

SONOMA STATE UNIVERSITY

VEHICLE OPERATOR TRAINING RECORD

Prior to allowing a new vehicle driver to operate the vehicle on their own, the driver must be instructed in the following (check all that are reviewed and indicate N/A if not applicable):

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| 1. Battery Charging
 |
| 1. Connection procedure demonstrated
 | [ ]  |
| 1. Operation of Controls
 |
| 1. Lights, turn signals, and horn located and tested.
 | [ ]  |
| 1. Emergency brake located and engaged.
 | [ ]  |
| 1. Accelerator and brake pedal identified.
 | [ ]  |
| 1. Forward-reverse switch located and its operation demonstrated.
 | [ ]  |
| 1. The Following Equipment and Driving Maneuvers Demonstrated by the Driver:
 |
| 1. Turn signals
 | [ ]  |
| 1. Brakes
 | [ ]  |
| 1. Steering
 | [ ]  |
| 1. Emergency brake
 | [ ]  |
| 1. Forward/reverse switching
 | [ ]  |
| 1. Forward turns
 | [ ]  |
| 1. Reverse turns
 | [ ]  |
| 1. Backing
 | [ ]  |
| 1. Driving on Campus
 |
| 1. Drive campus roads and approved routes (Appendix C)
 | [ ]  |
| 1. Locate authorized parking areas and loading docks/areas
 | [ ]  |
| 1. Speed limit is observed
 | [ ]  |
| 1. Driver Received Copies of:
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| 1. Tenets for Safe Operation of Powered Carts (Appendix A)
 | [ ]  |
| 1. Campus Pathway Map (Appendix C)
 | [ ]  |
| 1. Copy of completed Vehicle Operator Training Record
 | [ ]  |

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name), have reviewed the Vehicle Operator Training Record and are proficient in all the areas listed above. I understand that it is my responsibility to drive safely and obey all traffic laws.

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Operator Signature Date Trainer Signature Date