



## Driver Evaluation and Coaching Checklist

Agency Name: \_\_\_\_\_

Driver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Time: \_\_\_\_\_

### Prior to Departing

Topic	Satisfactory	Unsatisfactory	Comments
Local Geography			
Company Fleet Policies			
Accident Reporting and Response Practices			
Communication/ Dispatching Procedures			
Pre-trip Inspection			
Seatbelt Use			
Brake Failures			
Tire Blowouts			
Breakdown Procedures			
First Aid/Blood-borne Pathogens			
Safety Equipment			
Vehicle Evacuation Procedures			

### Performance on the Road

Topic	Satisfactory	Unsatisfactory	Comments
Right Turns			
Left Turns			
Smoothness: Stops and Starts			
Intersection Awareness			
General Traffic Awareness			
Pulling Into/Out of Stops			
Changing Lanes			
Use of Mirrors			
Use of Hands			
Use of Feet			
Pedestrian Awareness			
Controlling Speed			
Managing Space			
Driving at Night			
Seeing Hazards			
Staying Alert			
Backing Procedures			



### Passenger Relations and Assistant Skills

Topic	Satisfactory	Unsatisfactory	Comments
Attitude towards passengers			
Passengers transported in wheelchairs			
• Demonstrates proper lift use			
• Demonstrates proper tie down procedures Smoothness: Stops and Starts			

### Grade

Total # of Satisfactory Markings	
Total # of Unsatisfactory Markings	

Pass ☐ Fail ☐

### Overall Comments

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### Signatures

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

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



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