

## VAN DRIVER EVALUATION

Van Driver's Name: \_\_\_\_\_

Van Driver's License Number: \_\_\_\_\_

Evaluation By: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

	Good	Needs Work
<b>SEAT BELT USE</b> - Driver should buckle the seat belt before starting the engine. Driver should ensure that all passengers are buckled up before pulling away from parking.		
<b>MIRROR ADJUSTMENT</b> - Driver should adjust all mirrors to ensure a clear field of vision around the vehicle.		
<b>HAND POSITION</b> - Hands should be positioned at 3 o'clock and 9 o'clock on the steering wheel.		
<b>STEERING TECHNIQUE</b> - Steering and turns should be made by the hand over hand method. Never "palming" the steering wheel.		
<b>PULLING INTO TRAFFIC</b> - Start up should be smooth and care given to check for oncoming traffic. Signals should be used to alert oncoming traffic of driver's intentions.		
<b>MIRROR CHECKS</b> - Should be done periodically to check for traffic, pedestrians, or unusual situations around the vehicle.		
<b>PULLING OFF THE ROADWAY</b> - 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.		
<b>RIGHT HAND TURNS</b> - Should be made from the correct lane without going into the oncoming lane any more than necessary.		
<b>LEFT HAND TURNS</b> - Should be made from the center or turn lane of the roadway onto the closest lane of the road you are entering.		
<b>STOPPING</b> - Should be smooth and planned with sufficient slow down to prevent quick stops.		
<b>SIGNALS</b> - Should be actuated in sufficient time to give ample warning to other motorists.		
<b>SPEED</b> - When judging the correct speed for the vehicle, consideration must be given to the posted speed limits, road, weather, and traffic conditions.		
<b>PROPER FOLLOWING DISTANCE</b> - Traffic and road conditions should be considered when judging following distance. Distance should give sufficient reaction and braking time.		
<b>CHANGING LANES</b> - 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.		
<b>TURNING AROUND</b> - 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.		
<i>More than 4 "Needs Work" fails the exam</i>		

UPON COMPLETION COPY SHOULD BE SENT TO CAMPUS VEHICLE ADMINISTRATOR: FACILITIES MANAGEMENT, PORTLAND CAMPUS