



## Skills or certification checklist

Place a "+" in the line next to each objective the Examiner accomplishes. Place a "-" in the line next to each objective the Examiner did not successfully accomplish.

### Pre-test

- \_\_\_ Introduced self to customer
- \_\_\_ Asked customer for ID
- \_\_\_ Verified valid insurance
- \_\_\_ Checked for valid IP/DL or issued DLE-074
- \_\_\_ Conducted hand and arm signal test

### Vehicle inspection

- \_\_\_ Checked parking brake
- \_\_\_ Checked brake lights and turn signals
- \_\_\_ Checked for valid license plate
- \_\_\_ Checked for obvious defects
- \_\_\_ Checked seat belts
- \_\_\_ Conducted brake reaction test

### Instructions (verbatim per Examiner Guide)

- \_\_\_ Brake reaction test
- \_\_\_ Backing maneuver
- \_\_\_ Park and start on hill
- \_\_\_ Parallel parking
- \_\_\_ Starting
- \_\_\_ Turns
- \_\_\_ Lane change

### Results

Pass:  Yes  No

### Delivery of instructions

- \_\_\_ Maintained sufficient eye contact
- \_\_\_ Spoke clearly
- \_\_\_ Spoke so customer could hear them
- \_\_\_ Gave instructions far enough in advance for customer to react properly

### Skills test scoring

- \_\_\_ Circled correct abbreviations
- \_\_\_ Used hash marks for 2nd errors
- \_\_\_ Scored in appropriate area
- \_\_\_ Covered all scorable items

### Conclusion

- \_\_\_ Waited until car turned off before unbuckling seatbelt
- \_\_\_ Unbuckled seatbelt before advising customer of results
- \_\_\_ Advised customer of results prior to explaining errors
- \_\_\_ Explained each error recorded on the score sheet
- \_\_\_ Provided clear test results
- \_\_\_ Provided brief explanation of errors
- \_\_\_ Advised customer of the next steps

### Overall evaluation

- \_\_\_ Examiner observed the customer during all critical points of the drive test
- \_\_\_ Examiner observed for other traffic and pedestrians during all critical points of the drive test
- \_\_\_ Skills test completed within time limit

## Notes