

# BASE CERTIFICATION ROAD TEST (SKILLS EVALUATION)

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## 1) DISCUSS S4 SET UP

- Early Morning Arrival
- Appearance
- Driver's Room Introduction
- Driver Pouch
- Pick-up Listing
- Scanner

## 2) DISCUSS PRE-LOAD INTRODUCTION

- Conveyer Safety
- Loader Interaction
- Lip Load Technique
- Bulk Load Technique
- 1st 10 Stop Technique
- Early Morning Safety and Security Concerns

## 3) DISCUSS BACKING – WHY DO BACKING ACCIDENTS HAPPEN?

- Lack of Information
- Backing when not needed
- Not checking mirrors
- Not aware of surroundings
- Backing too far
- Lack of attention
- Backing too fast
- Front end swing

## 4) DISCUSS HOW TO PREVENT

- Activate horn and flashes
- G.O.A.L. Get Out and Look
- Back only if needed
- Check mirrors before and during backing
- Survey the Area repeatedly
- Back no further than needed
- Stay Alert
- Back as soon as arrive at destination
- Back slowly

## 5) DISCUSS PRE-TRIP INSPECTION OF VEHICLE

- Look and leakage of coolants, fuel and lubricants
- Check exterior of vehicle – tires, all lights, doors, glass body damage and mirrors
- Check horn, windshield wipers, steering, defrosters and fuel
- Check brake action. Know hand brake adjustment
- Make test stop before leaving yard
- Know height of vehicle

## 6) DISCUSS ENGINE, CLUTCH AND TRANSMISSION

- Start engine and use seat belt when vehicle is in motion
- Clutch In-park brake one
- Use clutch properly
- Shift proper gear sequence
- Refrain from excessive RPM's

## 7) DISCUSS BRAKING

- Plan ahead to minimize braking
- Stop smoothly

## 8) DISCUSS STEERING

- Steer smoothly, minimum adjustment
- Have proper driving posture, grip on wheel
- Stay centered in lane of travel

## 9) DISCUSS LIGHTS

- Dim headlights for on-coming traffic
- Adjust speed to headlight spray
- Use four-ways when required

### 10) DISCUSS STOPPING OR STOPPED

- Check to rear when slowing. Warn following traffic
- In neutral, park brake on at stoplight
- Use space cushion to avoid sudden stop
- Stop behind stop line or cross-walk
- Stop before crossing sidewalk
- Leave one vehicle length in front
- Count one-two-three at start up

### 11) PARKING

- Avoid hitting curbs
- Park close to curb
- Lowest forward gear-park brake applied
- Look over shoulder when pulling out
- Park off pavement on highways
- Turn wheels on hills
- Leave space in front

### 12) DISCUSS CLOSE QUARTERS MANEUVERING

- Maneuver vehicle through serpentine obstacle
- Maneuver vehicle through offset alley obstacle
- Maneuvers backing

### 13) DISCUSS BACKING

- Avoid all unnecessary backing
- Back first, if necessary
- Check rear immediately before backing
- Sound horn
- Look back as well as check mirrors
- Back to the operator's side
- Recheck conditions on long back when necessary
- Control speed

### 14) DISCUSS TURNING

- Signal intention well in advance
- Get in proper lane well in advance
- Check traffic and turn when way is clear
- Maintain lane on turns
- Turn at safe speed
- Use turn signal when changing lanes
- Turn into proper lane
- Check mirrors before turn
- Find safe path well ahead
- Avoid shifting on turns
- Avoid U-Turns

### 15) DISCUSS TRAFFIC SIGNS AND SIGNALS

- Handle stale green lights correctly
- Heed all traffic signs
- Establish space cushion
- Come to full stop at stop signs
- Apply "right turn on red" correctly

### 16) DISCUSS INTERSECTIONS

- Approach – prepared to stop
- Check left, right, left
- Yield right-of-way at all times
- Check mirrors
- Stay alert to rural intersections
- Make certain other drivers see them

### 17) DISCUSS RAILROAD GRADE CROSSING

- Approach – prepared to stop
- Select proper gear before crossing
- Cross at safe speed
- Clear crossing in advance

### 18) DISCUSS PASSING

- Avoid passing in unsafe location
- Signal lane change well in advance
- Avoid tail gating – waiting chance to pass
- Check mirrors
- Use ground – viewing habit

**19) DISCUSS HILLS**

- Use proper gear ascending or descending
- Stop and restart without rolling back
- Test brakes before descending long hills

**20) DISCUSS SPEED**

- Maintain speed consistent with ability and conditions
- Adjust speed to vary road, weather, traffic conditions and legal limits
- Reduce speed before entering curves
- Scan steering wheels

**21) DISCUSS COURTESY AND SAFETY**

- Yield right-of-way at all times
- Avoid crowding and other drivers
- Keep to right
- Use horn properly
- Use path of least resistance

**22) DISCUSS GENERAL DRIVING ABILITY AND HABITS**

- Remain alert and attentive
- Adjust speed of changing conditions
- Safely perform routine functions inside of vehicle
- Have self-confidence in handling of vehicle
- Even-tempered with others
- Force eyes into the future
- Minimum 8-second mirror checks

**23) DISCUSS COMPANY POLICIES & SAFETY REGULATIONS**

- Has knowledge of regulations: federal, provincial, state and local laws
- Understand Hazardous Materials procedures (US Only)
- Have presentable personal appearance, manner and cleanliness
- Complete Contractor's Vehicle Inspections Report

**24) DISCUSS HOURS OF SERVICE**

- Have knowledge of hours of service

**Information you will need to complete the on-line 12-Hour Behind-the-Wheel Evaluation (Base Certification Road Test) form:**

Trainee's Name \_\_\_\_\_

Trainee's Social Security Number \_\_\_\_\_

Trainee's Operator's License Number \_\_\_\_\_

Number of Miles Driven During the Evaluation \_\_\_\_\_