## Van Driver Hands-On Training

### BEFORE DRIVING
- Walk around van looking for dents, scratches, or dirt.
- Check tires for nails and screws.
- Check that gas tank is full.
- Adjust mirrors for best visibility.
- Make sure passengers fill seats from front to back.
- Make sure all passengers are wearing seatbelts before driving.
- Make sure all doors are closed.

### WHILE DRIVING
- Keep eyes on road at all times.
- Drive along route (see map).
- Use turn signals.
- Obey all traffic signs and speed limits.
- Make slow, wide turns.
- Start braking early for stop lights and stop signs and while driving.
- Come to full and complete stops at stop lights and stop signs.
- Maintain space between pedestrians and other vehicles.
- Use horn when necessary to alert pedestrians and other drivers.

### PARKING
- Park slowly and carefully.
- For angled spots, park facing the curb.
- Look over shoulder when van is in reverse.
- Make sure vehicle is parked inside lines.
- Ensure all doors are locked.

### AFTER DRIVING
- Refill gas (if necessary).
- Remove all trash from the vehicle.
- Complete driver log.
- Turn of headlights.
- Check exterior of vehicle for dents, scratches, or dirt.

### Comments:

### 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.

<table>
<thead>
<tr>
<th>Total Missed</th>
<th>Score (38 possible)</th>
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The employee has:
- Passed
- Not passed

The Van Driver Hands-On Training evaluation.

Date of Evaluation: _____________________________

Employee’s name (printed): ________________________________

Evaluator’s name (printed): ________________________________

Evaluator’s name (signed): ________________________________
Van Driver Hands-On Training

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