**1. Agency or Training School Name:       2. Class Number:**

**3. Student’s Printed Name:       4. Student’s Identification Number:**

**5. Proficiency Demonstration Number: First Attempt  or Second Attempt**

**6. The Student is a: Basic Recruit Student  or Instructor Student  or Equivalency of Training (EOT) Student**

**7. Performance Requirements: A student shall successfully demonstrate the following vehicle operations exercises:**

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| * **Figure 8** | * **Evasive Maneuver** | * **Nighttime Emergency Evasive With Lights (Required) and Siren (Optional)** |
| * **Braking** | * **Cornering** | * **Intersection Backing** |
| * **Forward Serpentine** | * **Nighttime Emergency Forward Serpentine With Lights (Required) and Siren (Optional)** | * **Tactical Backing** |
| * **Reverse Serpentine** | * **Nighttime Emergency Reverse Serpentine With Lights (Required) and Siren (Optional)** |  |

**8. Basic Recruit and EOT Student Performance Requirements and Basic Recruit Student Retest:**

* **Demonstration of Proficiency.** Once testing on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. A basic recruit or EOT student shall demonstrate the required Vehicle Operations Proficiency Skills with four out of five runs (80%) for each exercise. All performance results shall be recorded on the required Vehicle Operations Performance Evaluation form CJSTC-7.
* **Written End-of-Course Examination:** A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination.
* **Retest.** A basic recruit student shall be given the opportunity for one additional attempt at the required demonstration of vehicle operations proficiency skills **or** one   
  re-examination of the required written end-of-course examination for the Vehicle Operations Course, but not both.

A basic recruit student, who has failed to pass the required written end-of-course examination or the required demonstration of proficiency after a second attempt, shall be deemed to have failed the Vehicle Operations Course.

* **Remediation Plan Attached: Yes**

If a basic recruit student was not successful in the first attempt to complete the required proficiency demonstrations, attach a remediation plan. A basic recruit student is allowed only one remediation for each exercise. Retesting requires a new form CJSTC-7 with the “Second Attempt” box checked in item number 5 above. The basic recruit student is only required to retest in the proficiency requirements failed.

**9. Instructor Student Performance Requirements:**

* **Demonstration of Proficiency:** Once testing on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. An instructor student shall demonstrate the required Vehicle Operations Proficiency Skills with four out of five runs (80%) for each exercise. No retest is allowed.
* **Written End-of-Course Examination:** An instructor student shall achieve a minimum score of no less than 85% on the vehicle operations written end-of-course examination. An instructor student who fails either the demonstration of proficiency or the written end-of-course examination shall be deemed to have failed the Vehicle Operations Instructor Course.

**10. Vehicle to Instructor Ratio:**

* For instruction of the Law Enforcement Vehicle Operations Course or Vehicle Operations Instructor Course, there shall be at least one Commission-certified vehicle operations instructor for each vehicle actively engaged on a driving range. The rangemaster shall be a Commission-certified Vehicle Operations Instructor and shall not be included as an instructor to comply with the instructor to vehicle ratio requirements. One rangemaster shall supervise all range activity while training is actively engaged. Actively engaged is defined as “a vehicle that is at the point between the start and end of an exercise.” Returning from or being in route to a driving range or course shall not be considered as actively engaged.

**11. Vehicle Operations Demonstration: Pass  or Fail**

**12. Written End-of-Course Examination:**

* **Written Examination Basic Recruit and Instructor Student Only): Pass** **or Fail  or N/A**
* **Written Examination Retest (Basic Recruit Only): Pass  or Fail**

**13. Failure of Course:**

**Basic Recruit Student.** The basic recruit student has failed the Law Enforcement Vehicle Operations Course.

**Equivalency of Training Student.** The equivalency of training student has failed to demonstrate proficiency in Law Enforcement Vehicle Operations.

**Instructor Student.** The instructor student has failed the Vehicle Operations Instructor Course.

**14. Student’s Signature:**  **15. Date:**

**16. Rangemaster’s Printed Name:**

**17. Agency Administrator, Training Center Director, or Designee’s Printed Name:**

**18. Agency Administrator, Training Center Director, or Designee’s Signature:**

**19. Date Evaluation Completed:**

**Student Name:       Student Identification Number:**

**Agency or Training School:       Class Number:**

**Evaluation of Exercises:** For each exercise the student successfully completes place a circle around the “P” for pass. For each exercise the student does not successfully complete place a circle around the “F” for fail.For each exercise, the instructor evaluating the student shall print and sign his or her name in the space provided, and shall sign or initial to the right of each exercise for all subsequent exercises evaluated. If multiple back-to-back exercises are evaluated by the same instructor, the instructor is allowed to sign for the first exercise and then draw an arrow down through subsequent exercises that are evaluated.

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Figure 8** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Shuffle Steering** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Speed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Braking** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Hand Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Speed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Braking** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Complete Stop** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Forward Serpentine** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Speed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Shuffle Steering** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Braking** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Reverse Serpentine** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Body Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Vehicle Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Evasive Maneuver** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Entry Speed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Braking** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Lane Change** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Complete Stop** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Cornering** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Entry Speed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Braking** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vehicle Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Shuffle Steering** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Acceleration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Turn signal** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Student Name:** **Student I.D. No.:** **Attempt No:**

**Agency or Training School:** **Class No.:**

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Nighttime Emergency Forward Serpentine With Lights (Required) and Siren (Optional)** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Speed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Shuffle Steering** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Braking** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Nighttime Emergency Reverse Serpentine With Lights (Required) and Siren (Optional)** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Body Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Vehicle Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Nighttime Emergency Evasive With Lights (Required) and Siren (Optional)** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Entry Speed** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Lane change** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Braking** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Complete Stop** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Intersection Backing** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Body Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Vehicle Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Date Evaluated:** | **Run 1** | |  | **Run 2** | |  | **Run 3** | |  | **Run 4** | |  | **Run 5** | |  | **/** |
| **Tactical Backing** | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **P** | **F** |  | **Instructor’s Name (print) Instructor’s Signature** |
| **Body Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Comments:** |
| **Vehicle Position** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cone Avoidance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Student Name:       Student Identification Number:**

**Agency or Training School:       Class Number:**

**Practice Runs Completed:** In the “Practice Runs Completed” column, circle the number that corresponds to each completed practice run for each exercise and enter the total number of practice runs completed in the “Total Column”. For each required exercise the student shall participate in a minimum of two practice runs and cannot exceed five practice runs per exercise. Practice runs are optional for EOT students.

**Instructor’s Required Signature.** In the “Instructor’s Signature” column, the instructor shall sign his or her name to the right of each exercise to verify that the student has completed the number of practice runs indicated, and the instructor shall sign or initial his or her name to the right of each exercise for all subsequent exercises evaluated. If multiple back-to-back exercises are evaluated by the same instructor, the instructor is allowed to sign off on the first exercise and then draw an arrow down through subsequent exercises that are evaluated.

**Practice Runs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exercise** | **Practice Runs Completed** | **Total** | **Instructor’s Signature** |
| **Figure 8** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Braking** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Forward Serpentine** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Reverse Serpentine** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Evasive Maneuver** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Cornering** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Nighttime Emergency Forward Serpentine With Lights (Required) and Siren (Optional)** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Nighttime Emergency Reverse Serpentine With Lights (Required) and Siren (Optional)** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Nighttime Emergency Evasive With Lights (Required) and Siren (Optional)** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Intersection Backing** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |
| **Tactical Backing Exercise** | 1 2 3 4 5 |  |  |
| **Comments:** | | | |