

# Van Driver Hands-On Training



The University of Texas at Austin  
Parking and Transportation Services

BEFORE DRIVING		WHILE DRIVING		PARKING		AFTER DRIVING	
Walk around van looking for dents, scratches, or dirt.	<input type="checkbox"/>	Keep eyes on road at all times.	<input type="checkbox"/>	Park slowly and carefully.	<input type="checkbox"/>	Refill gas (if necessary).	<input type="checkbox"/>
Check tires for nails and screws.	<input type="checkbox"/>	Drive along route (see map).	<input type="checkbox"/>	For angled spots, park facing the curb.	<input type="checkbox"/>	Remove all trash from the vehicle.	<input type="checkbox"/>
Check that gas tank is full.	<input type="checkbox"/>	Use turn signals.	<input type="checkbox"/>	Look over shoulder when van is in reverse.	<input type="checkbox"/>	Complete driver log.	<input type="checkbox"/>
Adjust mirrors for best visibility.	<input type="checkbox"/>	Obey all traffic signs and speed limits.	<input type="checkbox"/>	Make sure that tires are adequate distance to curb.	<input type="checkbox"/>	Turn of headlights.	<input type="checkbox"/>
Make sure passengers fill seats from front to back.	<input type="checkbox"/>	Make slow, wide turns.	<input type="checkbox"/>	Make sure vehicle is parked inside lines.	<input type="checkbox"/>	Make sure the van is turned off.	<input type="checkbox"/>
Make sure passengers are seated evenly on either side to spread out weight.	<input type="checkbox"/>	Start braking early for stop lights and stop signs and while driving.	<input type="checkbox"/>	Make sure vehicle is not blocking any pathways or entrances.	<input type="checkbox"/>	Ensure all doors are locked.	<input type="checkbox"/>
Make sure there are no more than nine passengers in the van.	<input type="checkbox"/>	Come to full and complete stops at stop lights and stop signs.	<input type="checkbox"/>	Ask for help from a spotter (if necessary).	<input type="checkbox"/>	Check exterior of vehicle for dents, scratches, or dirt.	<input type="checkbox"/>
Make sure all passengers are wearing seatbelts before driving.	<input type="checkbox"/>	Maintain space between pedestrians and other vehicles.	<input type="checkbox"/>			Check tires for nails and screws.	<input type="checkbox"/>
Make sure all doors are closed.	<input type="checkbox"/>	Make slow, careful lane changes.	<input type="checkbox"/>	<p>Comments:</p>   <p>The employee has:</p> <p><input type="checkbox"/> Passed</p> <p><input type="checkbox"/> Not passed</p> <p>The Van Driver Hands-On Training evaluation.</p> <p>Date of Evaluation: _____</p> <p>Employee's name (printed): _____</p> <p>Evaluator's name (printed): _____</p> <p>Evaluator's name (signed): _____</p>			
Turn on headlights.	<input type="checkbox"/>	Check blind spots before turns and lane changes.	<input type="checkbox"/>				
Fill out the driver log	<input type="checkbox"/>	Use horn when necessary to alert pedestrians and other drivers.	<input type="checkbox"/>				
		Follow the right of way and watch out for pedestrians.	<input type="checkbox"/>				
<p><i>The employee must earn a score of at least 90% (35 out of a possible 38) on the attached checklist to successfully complete the evaluation. Grounds for immediate failure include: accidents or collisions, dangerous actions, serious traffic violations, and refusal to follow instructions.</i></p>							
Total Missed							
Score (38 possible)							

The map shows the University of Texas at Austin campus with a blue route for a 'Parking Test'. The route starts at a red dot labeled 'Start' near the 'End' label, proceeds through various campus areas including the Blanton Museum, Bullock Texas State History Museum, and the University Co-op, and ends at a red dot labeled 'End' near the 'Start' label. The map includes numerous building names, street names, and landmarks.



The University of Texas at Austin  
Financial and Administrative Services