

## Inline Road and Driving Test

**Driver's Name (Print):** \_\_\_\_\_

Place a check mark: in the Yes box for items that the driver performs satisfactorily; in the No box when further training is recommended; and in the N/A box when the item does not apply.

Pre-trip inspection	Yes	No	N/A
Checks general condition of vehicle			
Checks for proper operation of parking and service brake systems			
Checks steering mechanism			
Checks condition of tires			
Checks all lighting devices and reflectors			
Checks horn and windshield wipers			
Checks and adjusts rearview mirrors			
Checks emergency equipment			

### Placing vehicle in operation

	Yes	No	N/A
Uses seat belt			
Starts vehicle properly			
Checks air pressure in brake system			
Tests operation of brakes			
Checks traffic conditions			

Driving	Yes	No	N/A
Drives with both hands on the steering wheel			
Checks mirrors frequently, especially when backing			
Accelerates, steers, and brakes smoothly			
Shifts gears properly			
Uses directional signals properly			
Maintains proper speed for conditions, within speed limit			
Able to slow vehicle other than by braking			
Stops vehicle in proper location			
Does not allow vehicle to roll, while it should be stopped			
Checks in all directions for traffic conditions			
Prepares to stop vehicle at an intersection, even if traffic signal is green			
Signals intention to turn well in advance			
Approaches a turn at the proper speed			
Makes sure vehicle is in proper lane for turn			
Checks traffic conditions and turns only when intersection is clear			

Keeps vehicle in proper lane during turn			
Does not shift gears during turn			
Stops in correct position when parking			
Avoids backing from blindside			
Only passes in safe location, where legally allowed, and within legal speed limit			
Checks ahead and behind to make sure passing room is adequate			
Warns vehicle ahead of intention to pass			
Uses directional signals properly when passing			
Leaves sufficient space before cutting back into lane			
Checks in all directions when approaching railroad crossing			
Comes to complete stop at railroad crossing, when necessary, or as required by law			
Stops at a safe distance of the railroad crossing, when necessary			

Remarks

**Check one of the following:**

- Qualified to operate a vehicle
- Qualified with additional training
- Not qualified to operate a vehicle at this time

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Road Test Completed by (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of Road Test:** \_\_\_\_\_

Completed and signed road test should be filed with the HR Office