

## 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).

- \_\_\_ 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.