DRIVER EVALUATION FORM

Driver Name:		Date:	

Follow these instructions to evaluate existing and prospective driver employees.

Completing this form is a primary step in evaluating an applicant or annually assessing existing drivers. Additional steps include a driving test, medical exam and checking prior employment, etc.

Instructions

1. Use point evaluations for all driver applicants and annually for existing drivers.
2. Circle the correct number of points for sections A-E to the right.
3. Add up total points and grade the applicant.

Total Points	Grade
0-2	Best
3-4	Average
5	Questionable
6 and above	Poor

Note: If the applicant has a score of 6 or above, seriously consider the qualifications prior to being placed in a driving position. For existing drivers, consider eliminating or restricting driving privileges. According to the Fair Credit Reporting Act (FCRA) www.ftc.gov, motor vehicle records are "consumer reports." Therefore, they are subject to the requirements of the FCRA.

A. Years driving	**Points**
☐ Less than 4 years (CDL experience: 2 years or less)	2
☐ 5-8 (CDL experience: 3-4 years)	1
☐ 9 or more (CDL experience: 5 years or more)	0
B. Work history (jobs started within last 5 years)	**Points**
☐ 1	1
☐ 2	2
☐ More than 2	4
☐ The applicant has worked less than one full year – for any job during the past five years.	1
C. Number of accidents (within last 3 years)	**Points**
☐ 1	3 per incident
☐ 2	3 per incident
☐ 3	3 per incident
D. Serious moving violations (within last 3 years)	**Points**
☐ Hit and run; leaving the scene of an accident	6 per incident
☐ Driving while impaired by, or under the influence of, alcohol or drugs	6 per incident
☐ Any felony, homicide or manslaughter involving use of motor vehicle	6 per incident
☐ Speeding (20 mph over limit)	6 per incident
☐ Reckless, negligent or careless driving	6 per incident
☐ License suspension or revocation	6 per incident
☐ Evading responsibility after an accident	6 per incident
E. Other moving violations (within last 3 years)	**Points**
☐ Speeding (under 20 mph over limit)	3 per incident
☐ All other	3 per incident
Result	
Total Points	
Grade	

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