

## **Field Driver Observation Procedures**

Field Driver Observations should be completed for newly hired employees who have taken positions in which they are required to drive, and for current employees who are involved in on-the-job preventable accidents. Observations will be completed by the employee's immediate supervisor using the attached checklist.

1. Schedule the evaluation. Make sure the employee knows when and where to report. You should allow between 15 – 30 minutes for each driver.
2. Gather the evaluation form and make sure the appropriate vehicle is available on the day of the evaluation. Arrange for the type of vehicle the employee will be driving - whether it be a pickup, passenger car, or even snow plow.
3. Plan your route to include areas where the employee normally drives.
4. Take some time to explain the purpose of the evaluation. Let the employee know that you will observe their driving skills and offer safe driving tips. Put them at ease and let them know you are there to offer constructive feedback on their driving abilities.
5. As you conduct the evaluation, review each item on the checklist and comment as appropriate. Review any specific hazards of the route. Encourage the employee to point out any hazards they observe along the way.
6. Be quick to provide positive feedback to the employee for their safe behaviors.
7. If they perform an at-risk behavior, point it out when safe to do so. If you observe an employee about to make a dangerous maneuver, provide an immediate warning and instruction. Coach them on improving their driving skills and provide safe driving tips.
8. After the driver evaluation, summarize the positive behaviors you observed. Then review any at-risk driving behaviors and what the employee needs to improve. Thank them for participating and make sure you both sign and date the evaluation form.
9. If significant problems or behaviors are noted, the employee may need additional training and a follow-up field evaluation.
10. Keep a copy of the evaluation on file and refer to them before conducting future ones, and during the employee's annual review. Return the original evaluation to the City Manager's office.

# DAILY VEHICLE INSPECTION SHEET

Driver \_\_\_\_\_

Date \_\_\_\_\_

Vehicle \_\_\_\_\_

Mileage \_\_\_\_\_

The items on this inspection sheet should be checked daily. A separate sheet should be filled out for each vehicle driven. These forms are due daily. Place an X by any item that needs attention. Place a check mark by the rest. Any discrepancies should be detailed on the bottom of this sheet.

- \_\_\_\_ Visual Inspection for Exterior Damage/leaks under vehicle
- \_\_\_\_ Check inside Engine compartment for leaks/loose items
- \_\_\_\_ Oil Level
- \_\_\_\_ Washer Fluid Level
- \_\_\_\_ Coolant Level
- \_\_\_\_ Power Steering Fluid Level
- \_\_\_\_ Start Engine and check Transmission Fluid Level (Fluid should be hot)
- \_\_\_\_ Check Tires for wear and pressure
- \_\_\_\_ Check Horn
- \_\_\_\_ Check Heater/Defroster
- \_\_\_\_ Check Windshield Wipers/Washers
- \_\_\_\_ Check Highlight/Signal lights/4way flashes/Tail lights/Backup lights/Horn
- \_\_\_\_ Check Interior lights
- \_\_\_\_ Check Mirrors for damage and adjustments
- \_\_\_\_ Check Fuel Level
- \_\_\_\_ Check First Aide Kit (on board and full)
- \_\_\_\_ Check Fire Extinguisher (on board/gauge showing charged, proper seal & pin)
- \_\_\_\_ As you drive, continually check for any strange smells, sounds, vibrations, or anything that does not feel right.

\*Form to be completed and turned in to the Fleet Manager DAILY.

The following discrepancies were noted: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's Signature: \_\_\_\_\_

Corrective action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Supervisor's Report – Driver Observation Checklist

**Driver:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vehicle #:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

Place a checkmark (✓) if the driver's performance is satisfactory. Mark an "x" if the driver's performance is unsatisfactory. Explain unsatisfactory items under "Notes." Return evaluation form to the City Manager's office.

Yes No N/A

**Pre-Trip**

- Checks for evidence of leaks on ground
- Vehicle damage observed
- Exterior Condition observed
- Seat adjusted
- Mirrors adjusted
- Trash/Debris noted and cleaned
- All glass cleaned (as needed)


Notes:

**Vehicle Operation**

- Buckled seat belt
- Good posture and grip on steering wheel
- Correct use of turn signals
- Checks mirrors
- Checks blind spots
- Anticipates traffic problems and reacts correctly
- Maintains safe following distance
- Maintains proper lane usage
- Approaches intersections with caution
- Safely clears intersections
- Maintains appropriate speed control
- Yields right-of-way when necessary
- Stops behind crosswalk or limit line
- Applies proper braking


Notes:

**End of Drive**

- Maintains safe speed into lot
- Selects parking spot and enters safely
- Turns off ignition and removes key
- Secures/Locks vehicle


Notes:

Driver signature: \_\_\_\_\_ .

Date: \_\_\_\_\_ .

Supervisor signature: \_\_\_\_\_ .

Date: \_\_\_\_\_ .