

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.