

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: | |
| 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