



DISCOUNT TIRE UNIVERSITY

## Pulling Vehicles In Practice Observation

Use for reference purposes only. For an employee to be certified, final observations must be completed in the LMS.

### Pulling Vehicles In

Done	Action
	Manager: Verifies that the trainee has a valid driver's license.
	Reviews work order and picks up keys.
	Checks that hands and clothes are clean and removes sharp objects from pockets and belt.
	Identifies any potential obstacles in the bay and parking lot.
	Walks around the vehicle to identify any hazards that may prevent them from safely navigating to the bay.
	Clears area around pedals.
	Ensures that the seat and mirrors are properly adjusted.
	Checks that the steering and brakes are both in working order.
	Drives the vehicle up to the bay in a safe and attentive manner.
	Stops vehicle completely before entering the bay and lightly honks the horn twice.
	Waits for a guide, and ensures there are no people in front of or behind vehicle as they proceed into bay. Including employees working on the tire changer, tire balancer, or using the inflation cage.
	Stays focused on the person guiding, their hand signals, and drives slowly.
	Places vehicle in park, turns off ignition, and removes the keys.
	Walks around the vehicle to check for obstructions and ensures the vehicle is properly positioned.
	Places keys with the work order.
	Reviews the instructions with Service Techs to ensure the proper services are being performed.
	Does not use phone while operating vehicle.

### Comments