre-trip check according to list
___ Knows location in van of vehicle registration
___ Knows location of jack and how to lower spare tire
___ Knows how to lock seats into floor, and how to check seats for secure connection before trip
___ Knows not to enter parking decks or drive beneath overhanging roofs before confirming that the van roof (and load) will clear
___ Knows to report all mechanical problems to the director
___ Knows how to use accident report form and to report all incidents and dents to the director

Operating Skills:
___ Demonstrates ability to adjust position of seat, steering wheel and mirrors
___ Can operate parking brake
___ Can operate lights (high and low beams), wipers, radio, turn signals, flashers, interior lights
___ Can operate overdrive
___ Understands use of downshifting and shutting off overdrive to prevent overusing brakes on long descents or when heavily loaded
___ Can downshift from drive to 2nd between 45 and 50 mph
___ Can operate front and rear AC and heat
___ Knows to turn off rear fan when using defrost on front window (using rear fan results in heating rear of van, regardless of temp. setting)

Two-Lane and Dirt Road Driving:
___ Drives smoothly and cautiously, showing concern for passenger comfort and safety.
___ Knows OA maximum speed on unpaved roads.
___ Can use side mirrors to determine van’s position in lane.
___ Understands effects of long wheelbase on turning radius and knows how to take turns to accommodate length.
___ Demonstrates ability to negotiate tight turns.
___ Understands how to use shotgun passenger effectively to assist with lane changes, map reading, operation of radio and AC controls.
___ Demonstrates ability to keep van within lane on narrow road.
___ Demonstrates ability to downshift and understands appropriate use of downshifting.

Backing:
___ Honks before backing to warn pedestrians near van
___ Understands how to safely use spotters when backing (spotter outside van, behind and to the side that the van is backing toward; driver’s window down to hear spotter. Spotter should be visible to driver).

5/30/07
Demonstrates ability to back van into a designated parking space using only mirrors (and spotter if desired).
Demonstrates ability to back van safely 25 yards or more using only mirrors (and spotter if desired).

**Interstate Driving:**
- Can merge safely, matching speed of traffic while on ramp.
- Once on highway, anticipates merging traffic and moves to accommodate when possible.
- Places van appropriately in lane.
- Looks ahead 1/4 mile or 12 seconds while driving.
- Demonstrates ability to cover the brake.
- Demonstrates proper 4-second following distance.
- Can pass safely, using mirrors, direct sight and shotgun passenger when changing lanes.
- Understands appropriate use of overdrive.