

DRIVER EVALUATION CHECKLIST



Driver Evaluation Checklist

* Your Name	* Date / Time

DRIVER DETAILS

Driver's Name	Date of Evaluation

PRE-TRIP INSPECTION

Fully evaluates condition of vehicle <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Checks for oil, water, fuel leaks <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Checks oil, water, and fuel levels <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Checks tires, lights, reflectors <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Checks air hoses, electrical connections <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Checks suspension points, steering linkage <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Checks service and parking brakes <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Checks wipers, mirrors, horn, and gauges <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Checks emergency equipment <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Cleans windows, mirrors, lights <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A

PLACING VEHICLE IN MOTION

Checks mirror adjustment <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Puts transmission in neutral <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Shifts gears smoothly <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Starts motor without difficulty <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Allows proper warm-up <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Builds full air pressure before starting <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Checks brakes within 100 ft. of starting <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Checks and understands instruments <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Uses clutch properly <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Maintains proper engine RPM <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Times gearshift properly <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Uses proper gear sequence <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Uses seat belt <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

BRAKING & SLOWING

Brakes as soon as need is recognized <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Avoids sudden stops <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Stops smoothly without rolling back <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Tests brakes at top of hills <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Gears down to descend grades <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Uses brake properly on grades <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Keeps check on air gauges <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

CONTROLS & EQUIPMENT

Knows proper use of parking brake <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Knows proper use of hand valve <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Understands "low air" warning <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Understands use of 4-way flashers <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Uses proper headlight beam <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Dims lights when following others <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Dims lights when meeting others <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Adjusts speed to range of lights <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Knows how to replace fuses <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Knows how to use fire extinguisher <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Knows placement of warning devices <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Knows placement position of chocks <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Knows operation of engine brake (if equipped) <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

OPERATING IN TRAFFIC

Intersections & Turning

Enters intersections prepared to stop <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Checks for cross traffic <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Yields to others <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Signals direction changes in advance <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Gets in proper lane well in advance of turn <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Turns only when way is clear <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Blocks traffic from curb side of turn <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

Signs & Signals

Starts slowly from stopped position <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Looks ahead for signs and signals <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Comes to a complete stop at stop signs <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Approaches signs and signals prepared to stop <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Slows vehicle gradually <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

Railroad Grade Crossings

Adjusts speed to crossing conditions <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Comes to a complete stop (if required) <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Stops required distance from crossing <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Avoids shifting gears while crossing <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A

Passing

Allows sufficient space for passing <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Passes only when there is long-term advantage <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Passes only in safe location <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Signals when changing lanes <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Signals before passing <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Proceeds in proper lane <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A

Speed

Observes posted speed limit <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Uses timed interval following distance <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Observes speed limit consistent with conditions <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Maintains steady speed on open road <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Adjusts speed for curves, other danger zones <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

General

Grips steering wheel properly <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Good driving posture <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Centers vehicle in driving lane <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Reads traffic lights in advance <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Evaluates traffic patterns early <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Aware of traffic around unit <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Frequent use of mirrors <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Avoids being boxed in <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A

Makes eye contact with others <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Alert to live parking <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Makes good driving decisions <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

BACKING & PARKING

Backing

Avoids backing from blind side <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Avoids unnecessary backing <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Warns others when backing <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Checks area before backing <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Uses mirrors to advantage <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	If in doubt, gets out and looks <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Proper backing maneuvers <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

Parking

Selects safe area to park <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Parks to avoid backing when leaving <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Parks correct distance from curb or roadway <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Turns on warning flashers <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Checks traffic when pulling out <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	

Securing Unit

Turns wheels <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Sets brakes <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Puts in gear <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Shuts off engine <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A
Uses chocks <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A	Locks unit <input type="checkbox"/> Yes (1/1) <input type="checkbox"/> No (0/1) <input type="checkbox"/> N/A

COMPLETION

Recommendations

Driver Name

Driver Signature

Inspector Name

Inspector Signature