**Sample Driver Road Evaluation – Light Vehicles**

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| --- | --- |
| **Driver:** | **Department:** |
| **Vehicle Year/Make/Model:** | **Vehicle Number:** |
| **Date of Test:** | **□ Fail □ Pass with add. training/supervision □ Pass** |

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| --- | --- | --- | --- | --- | --- |
| **Pre-Trip Inspection** | S | U | **Lane Changes and Merging** | S | U |
| Exterior body and windshield |  |  | Minimizes lane changes |  |  |
| Tires |  |  | Ensures proper following distance |  |  |
| Headlights, high beams, turn signals, hazards |  |  | Checks mirrors and blind spots |  |  |
| Windshield wipers |  |  | Utilizes turn signals |  |  |
| Fluid levels – oil, coolant, wiper, steering, brake |  |  | Ensures adequate space in lane moving into |  |  |
| **General Vehicle Operation** |  |  | **Passing** |  |  |
| Seatbelt Use |  |  | Only passes when necessary/permitted |  |  |
| Sets up GPS, radio, etc. in advance |  |  | Ensures proper following distance |  |  |
| Maintains appropriate speed for conditions |  |  | Ensures space in front of vehicle being passed |  |  |
| Maintains proper following distance (3-4 sec.) |  |  | Ensures adequate space of oncoming traffic |  |  |
| Maintains adequate clear zones to sides and rear |  |  | Utilizes turn signals |  |  |
| Keeps eyes focused on forward roadway |  |  | **Entrance and Exit Ramps** |  |  |
| Scans ahead to identify potential hazards |  |  | Entrance ramps - increases speed as appropriate |  |  |
| Checks mirrors frequently (limit to 1.5 seconds) |  |  | Entrance ramps – turn signal |  |  |
| Utilizes caution around pedestrians and cyclists |  |  | Entrance ramps – safe merging |  |  |
| No cell phone use |  |  | Exit Ramps – gets into appropriate lane early |  |  |
| Limits other distractions |  |  | Exit Ramps – turn signal |  |  |
| **Intersections** |  |  | Exit Ramps – appropriate speed |  |  |
| Prepared to stop, even if light is green |  |  | **Backing** |  |  |
| Checks for cross traffic and yields as appropriate |  |  | Only backs when necessary |  |  |
| Stops adequate distance behind vehicles |  |  | Backs from driver side (avoids blind side backing) |  |  |
| Keeps foot on brake to prevent rolling |  |  | Uses mirrors properly |  |  |
| **Turning** |  |  | When view restricted, gets out and looks |  |  |
| Signals turn in advance |  |  | **Parking** |  |  |
| Makes sure vehicle is in proper lane for turning |  |  | Parks in well-lit areas |  |  |
| Uses the right lane of two left turn lanes |  |  | Uses pull-though parking spaces when available |  |  |
| Checks for cross traffic and yields as appropriate |  |  | Checks around vehicle before leaving for: |  |  |
| Turns into the proper lane |  |  | * Damage |  |  |
|  |  |  | * Hazards |  |  |
|  |  |  | Properly secures vehicle/contents |  |  |
| *S = Satisfactory, U = Unsatisfactory. Leave blank for situations not observed.* | | | | | |

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| --- | --- |
| **Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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|  |  |
| **Driver Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Examiner Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Note: additional evaluation for transporting passengers on next page*

**Sample Passenger Vehicle Evaluation**

***The following questions relate to drivers transporting passengers as a service and should be used as a supplement to the form on the first page.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pre-Trip Inspection** | S | U | **Passenger securement** | S | U |
| First aid kit and related supplies |  |  | All passengers required to use safety belts |  |  |
| Emergency fire extinguisher and triangle |  |  | Driver verifies securement done by passenger |  |  |
| Emergency safety belt cutter readily accessible |  |  | Walkers, canes and other devices secured |  |  |
| Emergency exit windows inspected |  |  |  |  |  |
| Safety belts positioned for easy access |  |  | **Wheelchair securement** |  |  |
| Lifts – manual lift handle available |  |  | 4-points of securement, min. 3 for scooters |  |  |
| Adequate # of wheelchair securement devices |  |  | Secured to best anchorage points on chair |  |  |
| Inspection of securement devices |  |  | Securement at proper angles to floor (45 degrees) |  |  |
| Cycle tests wheelchair lifts and ramps |  |  | Driver “rocks” chair to ensure secured |  |  |
| Orange cones (if needed) |  |  |  |  |  |
| Portable step (if needed) |  |  | **Wheelchair occupant restraints** |  |  |
| Individual care plan instructions accessible |  |  | 3-point restraint used |  |  |
|  |  |  | Upper restraint across shoulder, not neck |  |  |
| **General Operation** |  |  | Lap belt across pelvis, not abdomen |  |  |
| Pickup and drop-off locations are safe |  |  |  |  |  |
| Orange cones used as needed |  |  | **Transporting Children** |  |  |
| Increased following distance for: |  |  | Pre-trip ensures adequate # of car seats/boosters |  |  |
| * Large vans 4-5 seconds |  |  | Pre-trip ensures car-seats secured properly |  |  |
| * Shuttles 5-6 seconds |  |  | Appropriate car seat or booster used |  |  |
|  |  |  | End of trip walk-through to ensure no occupants |  |  |
| **Distractions** |  |  |  |  |  |
| * Absolutely no phone use (not even hands-free) |  |  |  |  |  |
| * Passenger distractions handled appropriately |  |  |  |  |  |
|  |  |  |  |  |  |
| **Loading and unloading** |  |  |  |  |  |
| Passenger assistance appropriate as needed |  |  |  |  |  |
| Proper use of ramps |  |  |  |  |  |
| Proper use of lifts: |  |  |  |  |  |
| * Facing passenger correct direction |  |  |  |  |  |
| * Wheels locked |  |  |  |  |  |
| * Safety gate locked |  |  |  |  |  |
| * Standing passengers req. to use handholds |  |  |  |  |  |
| * Operator operates from ground, not lift |  |  |  |  |  |
|  |  |  |  |  |  |
| *S = Satisfactory, U = Unsatisfactory. Leave blank for situations not observed.* | | | | | |

***Note:***

* Organizations should review safe operating procedures for the specific ramps, lifts, securement systems and restraint systems they use, and adjust this form to reflect the manufacturer’s guidance.
* Cycle test – running a lift through its entire down and up cycle to ensure it is working properly and the safety gate works as designed.
* Drivers should periodically test the emergency manual lift process to validate it is working.