



SOP No	1.016B
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UTILITY VEHICLE TRAINING

Instructions: This form should be completed before FD&O employee uses any utility vehicle and repeated after any accidents with a utility vehicle involving an FD&O employee.

Date	Employee	Department
Supervisor	CDL	Expiration of CDL
	Defensive Driving Date	Forklift Training Date
Type of Vehicle		
Utility Cart#	Boom-lift#	Fork-lift#
Car/Van/Truck#	Mower#	Tractor#

*Defensive Driving and Forklift training must be through a certification process and scheduled by HR or FD&O.

The above employee has read the Operator's Manual, where available, and been instructed by his/her lead/supervisor by means of hands-on demonstration of the following:

1. Inspector of the Utility Cart/Forklift that the employee will drive. The inspection will consist of, but is not limited to, the following

Check the condition of the following items:

Good	Poor	Item	Good	Poor	Item
		Side Mirrors			Headlights
		Tires			Taillights
		Batteries			Gas/Propane
		Stoplights			Accelerator
		Turn Signals			Fluids and Hoses
		Windshield Wipers			Water
		Horn			Body
		Brakes			Horn

2. Discuss Monthly Inspection Form and show employee how to report needed repairs.
3. Explain operating procedures and safety tips with employees.
4. Give opportunity for employee to ask questions.
5. Demonstration for the employee how to operate the Utility Cart/Equipment they will drive. The employee will then demonstrate to their Supervisor / Lead that they understand how to properly operate the vehicle. The demonstration will consist of, but is not limited to, the following:

