**Step by Step Return Demonstration Checklist**

Use this blank template to create a step by step return demonstration check off. The steps must come from the manufacturer’s guidelines. The steps of this checklist must be written AND performed in the order as listed in the guidelines.

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment demonstrated**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During return demonstration and training of a transport driver, if there is hesitation, a missed or skipped step or the driver does not follow a step by step process, **START OVER** and set the date for re-evaluation. Every step is key to creating an unavoidable accident environment.

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| --- | --- | --- |
| **LIST STEP BY STEP INSTRUCTIONS FROM MANUFACTURER’S GUIDELINES** | **Demonstrated**  **CORRECTLY?**  **Yes or No** | **COMMENTS** |
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**This skill has been demonstrated to show competency**

Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Copy of Valid AR Driver’s License?

A current copy of the satisfactory completion of this demonstration checkoff and AR driver’s license retained per home’s policy?