

VAN DRIVER EVALUATION FORM

Mileage	Time
_____ End _____	
_____ Start _____	
_____ Total _____	

Driver _____ Date _____
 School/Agency _____ Evaluator _____
 Vehicle # _____ Vehicle Type _____

Total Demerits _____ Total Score _____

MARKED ITEMS ARE AREAS MISSED
To calculate score:
 Each error on page 1 is 1 point,
 each error on page 4 is 2 points. Total
 demerits will be subtracted from 100. A
 score of 80 or better is required to pass.

PRE-DRIVING HABITS

Fails to adjust seat
 Fails to adjust mirrors
 Fails to fasten seatbelt

STARTING THE ENGINE

Fails to have brake set, depress clutch, and
 put gear into neutral to start engine
 Fails to use lights, wipers, etc., for
 conditions

STARTING INTO TRAFFIC

Traffic check
 Fails to signal into traffic
 Fails to place into gear then release parking
 brake, check rear swing
 Traffic check

PULLING OFF ROADWAY/TO CURB

Traffic check
 Fails to give proper signal
 Check mirrors: Stopping position
 Fails to set brake before shifting to
 neutral
 Fails to use hazard lights

NOTES:

LEFT		TURNS	RIGHT	
1	2	<u>Approach</u>	1	2
<input type="checkbox"/>	<input type="checkbox"/>	Traffic check	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Signal, decel, coast, lane.....	<input type="checkbox"/>	<input type="checkbox"/>
		<u>If stop</u>		
		Necessary, smooth, gap, stop line, full stop, wheels straight		
<input type="checkbox"/>	<input type="checkbox"/>	(4511.43)	<input type="checkbox"/>	<input type="checkbox"/>
		<u>Turning</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Traffic check	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Both hands, gears	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Speed, wide/short	<input type="checkbox"/>	<input type="checkbox"/>
		<u>Complete Turn</u>		
<input type="checkbox"/>	<input type="checkbox"/>	Traffic check	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Correct lane	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Signal, accelerate	<input type="checkbox"/>	<input type="checkbox"/>

INTERSECTIONS

Stopping S S

Traffic check.....

Deceleration, coast, gap, stop line,
full stop (4511.43).....

Driving through T T

Traffic check

Yield, lane, gear

Accelerate, traffic check

CURVE

Traffic check

Speed: Enter, through, stay in lane

Traffic check

LANE CHANGES

Traffic check, signal, space, smooth change,
intersections:

Left

Right

FREEWAY*

Merge on:
 Traffic check, signal, spacing, no stop,
merge, cancel signal

Lane changes:
 Traffic check, signal, spacing, L R
smooth change, cancel signal

Exit

Traffic check, signal
 Smooth merge to exit lane
 Decelerate in exit lane
 Ramp speed, spacing, cancel signal ..

EMERGENCY PULLOVER*

Approach

Traffic check
 Signal on
 Correct lane, deceleration, not coast .

Stop:

Parallel, not blocking, not rolling
 Parking brake on
 In neutral
 Signal off and hazard lights on

Resume:

Traffic check
 Hazards off and signal on
 Place in gear, brake off, not stall engine,
not roll
 Traffic check, accelerate

DRIVE UP/DOWN GRADE* U D

Traffic checks

Brake check, clutch

In proper gear, keep right

Hazard lights, if slow

Safe speed, braking

Traffic check

* Note to trainer: cross out this section if not evaluated.

AUTOMATIC FAILURES — 21 Demerits each error

Speed 11 mph plus-6 mph in school zone.....
 Did not use seat belt properly.....
 Moving traffic violation or disobeyed signs and signals..
 Avoidable accident or incident.....
 Dangerous action or unsafe behavior.....
 Put vehicle over sidewalks or curbs
 Other (see notes)

Notes: _____

GENERAL DRIVING BEHAVIOR

Fails to: Use clutch properly (shifting, double clutched, didn't ride).....
 Use gears properly (did not rev/lug engine, clash gears, or coast)....
 Use brakes properly (smooth braking, no riding or pumping).....
 Perform regular traffic checks.....
 Use proper steering (both hands on wheel, no over/under control)..
 Select proper lane.....
 Maintain proper lane usage (not over lines, stop lines, etc.).....
 Maintain proper speed for road conditions (fast/slow).....
 Maintain safe following distance.....
 Slow down or use horn when approaching hazards in the roadway..
 Recognize weight, height, and signs on limits.....

THIS PAGE COMPLETE NUMBER OF ERRORS MARKED _____ X 1 POINT EACH = _____

* This evaluation has been reviewed with the driver.

Evaluator Signature: _____

Driver Signature: _____

RAILROAD CROSSINGS

Driver Name _____

Date _____

MARKED ITEMS ARE AREAS MISSED

APPROACH

- Traffic checks
- Signal passengers for silence approximately 300 feet
- Turn off noisy equipment (heaters, fans etc.)
- Actuate hazards lights at least 100 feet before stopping
- Open driver side window just prior to stopping
- Proper steering (hands at 9 o'clock and 3 o'clock at stop)
- Stop vehicle within 50 feet but not less than 15 feet from the nearest rail

AT STOP

- Set parking brake
- Shift gear lever into neutral
- Open passenger side window if possible
- Maintain light pressure on service brake
- Look and listen twice through the driver's side and passenger side window for an approaching train, engines or train cars

RESUME

- Shift into the proper gear
- Release parking brake
- Continue to Look and listen while crossing the tracks
- Approximately 50 feet past the crossing cancel hazard lights
- Traffic checks

TURNAROUND

MARKED ITEMS ARE AREAS MISSED

APPROACH

- Traffic checks.
- Actuate hazard lights before the vehicle reaches the road or lane where the turnaround is being made.

AT STOP

- Stop the vehicle in the proper position for backing. The vehicle must be completely past the road or lane and not left of center.
- Vehicle is clearly visible to other motorist 500 feet in both directions.
- Shift vehicle into reverse.
- Sound horn before backing or have an audible signal while backing.
- Check traffic front and rear before backing.

BACKING

- Use mirrors properly while backing.
- Check traffic to the left at least twice while backing.
- Back slow and tight into road or drive on the right.
- Finish in proper position. Parallel with the road and behind any stop lines, crosswalks or if none at a point where you can see clearly in all directions.

RESUME

- Shift into the proper gear.
- Cancel hazard lights.
- Actuate proper turn signal before proceeding.
- Check traffic before proceeding.

THIS PAGE COMPLETE..... <input type="checkbox"/>	NUMBER OF ERRORS MARKED _____ X 2 POINTS EACH = _____
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Evaluator Status

I am a certified On-the-Bus Instructor (OBI) qualified under OAC 3301-83-06

I am not an OBI

Non-OBIs Only: Please provide the following information:

Employer Name and Address

School, School District, or ESC Employee that designated you to perform the van driver evaluation:

Employee Name: _____

Name of School, School District or ESC _____