

## LIFE SKILLS: VEHICLE OWNERSHIP SKILLS PROFILE OF TRAINING MASTERY

Instructor \_\_\_\_\_

Date \_\_\_\_\_

Program _____	
Grade _____	School _____
Name _____	Soc. Sec. No. _____
Address _____	Phone _____
In Case of Emergency, Contact _____	
Address _____	Phone _____
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
<p><b>The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.</b></p>	

Date of Enrollment \_\_\_ - \_\_\_ - \_\_\_ Total Class Hours \_\_\_\_\_ Total Hours Absent \_\_\_\_\_

Date of Withdrawal \_\_\_ - \_\_\_ - \_\_\_ Total On-the-Job Training Hours \_\_\_\_\_ Total Hours Tardy \_\_\_\_\_

Date of Completion \_\_\_ - \_\_\_ - \_\_\_ Total Lab Hours \_\_\_\_\_

### ON-THE-JOB TRAINING/WORK EXPERIENCE

_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____	_____	_____
Address of Employer		Phone
_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____	_____	_____
Address of Employer		Phone

#### Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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## SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials

Date/Initials

**UNIT 1 — PURCHASING AND INSURING AN AUTOMOBILE**

- \_\_\_\_\_ 1. List factors to consider when selecting an automobile.
- \_\_\_\_\_ 2. Determine the type of automobile that is right for you. (Assignment Sheet 1)
- \_\_\_\_\_ 3. Investigate the advantages and disadvantages of each automobile ownership type.
- \_\_\_\_\_ 4. State guidelines to follow when purchasing a new automobile.
- \_\_\_\_\_ 5. State guidelines to follow when purchasing a used automobile.
- \_\_\_\_\_ 6. State guidelines to follow when leasing an automobile.
- \_\_\_\_\_ 7. Differentiate among the different types of warranties available for automobiles.
- \_\_\_\_\_ 8. List activities to expect during the bargaining process when buying an automobile.
- \_\_\_\_\_ 9. Identify automobile loan agencies and their characteristics.
- \_\_\_\_\_ 10. List factors to consider when financing an automobile.
- \_\_\_\_\_ 11. Calculate the cost of buying an automobile. (Assignment Sheet 2)
- \_\_\_\_\_ 12. Figure the yearly cost of owning and operating an automobile. (Assignment Sheet 3)
- \_\_\_\_\_ 13. Identify items that must be included in a credit contract.
- \_\_\_\_\_ 14. Determine actions to take before signing the purchase agreement for an automobile.
- \_\_\_\_\_ 15. Determine reasons for buying automobile insurance.
- \_\_\_\_\_ 16. Distinguish among the types of automobile insurance.
- \_\_\_\_\_ 17. State guidelines for purchasing automobile insurance.
- \_\_\_\_\_ 18. Examine the different sections of an automobile insurance policy. (Assignment Sheet 4)
- \_\_\_\_\_ 19. Select from a list factors that affect automobile insurance rates.
- \_\_\_\_\_ 20. State the steps required for filing an automobile insurance claim.

**UNIT 2 — MAINTAINING AN AUTOMOBILE**

- \_\_\_\_\_ 1. List parts of an automobile that require preventative maintenance by the owner.
- \_\_\_\_\_ 2. List parts of an automobile that require periodic maintenance by an auto service professional.
- \_\_\_\_\_ 3. List the types of automotive repair facilities.
- \_\_\_\_\_ 4. Compare prices associated with common automotive maintenance requirements. (Assignment Sheet 1)
- \_\_\_\_\_ 5. State factors to consider when choosing an automotive repair facility.
- \_\_\_\_\_ 6. Investigate symptoms that can indicate problems with your automobile.
- \_\_\_\_\_ 7. Examine methods for troubleshooting possible automotive problems with your technician.
- \_\_\_\_\_ 8. Consider the different types of automotive replacement parts.
- \_\_\_\_\_ 9. Discuss warranties, service contracts, and resolving disputes.
- \_\_\_\_\_ 10. Discuss proper tire maintenance and inspection.

- \_\_\_\_\_ 11. Determine methods for saving automobile fuel.
- \_\_\_\_\_ 12. Examine ways to reduce your fuel consumption. (Assignment Sheet 2)

**UNIT 3 — DRIVING SAFELY**

- \_\_\_\_\_ 1. Describe the right attitude for safe driving.
- \_\_\_\_\_ 2. List factors that encourage safe driving.
- \_\_\_\_\_ 3. Determine your level of distraction when driving. (Assignment Sheet 1)
- \_\_\_\_\_ 4. Interpret the standard colors and shapes of road signs.
- \_\_\_\_\_ 5. Recognize traffic signals.
- \_\_\_\_\_ 6. Describe methods for dealing with car trouble when on the road.
- \_\_\_\_\_ 7. Identify safety measures for winter driving.
- \_\_\_\_\_ 8. Describe winter driving techniques.
- \_\_\_\_\_ 9. Prepare a winter survival kit for your vehicle. (Assignment Sheet 2)
- \_\_\_\_\_ 10. Discuss the causes of drowsy driving.
- \_\_\_\_\_ 11. Examine the characteristics of crashes caused by drowsy-driving.
- \_\_\_\_\_ 12. List ways to avoid drowsy-driving.
- \_\_\_\_\_ 13. Determine your risk of drowsy-driving. (Assignment Sheet 3)

**UNIT 4 — PLANNING A TRIP**

- \_\_\_\_\_ 1. State tips for traveling safely and comfortably.
- \_\_\_\_\_ 2. List guidelines for packing for a trip.
- \_\_\_\_\_ 3. Identify items that should be included when packing for a trip.
- \_\_\_\_\_ 4. Discuss how travel items should be packed.
- \_\_\_\_\_ 5. Identify tasks to do before leaving home on vacation.
- \_\_\_\_\_ 6. Identify common road map symbols.
- \_\_\_\_\_ 7. Answer questions using a road map for your state. (Assignment Sheet 1)
- \_\_\_\_\_ 8. Plan a trip using a road map. (Assignment Sheet 2)
- \_\_\_\_\_ 9. List guidelines to follow when traveling by air.
- \_\_\_\_\_ 10. State guidelines for using public transportation.
- \_\_\_\_\_ 11. Determine different routes using a bus map. (Assignment Sheet 3)
- \_\_\_\_\_ 12. Plan a vacation budget. (Assignment Sheet 4)

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.