

## DRIVER ROAD TEST – COMMERCIAL AUTOMOBILES

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The operation of a motor vehicle may be one of the riskiest tasks employees perform. The cost in lives lost, injuries sustained and economic losses to drivers, their employers and our society as a whole is enormous.

Organizations operating licensed motor vehicles on public roads should have policies, procedures, and management processes to control risks. These standards should apply to the operation of organization-owned or leased vehicles, regardless of whether the vehicle is being driven on organizational business or for personal use.

Entrusting a company vehicle to an individual without ensuring that the individual is qualified or/ allowing the person to drive a company vehicle despite the individual's past driving history, known or unknown, can result in serious consequences.

Any potential employee who will be responsible for the operation of a vehicle should be given a road test to determine the driver's capabilities and what type of training may be necessary.

Assuming that the person can drive because they claim 'X' years of experience, or operate their own vehicle, can prove to be a costly error to a company.

All tests should be conducted using the type of equipment that the applicant will be driving, if hired. The results of the road test should be made part of the personnel file of each person hired.

Before starting the test the applicant's driver's license should be examined for validity and any restrictions. The purpose of the test should be explained and any questions resolved before starting.

Directions to the driver should be clear and concise. Ample time to perform the required maneuvers safely must be available. Any conversation during the test should be related to the road test itself. The person doing the evaluation should be familiar with the location of items on the road test form.

Since most drivers will not have a perfect score, you may consider using the road test results as a basis for future remedial training to upgrade their performance.

The contents of this brochure are for informational purposes only. Please speak with your broker who can provide details on the products and services best suited to your needs.

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Name of Driver:	Date:
Location:	Examiner:

<b>Pre-Trip Inspection:</b> <ul style="list-style-type: none"> <li>• Checks general condition of vehicle .....YES / NO</li> <li>• Checks condition of tires .....YES / NO</li> <li>• Checks lighting devices and reflectors .....YES / NO</li> <li>• Checks horn and windshield wipers .....YES / NO</li> <li>• Checks and adjusts rear view mirrors .....YES / NO</li> <li>• Checks steering mechanism .....YES / NO</li> <li>• Checks emergency equipment .....YES / NO</li> </ul>	<b>Placing Vehicle in Operation:</b> <ul style="list-style-type: none"> <li>• Uses seat belt .....YES / NO</li> <li>• Starts vehicle properly .....YES / NO</li> <li>• Tests operation of brakes .....YES / NO</li> <li>• Drives with both hands on wheel .....YES / NO</li> <li>• Steers smoothly .....YES / NO</li> </ul>
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<b>Driving:</b> <ul style="list-style-type: none"> <li>• Keeps alert and checks for traffic conditions, especially at intersections .....YES / NO</li> <li>• Prepares to stop vehicle at an intersection, even if traffic signal is green .....YES / NO</li> <li>• Checks mirrors frequently .....YES / NO</li> <li>• Maintains proper speed for conditions, within speed limit .....YES / NO</li> <li>• Uses directional signals properly .....YES / NO</li> <li>• Stops vehicle in proper location .....YES / NO</li> <li>• Only passes in safe location, where legally allowed, and within legal speed limit .....YES / NO</li> <li>• Passes safely – checks for vehicles ahead and behind, uses directional signals .....YES / NO</li> <li>• Makes sure vehicle is in proper lane for turn .....YES / NO</li> <li>• Signals intention to turn well in advance .....YES / NO</li> <li>• Approaches at proper speed .....YES / NO</li> <li>• Checks traffic conditions and turns only when intersection is clear .....YES / NO</li> <li>• Keeps vehicle in proper lane during turn .....YES / NO</li> <li>• Does not shift gears during turn .....YES / NO</li> </ul>
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<b>Trailers:</b> <ul style="list-style-type: none"> <li>• Lines up properly with the trailer .....YES / NO</li> <li>• Backs slowly .....YES / NO</li> <li>• Uses mirrors properly .....YES / NO</li> <li>• Coupling and uncoupling procedures are adequate .....YES / NO</li> <li>• Connects brake and electrical lines .....YES / NO</li> <li>• Checks lighting devices .....YES / NO</li> <li>• Checks condition of tires .....YES / NO</li> <li>• Checks suspension and frame .....YES / NO</li> <li>• Avoids backing from blindside .....YES / NO</li> <li>• Gets out of vehicle and checks entire area, including overhead, before backing .....YES / NO</li> <li>• Stops in correct position .....YES / NO</li> </ul>
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**QUALIFIED** – meets company performance requirements   
**NEEDS IMPROVEMENT** – marginal performance but can be improved with training   
**UNQUALIFIED** – does not meet company standards