MOCA Head Start

Driver Evaluation Form

# Onboard Observation

Driver: _____ Date Observed: _____

Bus Number: _____ Type: [ ] BTW Training
[ ] Annual
Evaluator: _____ [ ] Orientation

**Instructions**
The Driver Evaluation Form – Onboard Observation measures the driver's proficiency in specific areas of operation and defensive driving. The evaluation process should be a positive tool used to reinforce excellent skills and remedy problems that are identified.

## Driving Evaluation

| **Pre-Trip Inspection** | **Yes** | **No** | **Comments** |
|---|---|---|---|
| Completes appropriate brake test | | | |
| Completes entire outside inspection | | | |
| Completes entire inside inspection | | | |
| Completes pre-trip form | | | |
| Bus is appropriately fueled | | | |

| **Preparing to Drive** | | | |
|---|---|---|---|
| Carries the appropriate license/certificate | | | |
| Dresses in accordance with district policy including | | | |
| Checks mirror adjustments | | | |
| Uses seatbelt appropriately | | | |
| Scans mirrors before moving | | | |
| Adjusts driver's seat | | | |
| Turns on headlights before departure | | | |
| Driver's area and bus is clean and free of loose articles | | | |
| Re-checks gauges before departure | | | |

| **Basic Driving Skills** | **Yes** | **No** | **Comments** |
|---|---|---|---|
| Makes complete stops at all stop signs and signals | | | |
| Accelerates and slows smoothly | | | |
| Turns are made smoothly | | | |
| Is aware of wheels and sides of bus when making turns | | | |
| Stays in the center of the lane of traffic | | | |
| Is aware and courteous of other drivers | | | |
| Speed is appropriate for posted limit and road conditions | | | |
| Driver utilizes proper land when turning | | | |
| Maintains proper following distance | | | |
| Uses proper passing procedures | | | |
| Approaches intersections with caution | | | |
| Grants right of way to pedestrians | | | |

| | | | |
|---|---|---|---|
| Uses proper driving techniques at yield signs | | | |
| Monitors gauges while driving | | | |
| Monitors idling time | | | |
| Comes to complete stop before changing from forward to reverse and vice versa | | | |

| **Student Loading/Unloading** | **Yes** | **No** | **Comments** |
|---|---|---|---|
| Uses appropriate directional signals | | | |
| Activates ambers at appropriate distance | | | |
| Activates loading lights appropriately | | | |
| Stops in the center of the lane of traffic | | | |
| Extends stop arm and activates overhead red warning lights *after* stopping | | | |
| Students cross only in front of the bus | | | |
| Driver does not move the bus until all passengers are seated | | | |

**Railroad Crossings**

| | | | |
|---|---|---|---|
| Activates hazard warning lights at least 100 ft. before tracks | | | |
| Stops 15-50 feet back from railroad tracks | | | |
| Displays correct use of door and windows | | | |
| Re-enters traffic safely and turns off lights after clearing | | | |

**Student Control**

| | | | |
|---|---|---|---|
| Students enter/exit bus in an orderly manner | | | |
| Students remain seated while bus is moving | | | |
| Driver greets students upon entering | | | |
| Students wear seatbelts when applicable | | | |
| Uses appropriate language with students | | | |
| Reports incidents to dispatch | | | |

**Post-Trip Inspection**

| | | | |
|---|---|---|---|
| Properly secures the bus | | | |
| Performs inside/outside post trip | | | |
| Performs thorough child check | | | |
| Completes all paperwork | | | |

**Summary – Supervisor Comments**

| |
|---|
| **Areas of Performance Excellence:**<br><br>**Major area(s) requiring performance**<br><br>**improvement: Action plan for improvement:**<br><br>**Completion Date:**<br><br>**Additional Comments:** |
| **Employee Comments:** |
| **The required conference was held on:** |
| **Employee's Signature:** **Date** |
| **Supervisor's Signature:** **Date** |
| **Note:** Employee's signature shows only that the employee has seen this document and is not necessarily in agreement. This document will be placed in the employee's file and will be given to the employee, supervisor, and the appropriate training professional. |