

EMPLOYEE TRAINING RECORD

TRAINING TITLE Forklift Finesse

KEY TEACHING POINTS

- Driving a forklift is not unlike driving a car or any other vehicle. Rules of the road must be followed, and all drivers must be trained and licensed to operate these vehicles.
- The following do's and don'ts should be observed by all forklift operators:
 - Before operating the truck each day, check the tires, fluid levels, radiator, battery, fire extinguisher, brake, deadman control, warning lights, horn and reverse indicators.
 - Face a load uphill when driving on an incline and downhill when the truck is empty.
 - Travel in reverse when carrying a bulky load which blocks vision in front.
 - Travel at a safe speed and use extra caution on hills, corners and ramps.
 - Check the stability of the load before moving it.
 - Never lift loads which exceed the rated load capacity on the nameplate.
 - Follow all traffic rules and take extra care in areas where pedestrians are present.
 - Drive with hands and feet inside the truck, and do not smoke, drink, or eat while operating the truck.
 - Do not allow riders. Only a forklift driver may be on a forklift when in operation.
 - Lower the fork and remove the key before leaving the truck.
- Forklift trucks should be inspected on a daily basis for any defects or problems, and the forks should be checked for cracks and dents each day.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Lower the fork and remove the key before leaving the truck.		
2 Travel in reverse when carrying a bulky load which blocks vision in front.		
3 Face a load uphill when driving on an incline and downhill when the truck is empty.		
4 Follow all traffic rules and take extra care in areas where pedestrians are present.		
5 Never lift loads which exceed the rated load capacity on the nameplate.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE