

**Driver Evaluation Instructions
for
10 - 15 Passenger Vans**

Purpose

This evaluation tests the driving skills of drivers who operate 10-15 passenger vans. Vans of this size require fine-tuned handling because of the risks in transporting passengers and driving a larger vehicle. The evaluation involves an actual road test - performing real-life driving skills through a "course" of traffic cones. The driver demonstrates his/her ability to maneuver the van safely. An instructor/evaluator observes the driver and rates the driver's performance of the test.

Instructions

1. Complete the top of the Driver Evaluation Form with the driver.
2. Explain the importance of the exercise to the driver . Explain how the test will be completed.

Inform the driver that if one traffic cone is knocked over or touched the person will fail.

However, the remainder of the course will be completed. If the driver fails, retaking the test will be permitted. Completing the course after the driver fails the first time should be encouraged.

3. Before the evaluation begins, the instructor should observe whether the driver adjusts his/her seat, mirrors and puts on a seat belt.
4. When the driver is ready to begin driving the course, start clocking how long it takes to complete the evaluation.
5. If the driver does not complete one of the items mentioned, the "No Column" for that item should be checked. **Having two checks in the "No Column" causes the driver to fail.**
6. At the conclusion of the evaluation, the instructor should inform the driver about the results of the test. The instructor should make suggestions in writing on the Driver Evaluation form. The instructor and the driver taking the test must sign the form.
7. If a driver fails the test and wants to take an immediate retest, the first Driver Evaluation Form should be completed. A new Driver Evaluation form should be completed for the second test.

Instructor's Script Van Driver Evaluation

(Use this script to explain the driver test to the van driver, before the test begins.)

As part of your job, you will be driving a 10 to 15 passenger van. Vans of this size require fine-tuned handling because of the risks in transporting a larger number of passengers. We want our drivers and passengers to be safe while traveling in the van.

This driver evaluation will test your skills in safely handling the van. The test is timed and involves an actual road test. You will perform real-life driving skills through a “course” of traffic cones. You will demonstrate your ability to confidently maneuver the van safely. I will observe you and rate your performance during the test.

Instructions

1. I will record the results of the test on the Driver Evaluation Form. (Show the form to the driver.)
2. This exercise is important. It gives us proof of your ability to operate the van safely. All of our van drivers must pass this evaluation to continue driving vans for our organization.
3. You will drive through a course of traffic cones. This will involve backing, turning, and driving straight. I will time how long it takes to complete the course. **The object of the test is to drive through the course without touching or knocking over any traffic cones. If one traffic cone is knocked over or touched, you will fail the test.** If you do not complete any item on the test, I will mark a “No” on the form. Receiving two “No’s” is a failing grade for the test.
4. If you fail during the test, you may complete the remainder of the course. If you fail the test the first time, you may retake the test from the beginning. I will let you know, during the evaluation, if you’ve touched or knocked over a traffic cone. At the end of the test, I will share the test results, along with any comments or recommendations for improvement. Let’s begin.

At the End of the Test

Remember, both the instructor and the driver taking the test must sign the form.

