

GOUCHER | college

Driver Evaluation Road Test Form

Driver: _____

Date of Road Test: _____ Observed by: _____

Note: All of the skills tested are important to help prevent accidents.

Pre-Trip Inspection Checklist

Yes _____ No _____ General condition of vehicle
Yes _____ No _____ Proper operation of parking and brakes
Yes _____ No _____ Steering
Yes _____ No _____ All lighting devices and reflectors
Yes _____ No _____ Condition of tires
Yes _____ No _____ Horn and windshield wipers
Yes _____ No _____ Rear view mirror adjustment
Yes _____ No _____ Emergency equipment

Placing Vehicle in Operation

Yes _____ No _____ Uses seat belt
Yes _____ No _____ Starts vehicle properly
Yes _____ No _____ Checks traffic patterns
Yes _____ No _____ Drives with both hands on wheel
Yes _____ No _____ Steers smoothly
Yes _____ No _____ Maintains proper speed for conditions, and within speed limit

Backing and Parking

Yes _____ No _____ Stops in correct position
Yes _____ No _____ Avoids backing from blindside
Yes _____ No _____ Gets out of vehicle and checks entire area, including overhead, before backing
Yes _____ No _____ Uses mirrors properly

Intersections

Yes _____ No _____ Prepares to stop vehicle, if necessary, even if traffic signal is green
Yes _____ No _____ Checks in all directions for traffic conditions
Yes _____ No _____ Stops vehicle in proper location when required
Yes _____ No _____ Does not allow vehicle to roll when stopped

Turning

Yes _____ No _____ Makes sure vehicle is in proper lane for turn
Yes _____ No _____ Signals intention to turn well in advance
Yes _____ No _____ Approaches turn at proper speed
Yes _____ No _____ Checks traffic conditions and turns only when intersection is clear
Yes _____ No _____ Keeps vehicle in proper lane during turn

Passing

Yes _____ No _____ Only passes in safe location, where legally permitted
Yes _____ No _____ Checks ahead and behind to make sure passing room is adequate
Yes _____ No _____ Warns vehicle ahead of intention to pass
Yes _____ No _____ Uses directional signals properly
Yes _____ No _____ Leaves sufficient space between vehicles before moving back into lane

Yes _____ No _____ Does not exceed speed limit

Cell Phones

Yes _____ No _____ Uses only when safely stopped off street or highway

11-Passenger Van Operation

Operator understands and implements the following:

- Yes _____ No _____ No overhead storage is allowed
- Yes _____ No _____ All cargo stowed inside the van should be lightweight and should not exceed the height of the seats so as to block the driver's rear view
- Yes _____ No _____ The rear seat of the van shall be permanently removed and no cargo shall be stored in that area
- Yes _____ No _____ All vehicle doors and hatches must be closed while the vehicle is in operation
- Yes _____ No _____ The driver must perform a safety check (lights, tires, fluid levels, mirrors) prior to the departure and return for each trip and complete and sign an inspection form maintained in the vehicle.

Summary & Recommendations (check appropriate recommendation and write in additional recommendations, if warranted)

___ **Passed; Approved to drive:** _____ **15 Passenger Van**
 _____ **Minivan**
 _____ **Passenger Car**

___ **Failed; Re-Test in** _____ **months**

Comments: _____

Signature of Tester

Signature of Driver

Send original of completed form to Financial Administrator and a copy to Driver's Supervisor.