

EMPLOYEE TRAINING RECORD

TRAINING TITLE Vehicle Abuse and Mis-use

KEY TEACHING POINTS

- Certain procedures that are not followed during operation of vehicles or equipment can be categorized as vehicle abuse. This occurs when an operator causes unnecessary damage to the vehicle.
- Undue strain on the vehicle is caused by using a gear too high for the load being transported, or by climbing steep slopes with a loaded vehicle. This is called "lugging." When in doubt, a good rule is to select a lower gear rather than a high gear.
- Before changing direction, you must come to a complete stop. Failure to stop completely when operating large equipment having an automatic transmission will cause costly damage to the vehicle.
- "Riding the Clutch" occurs when the vehicle operator rests his or her foot on the clutch pedal while the vehicle is in motion. This pressure on the clutch will not allow it to engage fully, thereby causing it to slip and overheat. This action will shorten the life of the clutch.
- The following are other examples of vehicle abuse:
 - Running engines at excessive speeds.
 - Operating vehicles with insufficient oil and coolants because of failure to monitor dash instrumentation while operating.
 - Failing to report malfunctions of, defects in, and damage to the vehicle.
 - Excessive RPM during engine braking.
 - Distributing loads improperly in cargo areas of vehicles.
 - Using a vehicle for other than its designed or intended purpose.
 - Misuse is simply any unauthorized use of a vehicle.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 Riding the clutch will shorten its life.		
2 It is abuse to fail to report malfunctions, defects or damage to vehicles.		
3 Abuse to a vehicle occurs when an operator does not follow the proper operating procedures.		
4 Misuse is simply any unauthorized use of a vehicle.		
5 Always distribute cargo loads properly,		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE