

VOCATIONAL SKILLS RECORD			WOODROW WILSON REHABILITATION CENTER		
Student's Name	WWRC #	Entry Date	Performance Scale		
			1 - unattempted		
			2 - attempted not tested		
			3 - less than competent (< 80%)		
			4 - competent (=>80%)		
			5 - exceeds competency		
Vocational Objective		Exit Date			
<i>MATERIALS MANAGEMENT</i>					
<i>Forklift Operator</i>					
O-NET #	53-7051.00				
		Course Hours	70		
TASK	(Page 1 of 2)	Score	Date		
SUPPLEMENT A: STUDENT BEHAVIORS					
A1.1* Demonstrate ability to work independently & safely.					
A1.2* Demonstrate appropriate interpersonal skills.					
A1.3* Follow written and/or verbal instructions.					
A1.4* Maintain good personal hygiene and appearance.					
A1.5* Demonstrate ability to be punctual and dependable.					
ORIENTATION					
1.1* Comply with general safety and class rules					
1.2* Introduction to careers in Materials Handling Industry					
1.3* Basic tool and equipment safety awareness					
1.4* Understand vocabulary used in Materials Handling					
LIFTING AND BACK SAFETY					
2.1* Orientation to lifting and back safety (handout)					
2.2* Orientation to stretching exercises (K-Mart video + feet)					
2.3* Practice proper mechanics of lifting					
CLASSROOM PARTICIPATION: FORKLIFT BASICS AND INSPECTION					
3.1 Demonstrate knowledge of forklift basics and types					
3.2 Demonstrate knowledge of forklift steering					
3.3 Demonstrate understanding of the stability triangle					
3.4 Demonstrate understanding of data on identification plates					
3.5 Demonstrate understanding of making regular inspections					
3.6 Demonstrate knowledge of pre-operation inspection					
3.7 Demonstrate understanding of the walk-around inspection					
3.8 Demonstrate understanding of the seated inspection					
3.9* Answer questions on forklift basics and inspection lesson test with at least 80% accuracy					
CLASSROOM PARTICIPATION: DRIVING, LIFTING AND PLACING					
4.1 Demonstrate understanding of correctly climbing onto forklift					
4.2 Demonstrate understanding of using driving precautions					
4.3 Demonstrate understanding of load capacity					
4.4 Demonstrate understanding of examining the load					
4.5 Demonstrate understanding of lifting precautions					
4.6 Demonstrate knowledge of placing precautions					
4.7* Answer questions on driving, lifting and placing lesson test with at least 80% accuracy					
CLASSROOM PARTICIPATION: TRUCKS, TRAILERS AND					
5.1 Demonstrate understanding of using dock plates					
5.2 Demonstrate understanding of using trailer restraint systems					
5.3 Demonstrate understanding of using truck and trailer					
5.4* Answer questions on trucks, trailers and rail cars lesson test with at least 80% accuracy					
CLASSROOM PARTICIPATION: PARKING AND					
6.1 Demonstrate understanding of lift parking precautions					
6.2 Demonstrate understanding of unattended lift precautions					
6.3 Demonstrate understanding of propane use					
6.4 Demonstrate understanding of gasoline and diesel use					
6.5 Demonstrate understanding of servicing batteries					
6.6* Answer questions on parking and refueling lesson test with at least 80% accuracy					

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Vocational Objective		Exit Date		
<i>MATERIALS MANAGEMENT</i>				
<i>Forklift Operator</i>				
O-NET #	53-7051.00			
		Course Hours 70		
TASK		(Page 2 of 2)	Score	Date
CLASSROOM PARTICIPATION: SPECIAL UNITS AND MAINTENANCE				
7.1 Demonstrate understanding of precautions for high-lift trucks				
7.2 Demonstrate understanding of precautions for walk-along low-lift trucks				
7.3 Demonstrate understanding of riding low-lift trucks				
7.4 Demonstrate understanding of maintenance procedures				
7.5 Demonstrate understanding of modifications procedures				
7.6* Answer questions on special units and maintenance lesson test with at least 80% accuracy				
FINAL TEST				
8.1* Answer questions on final test with at least 80% accuracy				
HANDS-ON TRAINING: DEMONSTRATE PROFICIENCY PERFORMING PIT OPERATIONS				
9.1 Demonstrate understanding of precautions for high-lift trucks				
9.2 Perform proper pre-operation inspection/checklist - electric engine				
9.3 Shows familiarity with truck controls				
9.4 Gave proper signals when turning				
9.5 Slowed down at intersections				
9.6 Obeyed signs				
9.7 Kept a clear view of direction of travel				
9.8 Turned corners correctly - was aware of rear end swing				
9.9 Yielded to pedestrians				
9.10 Drove under control and within proper traffic aisles				
9.11 Approached load properly				
9.12 Lifted load properly				
9.13 Maneuvered properly				
9.14 Traveled with load at proper height				
9.15 Lowered load smoothly/slowly				
9.16 Stops smoothly/slowly				
9.17 Load is balanced properly				
9.18 Forks are under load at all times while transporting				
9.19 Checked bridge plates/ramps prior to use				
9.20 Did visual check of trailer floor prior to loading				
9.21 Places loads within marked area				
9.22 Stacks loads evenly and neatly				
9.23 Drove backward when required				
9.24 Checked load weights				
9.25 Placed forks on the floor when parked, controls neutralized, brake on set, power off				
COMMUNITY-BASED TRAINING (C.B.T.) (Optional)				
10.1* Demonstrates knowledge of skills acquired through oral review with instructor.				
10.2* Other tasks to be added at specific training site				
* DESIGNATES REQUIRED TASKS FOR GRADUATION				
Revised 3/11/08				