CORNELL OUTDOOR EDUCATION

Van Driver Road Test

DRIVER:	Comments:
TESTER:	
DATE:	
PASS / FAIL:	

PAPERWORK	YES	NO	COMMENTS
Driver History Questionnaire approved by Risk Management in 4D			Check with Sarah Myers or Mark Stanley if not in 4D
Fleet User Registration & Driving Record Report Release Form			Fleet Servies will not give out key code unless this is completed
Completed Coaching the Van Driver II online?			Show certificate of completion to tester to enter in 4D
Attended Van Seminar & recorded in 4D			
More than 2 moving violations in the past 3 years?			
Any DUI in the past 3 years?			
Reads Program Calendar and signs van keys out			
Knows to plan ahead to access van keys when office is closed			
Knows to ensure office is locked behind you if you are last out			
Sign-in on van mileage log			
PRE-DRIVE CHECKS			
Knows appropriate places to park the vans			
mirror/seat adjustments			
locate lights, turn signals, wipers, horn			
gas, tires, and lights check			
VAN ORIENTATION			
Pretrip van checklist completed			
Phone turned on during transit			
Glove box (what to do in case of an accident form)			
Tool box under the bench seat (contents?)			
Road safety triangles in orange box			
Where will you find the spare tire and jack?			
ON THE ROAD SKILLS			
Drive on Main Roads (13, 79, 96, etc.) in town			
Drive on Twisty Roads (Freese, Snyder Hill)			
Drive on Dirt Roads (ERP, off Game Farm Rd)			
3 (hundred) point turn on narrow road			
Uses mirrors			
Drives with lights on			
Demostrates Quick Stop			
Drives defensively and conservatively			
- obeys all posted speed limits			
- smooth, controlled braking			
- smooth, controlled turning			
- uses 1st and 2nd gears on hills (up and down, Baker Hill)			
- understands when/why to use 1st and 2nd gears			
- uses turn signals and lights appropriately			
- changes traffic lanes safely			
- courteous to other drivers			
SPECIAL SITUATIONS			
Understands Fishtail and how to correct			
Knows how and when to put on tire chains (mud, snow, ice)			
What to do if the van starts to skid			
Allows even more time for turning and stopping in winter			
Winter parking and parking on soft shoulders			
WHEN YOU RETURN			
Back van into legal parking space (service space/C, K, O lots)			
Post-trip van checklist completed			
Make sure van is clean and locked when you leave it			
Write necessary repair tags (attach to key block)			
Review when to - leave repair note on block?			
- contact on-call emergency coordinator?			
OVERALL PERFORMANCE			
Confidence while driving			
Attitude and safety awareness			
Self-assessment of skills/attitude on target			

To pass you must perform all skills proficiently. Your certification is subject to the discretion of the tester. rev 3/6/12