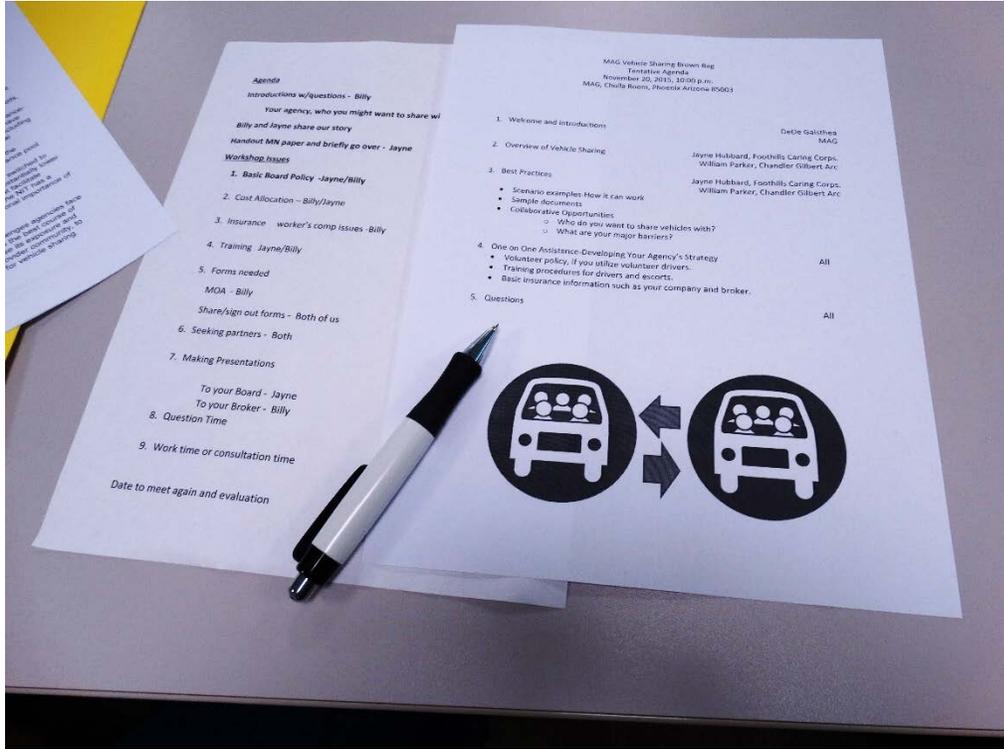


Vehicle Sharing Workshop

MAG TAP MEETING

DECEMBER 16, 2015







Your Logo

XXXXX XXXXX Driving Checklist

(Form # 543 – Updated 4-5-14)

Skill, Task, or Activity Area: Driving Checklist		Date Completed Training		Date Validated by Mgr/Evaluator	
		[Date]	[Initials]	[Date]	[Initials]
General		[Date]	[Initials]	[Date]	[Initials]
1.	Identifies Trip Log and is able to complete the log accurately				
2.	Identifies and has read the C/G XXXXX Fleet Services Manual				
3.	Understands the importance of completing a visual check of the outside of the vehicle every time it is driven				
4.	Understands the importance of completing a visual check of the inside of the vehicle (instruments, gauges, tie-downs, debris, etc.				
5.	Understands the requirement that all passengers must wear a seatbelt at all times.				
6.	Able to start the vehicle, adjust mirrors, seat, etc.				
7.	Employee is able to back up vehicle safely (turns off radio and rolls down driver side window when backing up)				
8.	Uses turn signals appropriately				
9.	Turns vehicle around appropriately				
10.	Obeys posted speed limit				
11.	Stops appropriately (i.e. appropriate stopping distance, gently applying breaks)				
12.	No persons other than on-the-job employees and consumers are permitted to ride in the vehicle.				
13.	Understand that at no time should you be working and/or operating a vehicle will under the influence of drugs (prescription or no prescription), alcohol, or any other item that would affect your ability to properly drive a vehicle.				
14.	Driver understands the importance of immediately reporting all accidents, tickets, injuries, damages, missing items, suspension of license, etc.				
15.	Buckle all seat belts together each trip after people exit vehicle as a visual check to ensure no one is left on the van.				

Acknowledge below that you have received and/or reviewed the Vehicle Operations Policy (P23) and understand the requirements. I understand that failure to follow the guidelines as listed above and in the policy may result in disciplinary action up to and including termination.

Employee Printed Name

Employee Signature

Date

Evaluator Printed Name

Evaluator Signature

Date

Contact Information

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