

# Risk Management Bulletin

## DEVELOPING A DRIVER ROAD TEST PROGRAM

A comprehensive road test should be given to prospective drivers to ensure that they possess the minimum skills necessary, and to evaluate what training may be required before the driver is assigned to a vehicle.

As with any selection tool, the road test should be standardized for all applicants. All tests should be conducted using the type of equipment the applicant will be driving. The person doing the evaluation should be familiar with the locations of items on the road test form, as well as being an experienced “good” driver.

The road test should be conducted in two parts. The first part should be “off the road” in the terminal yard, parking lot, or designated test area. This should include vehicle inspection, coupling and uncoupling procedures, and low speed vehicle handling such as backing, turning, and parking. If the driver performs the first part successfully, the second part should be conducted “on the road.” This should always be done on a predetermined course which presents the widest variety of driving and operating conditions the driver might encounter. Here, the evaluation includes the normal vehicle operations such as gear shifting, accelerating, braking, lane changing, turning, maintaining a safe following distance, and other defensive-driving techniques. The driver’s attitude is of particular interest.

All trucking involves some delicate maneuvers such as parallel parking, backing into alley docks, and basic maneuvering in traffic. To ensure that the potential driver can handle these situations, it is best to set up traffic cones “off the road” which would simulate parallel parking, alley dock, offset alley travel, and the basic “serpentine” around barrels.

You can be assured the driver will be trying to perform in the best possible manner. However, improper driving habits are not easily hidden and should be evident to the qualified evaluator. An evaluation form should be used and the driver graded as passed or failed. A sample Driver Road Test form is attached.

When a potential driver has completed the road test satisfactorily, he should receive a Certification of Road Test. A copy should be kept on file. The road test evaluation form should also be maintained on file.

Any unsatisfactory driving practices will require specific training should the applicant be hired. Training should continue until the driver has satisfactorily completed all requirements of the road test.

*The information and recommendations contained in this material have been obtained from sources believed to be reliable. However, SECURA accepts no legal responsibility for the accuracy, sufficiency, or completeness of such information. Additional safety and health procedures may be required under particular circumstances.*

# DRIVER ROAD TEST

Date \_\_\_\_\_

Driver's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

License No. \_\_\_\_\_ State \_\_\_\_\_

Equipment Driven \_\_\_\_\_

Social Security No. \_\_\_\_\_

Road Test Miles \_\_\_\_\_ Evaluator \_\_\_\_\_

Pass      Fail

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## Pre-Trip Inspection:

- Checks general condition of vehicle.
- Checks for proper operation of parking and service brake systems.
- Checks steering mechanism.
- Checks all lighting devices and reflectors.
- Checks condition of tires.
- Checks horn and windshield wipers.
- Checks and adjusts rearview mirrors.
- Checks emergency equipment.

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## Placing Vehicle in Operation:

- Uses seat belt.
- Starts vehicle properly.
- Checks air pressure.
- Shifts gears properly.
- Checks traffic conditions.
- Does not allow vehicle to roll while stopped.
- Drives with both hands on wheel.
- Steers smoothly.
- Maintains proper speed for conditions, within speed limit.

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## Backing and Parking:

- Stops in correct position.
- Avoids backing from blind side.
- Gets out of vehicle and checks entire area, including overhead, before backing.
- Uses mirrors properly.

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## Intersections:

- Prepares to stop vehicle if necessary, even if traffic signal is green.
- Checks in all directions for traffic conditions.
- Stops vehicle in proper location when required.
- Does not allow vehicle to roll when stopped.

- Pass Fail Turning:**
- Makes sure vehicle is in proper lane for turn.
  - Signals intention to turn well in advance.
  - Approaches at proper speed.
  - Checks traffic conditions and turns only when intersection is clear.
  - Keeps vehicle in proper lane during turn.
  - Does not shift gears during turn.

- Railroad Crossing:**
- Checks in all directions when approaching crossing.
  - Comes to complete stop when necessary or required by law.
  - Stops at a safe distance when necessary.
  - Does not shift gears when crossing tracks.

- Passing:**
- Only passes in safe location where legally allowed.
  - Checks ahead and behind to make sure passing room is adequate.
  - Warns vehicle ahead of intention to pass.
  - Uses directional signals properly.
  - Leaves sufficient space before cutting back into lane.
  - Does not exceed speed limit.

- Coupling and Uncoupling Combination Unit:**
- Checks that fifth wheel jaws are open.
  - Lines up properly with trailer.
  - Connects brake and electrical lines.
  - Charges trailer brakes.
  - Backs slowly.
  - Visually checks for proper coupling of fifth wheel.
  - Ensures that fifth wheel handle is in locked position.
  - Raises landing gear and removes wheel chocks.
  - Applies trailer brakes and gently tries to pull away from trailer.

Evaluator's Comments

PASS

FAIL

Comments \_\_\_\_\_  
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Training Requirements \_\_\_\_\_  
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