

Safe Driving Evaluation

Employee: _____ Evaluator: _____

Date: _____ Total score (1 pt for each "OK" assessment): _____/14

HABIT	OK	NEEDS FOCUS
Performs pre-trip vehicle inspection		
Keeps vehicle interior and exterior clean and presentable		
Uses vehicle lights while driving		
Uses seat belts		
Maintains appropriate safe following distances		
Obeys all traffic signs and signals		
Identifies and prepares for approaching changes in traffic conditions		
Changes lanes properly and safely		
Signals turns, lane changes, etc., well in advance		
Properly deals with emergency or potentially dangerous situations		
Uses proper backing procedures		
Performs post-trip vehicle inspection		
Properly notifies management of emergencies		
Demonstrates safe and courteous behavior on the road		
Totals		

Comments:
