

12 & 15 Passenger Van Practical Training and Driver Evaluation



CITY OF
BANGOR

Employee Name:	Date:
Department:	
Supervisor's Signature:	Employee's Signature:

If you are required to drive a 12 or 15 passenger van for the City of Bangor, you must complete the NEOGOV "Defensive Driving for Vanpool Drivers" training. Once completed, your supervisor will review the bulleted items below and evaluate the operator's driving skills. Upon successful completion, the driver will be permitted to drive a 12 or 15 passenger van. An evaluation of the operator's driving performance and skills will be evaluated once every three years in accordance with the State of Maine Compliance Directive 22-08.

Practical Training

Reviewed

- All occupants are required to wear their seatbelts.
- The use of cell phones and other mobile devices are prohibited while driving. Find a safe place to pull over to make a call or text.
- Conduct a visual inspection of the van before use to ensure the vehicle is in proper working order (e.g. no leaking fluids, head lights are operational, tires in good condition / properly inflated, safety equipment available, etc...). Report all damage.
- Review the location of the auto insurance card and what to do in case you are in an accident.
- Review the vehicle's controls and systems, including, but not limited to gages, warning lights, windshield wiper operations, headlights, cruise control, and seat, mirrors, and steering wheel adjustments.
- Load passengers from the front to the back and distribute the weight evenly. Do not store or pack items on the roof.
- Take corners at a slow rate of speed to prevent rollovers.
- Drive cautiously through parking lots, keeping an eye out for vehicles backing up and pedestrian traffic.
- If you happen to veer off the shoulder of the road, slow your speed and slowly turn your wheels to get back onto the road. Do not jerk the wheel.
- Follow the defensive driving tips taught in the "Defensive Driving for Vanpool Drivers" training.

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First-time passenger van drivers should practice in an empty parking lot or less traveled, unoccupied street to get the feeling of how the van accelerates, brakes, and turns.

- Practice driving the van.
- Practice braking. Identify the additional time to come to a stop.
- Practice proper backing, using the mirrors and identifying the van’s blind spots.
- Practice making slow, controlled left and right-hand turns.
- Practice changing lanes. Using the turn signal, checking mirrors and blind spots.
- Practice parking the van. If possible, it is preferable to back into a parking spot. It is “OK” to use a spotter when necessary to safely back- up a passenger van.

Driver Evaluation

Performed Safely

	YES	NO
• Did the driver maintaining the proper safety cushion while driving – 4-second rule?	<input type="checkbox"/>	<input type="checkbox"/>
• Did the driver follow the speed limit and maintain proper lane control throughout the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
• Did the driver apply proper braking technique, accounting for the additional weight and distance to come to a stop?	<input type="checkbox"/>	<input type="checkbox"/>
• Was the driver able to change lanes safely?		
• Changing right lane to left lane?	<input type="checkbox"/>	<input type="checkbox"/>
• Changing left lane to right lane?	<input type="checkbox"/>	<input type="checkbox"/>
• Did the driver avoid abrupt turns or maneuvers?	<input type="checkbox"/>	<input type="checkbox"/>
• Was the driver able to enter the highway safely using turn signals, checking mirrors and blind spots?	<input type="checkbox"/>	<input type="checkbox"/>
• Was the driver able to exit the highway safely using turn signals, checking mirrors and blind spots?	<input type="checkbox"/>	<input type="checkbox"/>
• Was the driver able to park the van properly upon return?	<input type="checkbox"/>	<input type="checkbox"/>
• Did the driver operate the van in a safe manner, following the defensive driving tips taught in the “Defensive Driving for Vanpool Drivers” training?	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____
