



Observation of Driving Practices

A. Driver Classification Based on Duration of Postal Employment (Check one box)

1. Non-Career 2. 0-3 months (Probationary) 3. 4-23 months 4. 2 years plus

B. Driver/Vehicle Information

1. Name of Driver	2. Time of Observation From:	3. Location of Observation	4. Vehicle Type and Number
5. EIN	To:		
6. Title of Driver	7. Date of Observation	8. Post Office™ - Station/Branch	9. Finance Number

C. Observed Driving Practices (Check "+" column if performed correctly; Check "-" column if needs improvement; leave blank if not observed)

+ - GENERAL

1. Possess valid license - Expires: _____
 2. Wore safety/seat belts
 3. Did not retrieve mail from storage area while driving
 4. Did not use cell phone while driving
 5. Did not use headphones while driving

+ - STEERING

6. Kept both hands on wheel
 7. Kept vehicle in center of lane
 8. Minimized lane changes
 9. Changed lane with suitable gap in traffic
 10. Turned from/into proper lane
 11. Did not finger/hold mail while driving

+ - SIGNALING

12. Signaled properly when approaching or leaving curb
 13. Signaled prior to merging
 14. Signaled exit intentions well in advance
 15. Signaled properly when lane changing
 16. Signaled properly in advance of turns

+ - RESPONSIVENESS TO WEATHER

17. Turned on lights when visibility was impaired
 18. Used vehicle flashers when appropriate
 19. Reduced speed during adverse conditions

+ - BACKING

20. Avoided backing-up whenever possible
 21. Used mirrors/camera (where provided) while backing

+ - VEHICLE

22. Vehicle door(s) closed, traveling to/from route
 23. Vehicle door(s) closed, entering/crossing intersection

+ - SPEED

24. Adhered to speed limit
 25. Decelerated gradually when stopping
 26. Slowed down or changed lanes when tailgated

+ - PARKING

27. Curbed wheels in proper direction
 28. Placed gear in park
 29. Turned off ignition, removed key
 30. Locked and secured vehicle
 31. Set parking brake

+ - STOPPING AND INTERSECTIONS

32. Stop before stop sign, crosswalk, or stop line
 33. Looked left, right, and left at intersections
 34. Yielded to cross traffic

+ - ATTENTION TO CHILDREN/PEDESTRIANS

35. Yielded right-of-way to children/pedestrians

D. Professional Driving Practices Demonstrated - Recognition recommended (Leave blank if not applicable)

During this observation, the driver performed safe and professional driving practices at all times. The employee will be given the following recognition:

1. Personally commend employee 2. Letter of Appreciation 3. Gift Certificate 4. Other: _____

E. Comments/Suggestions to improve driving

1.

F. Observer Information/Driver's Immediate Supervisor Information

1. Name & Title of Observer	2. Name & Signature of Driver's Immediate Supervisor
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G. To Be Completed By Driver's Immediate Supervisor

1. Action To Be Taken

H. Form Distribution

1. Driver Observed (Original) 2. Driver's Immediate Supervisor 3. Driving Safety Instructor
 Check if original form provided to driver

Instructions

This form, when used correctly, can aid in identifying and eliminating driving practices which could lead to accidents and injuries. Also, this form provides an opportunity for positive recognition and reinforcement of defensive and safe driving practices. (**NOTE:** You must observe the driver in five or more driving practices. This will satisfy the minimum expectations for performing a driving observation.)

Discuss all driving practices observed and noted with the driver as soon as possible after the observation. Because the primary purpose of conducting observations is to improve driving practices before they result in accidents. Conduct positive discussions with drivers and include the benefits to be gained from demonstrating safe driving practices. If a driving observation is determined to require official action, such action will be in accordance with the terms of the National Agreements.

To enforce a high standard of professional and safe driving performance, the following minimum number of driving observations must be completed:

- Non-Career: One per quarter
- Probationary (0 - 3 months): 30, 60, & 80 day evaluations
- Employees with 4 - 23 months postal experience: One per quarter
- Employees with 2 years plus postal experience: Twice per year

For probationary drivers, attach a copy of this form to *PS Form 1750, Employee Probationary Period Evaluation Report*.