



TRACTOR OPERATOR SKILLS AND COMPETENCY CHECKLIST

STUDENT NAME

EXAMINER NAME

TEST DATE

TEST LOCATION

SETUP

The Examiner will set up a basic course using traffic cones or straw (or hay) bales. The course should include practical demonstration of forward, reverse, and steering techniques.

DRIVING ACTIVITY

Instructions: Students must explain each activity as performed unless otherwise noted. Examiners should review and correct student errors where indicated after each section.

Suggested time: Maximum of 15 minutes for Items 1-28 and maximum of 15 more minutes for Items 29-49.

PRE-OPERATIONAL CHECKS: Student identifies and explains what they are inspecting during walk-around inspection

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
1	Student is dressed appropriately			
2	Check fluid levels: a) Oil reservoir dipstick b) Fuel c) Coolant d) Hydraulic e) Windshield washer			
3	Check battery condition			
4	Check tire condition (tractor and implement)			

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
5	Check guards and shields (tractor and implement)			
6	Check hitch and related connections			
7	Can demonstrate hand signal for _____ (Examiner randomly selects)			

TRACTOR ENTRY AND PRE-START CHECKS:

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
6	Use handholds and steps to mount tractor			
7	Buckle seatbelt			
8	Adjust seat, steering wheel, mirrors			
9	Check major controls: a) PTO (verifies verbally) b) Hydraulic controls (verifies verbally) c) Gear shift position neutral, park, or start position (verifies verbally)			
10	Set parking brake			
11	Adjust throttle to 1/3 open			
12	Push in clutch (if equipped)			
13	Can explain how to safely stop tractor movement			

DRIVING ACTIVITIES: If too high a gear and/or too high a speed is used, or if operator appears to not have complete control or awareness of tractor and implement positioning, the operator should be stopped immediately.

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
14	Starts tractor engine			
15	Presses foot brakes and releases parking brake			
16	Starts tractor movement smoothly. Selects low gear and throttle setting. Releases clutch pedal smoothly while letting up on foot brake pedal.			
17	Feet removed from clutch and brake pedal (no “riding” the clutch or brake while tractor is moving.			

DURING OPERATION:

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
18	Stops completely before reversing direction			
19	Lowers throttle before shifting to reverse/forward			
20	Successfully changes gears without clashing or grinding			
21	Starts tractor movement smoothly in new direction			
22	Drives through course without running over cones/barriers (a light touch is acceptable) or having to back up			

TRACTOR SHUT-OFF AND EXIT:

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
23	Stops tractor movement (push in clutch pedal if equipped or uses shuttle shift lever if so equipped), and applies foot brakes			
24	Reduces throttle setting			
25	Places gear in neutral or shift lever into PARK position			
26	Sets parking brake			
27	Shuts tractor engine off if exercise is complete			
28	Dismounts tractor by facing tractor and using handholds and steps			

TRACTOR IMPLEMENT HITCHING**ENTRY AND STARTUP:** Use the Driving Activity evaluation or repeat if needed

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
29	Seatbelt used while in operator seat			

TRACTOR BACKUP: (verbal explanation not needed)

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
30	With clutch pushed in, start tractor, idle down throttle			
31	Select slow/low reverse gear			
32	Slowly and smoothly back tractor to within a few inches of implement tongue			

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
33	Stop tractor, reduce throttle, shift to neutral and set brakes or place in PARK, shut tractor off, unbuckle seatbelt			
34	Dismount tractor by facing tractor and using handholds and steps			

IMPLEMENT HITCHING: (verbal explanation not needed)

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
35	Adjust height of implement			
36	Use handholds and steps to mount tractor			
37	Buckle seatbelt, adjust throttle to 1/3 open, push clutch in, move gear selection to START position if so equipped, start tractor			
38	Back tractor to align drawbar and implement tongue holes, stop tractor, reduce throttle, place gear in neutral and set brakes or place gear in PARK, shut tractor off, dismount tractor by facing tractor and using handholds and steps. Student may need to repeat steps 35-38 to align holes perfectly.			
39	Place tractor hitch pin in hole to connect the implement, use the tractor pin safety locking device; connect safety chains to tractor			
40	Correctly connect the implement PTO, hydraulic hoses, and electrical connections as equipped			
41	Wind up jack, swing to storage position if so equipped			

TRACTOR UNHITCHING AND SHUTOFF:

ITEM #:	ITEM:	PASS (✓) OR FAIL (X)	N/A (✓)	NOTE/COMMENT:
42	Lower jack stand, adjust to take weight off hitch points			
43	Disconnect the implement PTO, hydraulic hoses, and electrical connections as equipped			
44	Remove tractor hitch pin			
45	Use handholds and steps to mount tractor			
46	Buckle seatbelt, adjust throttle to 1/3 open, push clutch in, move gear selection to START position if so equipped, start tractor			
47	Move tractor forward 5-6 feet			
48	Stop throttle, lower throttle, place gear in neutral and set brakes or puts gear in PARK, shut tractor off			
49	Dismount tractor by facing tractor and using handholds and steps			

TEST RESULTS

Examiner now reviews the entire test and Notes/Comments with the student.

- This Student has NOT met the requirements of this test and will need to be retested at a later date after more practice.
- This Student has met the requirements of this test and is now deemed competent and authorized to operate the equipment listed below:

AUTHORIZED TRACTORS AND IMPLEMENTS: The student will be authorized to operate the following listed equipment

TRACTORS:	IMPLEMENTS:

ACCOUNTABILITY: The Examiner has reviewed the Notes/Comments with the Student. The Student agrees to only operate the listed authorized equipment in a safe manner at all times. The Farm Operator will only allow or ask that the Student operate authorized equipment.

STUDENT SIGNATURE

DATE

EXAMINER SIGNATURE

DATE

FARM OPERATOR SIGNATURE

DATE

REFERENCE: Information compiled from: "Organizing and Conducting A Safe Tractor Operation Workshop Department of Agricultural and Biological Engineering Agricultural Safety and Health Program." 2013. <http://blog.uvm.edu/groundwk/files/2014/10/f7ead68a-56d1-4c05-9a90-c13039da82a4.pdf>.