

Driver assessment

This driver assessment can be used to test and coach drivers. Mark observed actions with yes or no. Make notes for follow up coaching after the assessment. At driver orientation, this guide can be used as a training tool to clarify expectations for safe driving behaviors.

Company name			
Driver name			
Date		Time	
Vehicle used		Odometer	
Starting location		Destination	
Assessor name		Title	

Pre-trip inspection		Yes	No	Notes
1.	Checks tires, under and around the vehicle			
2.	Checks emergency supplies			
3.	Checks windshield is free of cracks and wipers are in good order			
4.	Plans navigation in advance to avoid distractions			
5.	Ensures all occupants are wearing seat belts			
6.	Checks mirrors and gauges, including fuel and check-engine light			
7.	Assesses driver readiness (fatigue, illness, and emotional state)			
Vehicle operation		Yes	No	Notes
1.	Smooth and steady starts and stops			
2.	Comes to a full and complete stop at stop signs and lights			
3.	Does not become distracted while driving			
4.	Drives at overall safe speed following posted speed limits and maintains safe speed through turns			
5.	Turns into correct lane			
6.	Slows in parking lots, near pedestrians, and work zones			
7.	Stops for pedestrians in intersection or crosswalk			
8.	Signals early and checks over the shoulder for lane changes			
9.	Limits backing vehicle. When backing is necessary, checks for blind spots and backs up slowly.			

Defensive driving		Yes	No	Notes
1.	Remains alert and aware of hazards at a distance while there is time to react			
2.	Scans side-to-side and checks mirrors frequently			
3.	Slows and looks both ways in intersections			
4.	Checks behind car when slowing or stopping			
5.	Maintains 3-second following distance (increases distance for road hazards or inclement weather)			
6.	Anticipates other drivers and allows for a way of escape			
7.	Leaves space when stopped behind a vehicle or at a crosswalk			
8.	Adjusts speed and driving to varying road and traffic conditions			
9.	Yields to other drivers who are erratic or impatient to prevent escalation			

Your score	Yes
Count up your total number of Yes marks	
Multiply	x 4
This equals your total score out of 100%	%

**For scores less than 80%, provide follow-up training and re-assess*

Notes

Provide coaching for all deficiencies and document in notes field above. Describe overall impression of driver skills and opportunities for improvement.

This assessment is a point-in-time skills check that will track safe driving behaviors, not a measure of overall driver proficiency. This score should not be used as minimum standard of driving ability but as a skill builder through repeat observation and coaching.