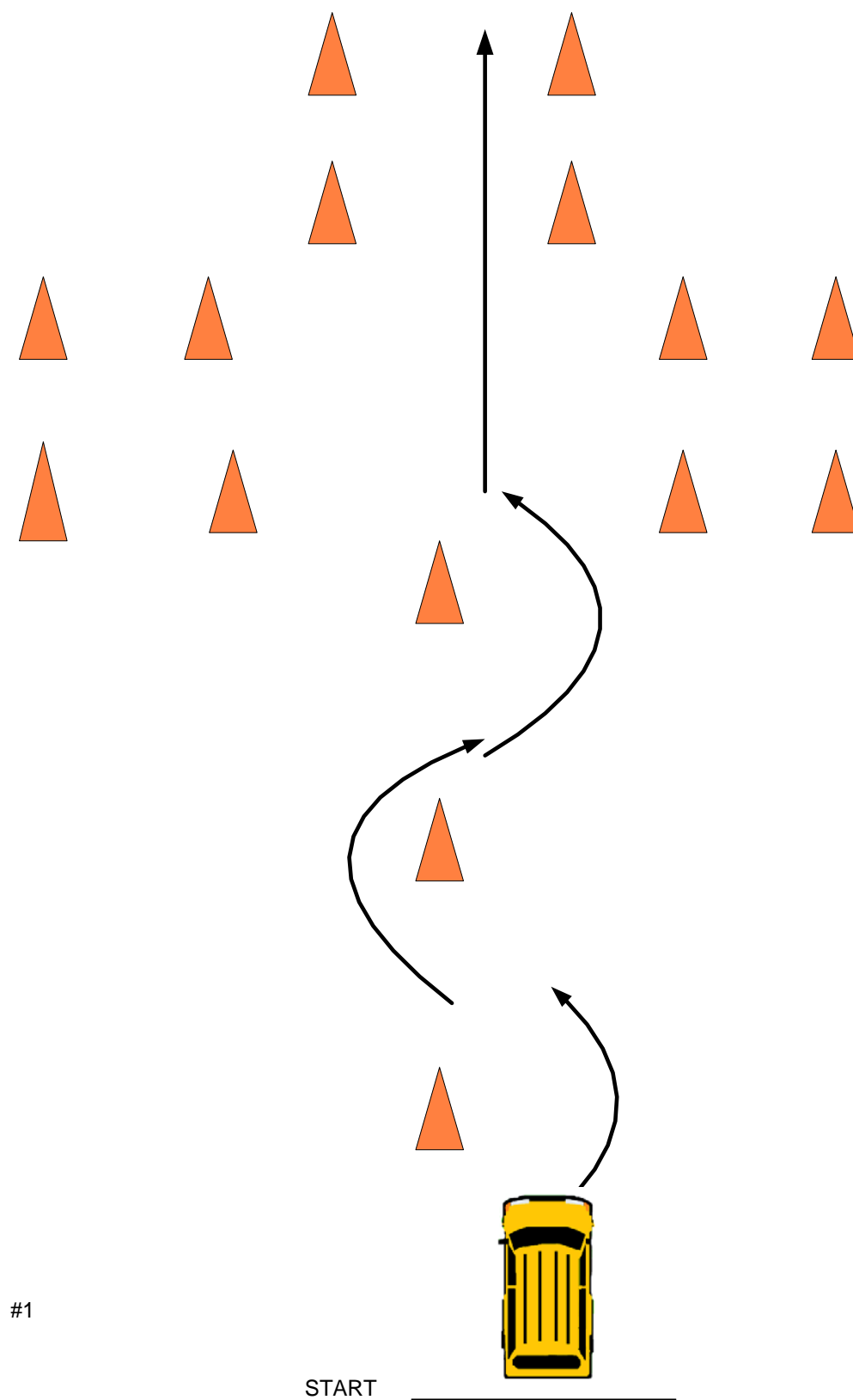


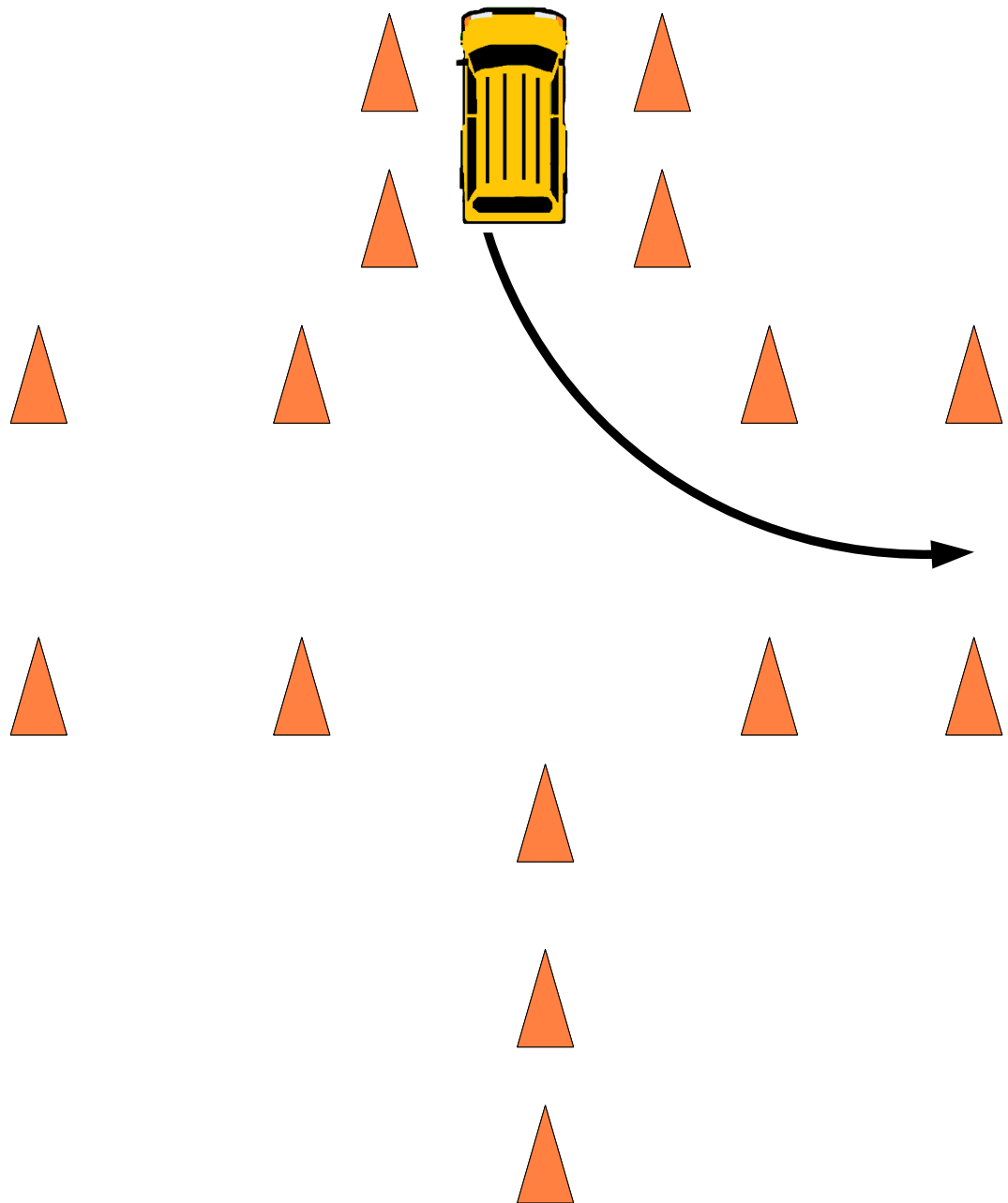
CHRISTIAN BROTHERS RISK MANAGEMENT SERVICES

DRIVER EVALUATION 10-15 PASSENGER VANS

Driver Name:	Start Time:	End Time:		
Evaluator Name:	Total Time:			
Date:	Pass:	Fail:		
		Yes	No	NA
1. Adjusts seat				
2. Adjusts mirrors				
3. Wears safety belts				
4. Uses mirrors effectively: <ul style="list-style-type: none"> Checks mirrors frequently Moves in seat 				
5. Cones knocked over/bumped				
Comments:				
Driver Signature:		Date:		
Evaluator Signature:		Date:		

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#2

START

Exhibit # II-6.2

