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:______________________

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

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.