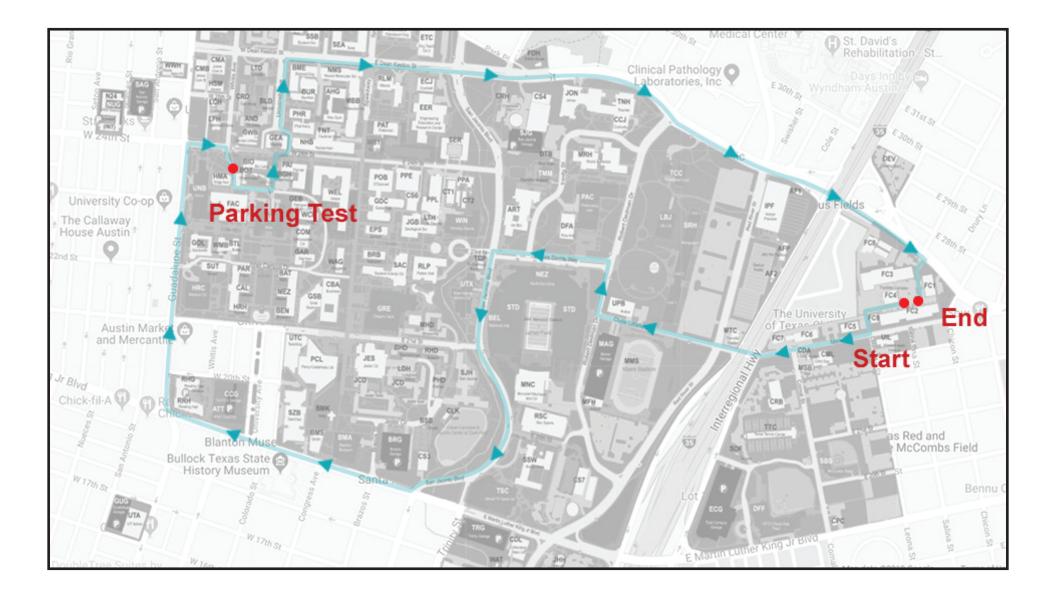
## Van Driver Hands-On Training



## The University of Texas at Austin Parking and Transportation Services

BEFORE DRIVING		WHILE DRIVING	à		PARKING		AFTER DRIVING	
Walk around van looking for dents, scratches, or dirt.		Keep eyes on road at a	all times.		Park slowly and carefully.		Refill gas (if necessary).	
Check tires for nails and screws.		Drive along route (see map).			For angled spots, park facing the curb.		Remove all trash from the vehicle.	
Check that gas tank is full.		Use turn signals.			Look over shoulder when van is in reverse.		Complete driver log.	
Adjust mirrors for best visibility.		Obey all traffic signs and speed limits.			Make sure that tires are ade- quate distance to curb.		Turn of headlights.	
Make sure passengers fill seats from front to back.		Make slow, wide turns.			Make sure vehicle is parked inside lines.		Make sure the van is turned off.	
Make sure passengers are seated evenly on either side to spread out weight.		Start braking early for stop lights and stop signs and while driving.			Make sure vehicle is not block- ing any pathways or entrances.		Ensure all doors are locked.	
Make sure there are no more than nine passengers in the van.		Come to full and com at stop lights and stop			Ask for help from a spotter (if necessary).		Check exterior of vehicle for dents, scratches, or dirt.	
Make sure all passengers are wearing seatbelts before driving.		Maintain space between pedes- trians and other vehicles.					Check tires for nails and screws.	
Make sure all doors are closed.		Make slow, careful lane changes.			Comments:			
Turn on headlights.		Check blind spots before turns and lane changes.						
Fill out the driver log		Use horn when necessary to alert pedestrians and other drivers.			The employee has:			
		Follow the right of way watch out for pedestr						
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.					The Van Driver Hands-On Training evaluation. Date of Evaluation: Employee's name (printed):			
Total Missed					Evaluator's name (printed):         Evaluator's name (signed):			
Score (38 possible)					Lvaluator s name (signed):			

## **Van Driver Hands-On Training**



Parking and Transportation Services | Phone: 512-471-PARK Email: parking@utexas.edu | Web: parking.utexas.edu



The University of Texas at Austin Financial and Administrative Services