

Practical Evaluation Form

Workplace Evaluation of Tractor Operators



Instructions:

The Tractor operator competency evaluation is conducted by a competent Employer, Manager or, Supervisor. The objective is to evaluate the competency of the operator doing different jobs, while exhibiting learned skills.

Student Prerequisites:

- Completion of in-class Tractor Safety Awareness
- Supervised, hands-on training & practice using specific machine(s) to be tested

Requirements:

- Tractor
- Pre-Shift inspection form for student use
- Evaluation form
- Clipboard and pen
- An area to conduct the evaluation without disturbance
- Material for competency demonstration
- Watch – start time and end time (Recommended: minimum 20 minutes, maximum 1 hour)

Suggestions:

- Do not coach the operator. Conduct this as a test of the operator's knowledge and skill.
- Evaluate the operator based on his/her competency. Note if further training would be required.
- Deliver clear instructions to the operator.
- Do not rush the assessment. Repeat maneuver if necessary.
- Complete the entire evaluation even if the operator has failed

Note: Once AgSafe has completed their instructions, it is the supervisor's responsibility to conduct a Practical Evaluation.

Operator's Name: _____

Instructors Name: _____

Employer's Name: _____

Hands-on Test Evaluators Name: _____

Tractor Model: _____

Attachment/Implement: _____

Date of Hands-on Test: _____

Start Time of Hands-on Test: _____

Finish Time of Hands-on Test: _____

Total Hands-on Test Time: _____

Hands-on Test Result: PASS FAIL

Any other site-specific information:

Signature: Operator

Signature: Evaluator

Retain this completed evaluation form as your record of operator competency

Operator Practical Evaluation Form

		Y, N, or N/A	Comments
Operators Manual	Can locate and show evaluator Operators Manual		
	Is familiar with information in the Manual		
Pre-Shift Inspection	All items checked (attach inspection)		
	Deficiencies discussed with Supervisor		
Tractor Entry	3-point mount		
	Face on face off		
	Uses seatbelt		
	Adjusts seat and steering wheel		
	Control check PTO, hydraulics, gear shift		
	Adjusts throttle-push clutch in		
	Demonstrate and verbalize how to stop tractor		
Tractor Movement	Starts tractor smoothly with appropriate gear and throttle settings		
	Drives through a set course of your design handling equipment to your satisfaction		
	Drives into directed areas without incident. Stops where directed or within 1 foot of directed location		
	Backs into assigned area, stops where directed		
	Drives out of back in stall with out running over or crushing anything		
	Drives through designated course to your satisfaction		
	Returns unit to start or designated position without stall incident of concern.		
Shut down and exit	Stops unit throttles down		
	Lower implement (if applicable)		
	Selects parking gear		
	Sets break shuts equipment off		
	Dismount using handholds and steps "face on face off"		

Note: Once AgSafe has completed their instructions, it is the supervisor's responsibility to conduct a Practical Evaluation.

Attachments
Workplace specific hazards discussed with operator (detail below)

Location / work or tractor specific topics

Additional Comments

*** Any "NO" checked marked in the above box during the evaluation is an immediate FAIL
*File this evaluation training form for your records.***