

San Jose State University

University Utility Vehicles

Employee/Lead – Supervisor Sign Off Sheet

Date: _____

Employee: _____

Department: _____

C.D.L.: _____ Expire: _____

Supervisor: _____

Defensive Driving Date: _____

Forklift Training Date: _____
(if applicable)

Type of Vehicle: Electric Utility Cart Boomlift Other _____

 Tractor Mower

(Forklift training must be through a certification process and scheduled by Human Resources.)

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

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

A	Side mirrors	I	Tires
B	Headlights	J	Batteries
C	Taillights	K	Gas/propane
D	Stoplights	L	Accelerator
E	Turn signals	M	Oil/hydraulic fluid/hydraulic hoses
F	Windshield wipers	N	Water
G	Horn	O	Body damage
h	brakes	p	Caution points

2. Demonstration for the employee how to operate the Utility Cart/Equipment they will drive. The employee will then demonstrate to their lead/supervisor that they understand how to properly operate the vehicle. The demonstration will consist of, but is not limited to, the following:

A	How to start the vehicle
B	How to operate the vehicle safely
C	How to engage and disengage the vehicles braking devices
D	Discussion of any handling peculiarities of the vehicle
E	University Approved Routes
F	Passenger Allowance (2 per bench seat on carts) (1 on all other equipment)
G	5 MPH speed maximum, less if necessary to provide pedestrian safety

3. Discuss Weekly Inspection form and show employees how to report any needed repairs.
4. Explain all operating procedures and safety tips with employees.
5. Give employee opportunity to ask questions.

Lead/Supervisor's Responsibility

It is the responsibility of every lead/supervisor to provide basic Utility Vehicle Orientation and Familiarization Training to all employees who drive such a vehicle. Leads/Supervisors are responsible for ensuring that employees comply with operating safety tips and procedures.

Every employee who drive a utility vehicle must possess a valid California Driver's license, a valid University Defensive Driving Certificate with a utility vehicle endorsement, and must have received basic utility vehicle orientation and familiarization training.

A signed copy of this training checklist must be included in the employee's official personnel file and the department working file as proof of compliance.

Employee Signature & Date

Supervisor Signature & Date

Cc: University Official File