

MSU Performance Evaluation for Tractor Operators

Departments and Supervisors may determine personnel that are qualified to administer the MSU Performance Evaluation for Tractor Operators.

Evaluation Instructions: Please print clearly, and complete each blank. Mark each task as a pass or fail. If the item does not apply, mark the item as N/A. Once completed, submit this form to ORCBS.

Operator _____ Date _____

Department _____ Trainer _____

Tractors approved to operate: Supervisor or designated trainer may decide to list each tractor or general categories of types of tractors that the operator is approved to operate. If, during work, an employee is assigned to drive a type of tractor that he/she is not familiar with, the employee must contact their supervisor/designated trainer to obtain training prior to operating the tractor.

Task	Pass	Fail
1. Performed pre-operational inspection of tractor		
2. Wore seat belt		
3. Started the tractor properly		
4. Demonstrated smooth acceleration and stopping		
5. Properly hitched implement to tractor		
6. Properly attached/detached hydraulic lines on implement		
7. Demonstrated safe driving while on level ground or at a slight grade		
8. Demonstrated safe procedures for lowering or blocking out implements		
9. Demonstrated proper emergency shutdown procedure for tractor, PTO, and implements		

Overall Performance (Circle one) Pass Fail

The following safety information has been reviewed with the trainee:

- No extra rider policy. Never allow an extra rider if a seat and seat belt is not available.
- Tractors should only be started while the operator is sitting in the seat.
- Potential locations for tractor overturns on the site the tractor will be used.
- PTO safety:
 1. Dress safely (close fitting clothing, remove hood strings, tie long hair back, etc.)
 2. Keep all PTO shielding in place and operating properly.
 3. Never step or lean over a PTO shaft. Always walk around the tractor and implement.
 4. When making repairs or adjustments, first shut off the PTO, the tractor engine, and wait for everything to come to a complete stop.

Operator signature

Evaluator signature