



Driver Performance Evaluation Checklist

Safety Performance

Evaluates driving behaviors and adherence to safety regulations.

Speeding Violations (Last 3 Months)

Near Miss Incidents (Last 3 Months)

Seatbelt Usage Consistency

- ☐ Always
- ☐ Frequently
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

Following Distance Maintained

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Description of Any Safety Concerns Observed

Write something...

Mirror Usage (Frequency & Effectiveness)

- ☐ Excellent - Constant Monitoring
- ☐ Good - Regular Checks
- ☐ Fair - Occasional Checks
- ☐ Needs Improvement

Awareness of Surroundings

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Vehicle Operation & Maintenance

Assesses the driver's proficiency in operating the vehicle and their commitment to maintaining it.

Pre-Trip Inspection Score (0-10)

Enter a number...

Describe any vehicle defects noted during pre/post-trip inspections.

Write something...

Fuel Efficiency (MPG)

Enter a number...

Vehicle Cleanliness (Interior)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Tire Condition (Overall)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Attention

Upload Photo of Vehicle Condition (Optional)

 Upload File

Any corrective maintenance performed during the review period? If so, describe.

Write something...

Route Adherence & Efficiency

Focuses on adherence to planned routes and optimizing delivery efficiency.

Average Speed (MPH)

Enter a number...

Miles Driven per Day

Enter a number...

Fuel Consumption (MPG)

Enter a number...

Route Deviation Occurrences

- ☐ None
- ☐ Minor (less than 5 miles)
- ☐ Moderate (5-10 miles)
- ☐ Significant (over 10 miles)

Reason for Route Deviation (if applicable)

Write something...

Adherence to Scheduled Delivery Times

- ☐ Always
- ☐ Mostly
- ☐ Sometimes
- ☐ Rarely
- ☐ Never

Average Delivery Time Variance (minutes)

Enter a number...

Professionalism & Customer Service

Evaluates interactions with customers, colleagues, and the public.

Customer Interaction Quality

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Describe a specific positive interaction with a customer.

Write something...

Describe any instances of customer complaints or concerns.

Write something...

Appearance and Demeanor

- ☐ Professional and Neat
- ☐ Generally Presentable
- ☐ Needs Improvement
- ☐ Unsatisfactory

Communication Skills (Clarity & Respect)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Notes on Driver's attitude and overall demeanor.

Write something...

Compliance & Regulatory Adherence

Confirms adherence to all relevant legal and company regulations, including Hours of Service (HOS) and load securement.

Hours of Service (HOS) Violations (if any)

Enter a number...

Compliance with Load Securement Procedures

- ☐ Fully Compliant
- ☐ Minor Deviation
- ☐ Significant Deviation
- ☐ Not Compliant

DOT Physical Card Expiration Date Verified?

- ☐ Yes
- ☐ No
- ☐ N/A - Card Not Required

Last DOT Physical Date

Enter date...

Vehicle Inspection Report (VIR) Completion & Accuracy

- ☐ Completed Accurately
- ☐ Minor Discrepancy
- ☐ Significant Discrepancy
- ☐ Not Completed

Details of any compliance issues encountered (if applicable)

Write something...

Adherence to Speed Limits

- ☐ Always Compliant
- ☐ Occasionally Exceeded
- ☐ Frequently Exceeded

Communication & Reporting

Assesses the clarity and timeliness of communication and reporting of incidents and vehicle issues.

Briefly describe any incidents reported during this evaluation period (accidents, near misses, mechanical issues).

Write something...

Number of times communication delays/issues were reported.

Enter a number...

Describe the clarity and effectiveness of the driver's communication regarding delivery status updates.

Write something...

How would you rate the driver's responsiveness to dispatch communications?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Improvement

Date of last incident report submitted.

Enter date...

Any comments regarding the driver's reporting practices.

Write something...