**Examiner’s Verbal Instructions to Be Given to Driver Applicants for the Pre-Trip**

* Introduce Yourself as the examiner
	+ Hi my name is \_\_\_\_\_\_\_\_\_\_\_ I will be administering the exam today.
* How would you like to be addressed?
* May I see your driver’s license?
* Verify certification form and CDL.
* If all is correct proceed.
* There are three parts to the exam, and each part has specific instructions. Here are the three exams:
* Pre-trip
* Physical Performance
* Skills/On Road Exam
	+ Only give instructions for the exercise that you are testing on.
* We are starting with the Pre-Trip.

 (Give instructions for only one exercise at a time)

* + Here are a few things that I would like to discuss with you.
	+ You do not have to be perfect to pass. You will be allowed to miss up to 24 items. (23 you pass, 24 is a failure.)
	+ However there are 3 automatic failures
* Failure to operate the loading lights as designed
* Exiting of the bus at any time during the exam with the engine running
* Failure to chock the wheels before the start of the air brake test
* You are not graded on your sequence/pattern, however, I strongly urge you to perform the pre-trip exam as you have been trained.
* You need to be specific when describing what you are looking for when checking a component in order to receive credit for it. (Do not generalize; ex., Tire looks good.) Let me give you one example, “When checking a lug nut, what are you looking for? Is it shiny? Are there rust trails? Are there cracks around the lug nut hole? Is the lug nut loose?”
* You do not have to know the name of the component (but should), but you must be able to convince the examiner that you know what you are checking the component for by pointing to or touching the component.
* Do you have any questions? You may ask questions at any time, but once the exam has begun, I may not be able to answer them.
* Once the trainee has successfully completed the Pre-Trip and Air Brake exam, move on to the Physical Performance exam.
* Detailed instructions for the Physical Performance exam are included in this document.  Read word for word from those instructions until you have them memorized.
* Once the trainee has successfully completed the Physical Performance exam, move onto the Road Skills exam.

  (Give instructions for only one exercise at a time.)