

Instructions

This form, when used correctly, can aid in the elimination of driving practices which cause accidents. All driving practices needing improvement and noted below should be discussed 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, discussions with drivers must be positive in nature and include the benefits to be gained from improving driving practices. If a driving observation is deter-

mined to require official action, such action will be in accordance with the terms of the National Agreements. To enforce a high standard of professional driving performance, all drivers must be observed at least twice a year, and at other times when appropriate. For probationary drivers this form must be completed at 30-, 60-, and 80-day intervals (or at other appropriate intervals if the driver's probationary period is not 90 days), and a copy attached to Form 1750, Employee Probationary Period Evaluation Report.

Name of Driver and Employee ID Number	Time of Observation		Date of Observation
	From	To	
Location of Observation	Vehicle Type	Vehicle No.	Sta/Br/Ofc

A. Professional Driving Practices Demonstrated

- During this observation, the driver exhibited safe and professional driving practices, and is to be commended.

B. Driving Practices to Be Improved

STARTING

- Fasten seat belt and/or close door
- Give proper signal when leaving curb
- Look back to check traffic
- Wait for suitable gap in traffic

STEERING AND LANE USAGE

- Keep both hands on wheel
- Keep vehicle in center of lane
- Stay to right of center line
- Stay in one lane as much as possible

LANE CHANGING

- Check for vehicles approaching in intended lane
- Signal lane change
- Change lane so as not to be in another driver's blind spot

SPEED AND FOLLOWING DISTANCE

- Maintain speed of traffic flow not to exceed posted speed
- Adhere to posted speeds in curves
- Maintain 2-second following distance
- Slow down or change lanes when tailgated

RESPONSIVENESS TO WEATHER

- Increase following distance to 3 seconds
- Reduce speed well in advance of intersections
- Reduce speed overall during adverse weather conditions

HIGHWAY/FREEWAY

- Enter at speed of traffic flow
- Signal prior to merging
- Select entry gap which minimizes interference with others

- Periodically observe vehicles in adjacent lanes

- Frequently check rear/side mirrors
- Signal exit intentions well in advance
- Exit at posted speed

PASSING

- Allow sufficient space in which to pass
- Signal to pull out or back in
- Pass where legal (not on hills, curves, intersections, no passing zones)
- Provide 2 seconds following distance to vehicle being passed before pulling back in

STOPPING AND INTERSECTIONS

- Reduce speed at uncontrolled or vision-obstructed intersections
- Observe traffic controls
- Decelerate gradually when stopping
- Check mirror for following traffic
- Tap brake or give hand signal if being followed too closely
- Stop before crosswalk or line
- Look left, right, and left
- Yield to cross traffic

TURNING

- Approach in proper lane
- Signal at least 100 feet in advance
- Turn into proper lane

PARKING

- Signal intentions
- Curb wheels
- Set parkgear and handbrake
- Turn off ignition
- Lock vehicle

BACKING

- Avoid backing whenever possible
- Look behind vehicle
- Physically turn around while backing
- Back slowly

ATTENTION TO PEDESTRIANS

- Yield right-of-way at all times
- Reduce speed when pedestrian approaches roadway
- Tap horn to alert bicyclist, occupant in parked vehicle, or pedestrian near roadway
- Reduce speed when children observed near schools, parks, or residential areas

Comments

Title of Observer

Signature

C. To Be Completed By Driver's Immediate Supervisor

Action Taken

- Original
- 1 — PEDC Manager
 - 2 — To Driver
 - 3 — To Driver's Immediate Supervisor
 - 4 — To Local Safety Manager (If a probationary driver, attach to Form 1750 and forward to the designated postal official instead of the safety manager.)

Signature

Date