(Dec 2001)

VAN DRIVER EVALUATION

Van driver's name _____

Evaluation given by _____

Evaluation date _____

	Good	Needs Work
SEAT BELT USE – Driver should buckle the seat belt before starting the engine. Driver should ensure that all passengers are buckled up before pulling away from storage.		
MIRROR ADJUSTMENT – Driver should adjust all mirrors to ensure a clear field of vision around the vehicle.		
HAND POSITION – Hands should be positioned at 3 o'clock and 9 o'clock on the steering wheel.		
STEERING TECHNIQUE – Steering and turns should be made by the hand over hand technique. Never "palm" the steering wheel.		
PULLING INTO TRAFFIC – Start up should be smooth and care given to check for oncoming traffic. Signals should be used to alert oncoming traffic of driver's intention.		
MIRROR CHECKS – Should be done periodically to check for traffic, pedestrians or unusual situations around the vehicle.		
PULLING OFF THE ROADWAY – Driver should signal intention to pull off the traveled portion of the roadway; slow to a safe speed before pulling to the shoulder or emergency stopping lane.		
RIGHT HAND TURNS – Should be made from the correct lane without going into the oncoming lane any more than necessary.		
LEFT HAND TURNS – Should be made from the center or turn lane of the roadway onto the closest lane of the road you are entering.		
STOPPING – Should be smooth and planned with sufficient slow down to prevent quick stops.		
SIGNALS – Should be actuated in sufficient time to give ample warning to other motorists.		
SPEED – When judging the correct speed for the vehicle, consideration must be given to the posted speed limits, road, weather and traffic conditions.		
PROPER FOLLOWING DISTANCE – Traffic and road conditions should be considered when judging following distance. Distance should give sufficient reaction and braking time.		
CHANGING LANES – Signal should be given to alert oncoming traffic. Sufficient distance should be allowed between vehicles for a smooth transition from one lane to the other.		
TURNING AROUND – Vehicle should be backed to the right whenever possible and with great care at any time. Mirrors should be checked frequently. Driver should proceed with caution.		