

Truck Driver Evaluation Form

Employee Name _____	Department _____	Period Covered _____
Evaluated by _____	Date Completed _____	Date Reviewed with Employee _____

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Delivery and Pick-up</p> <p>Makes deliveries and pick-ups in an efficient, economical manner.</p> <p>Comments:</p>			
<p>Reporting</p> <p>Invoices all product deliveries promptly and accurately.</p> <p>Submits daily trip reports.</p> <p>Informs supervisor of outstanding conditions.</p> <p>Comments:</p>			
<p>Operations</p> <p>Assists in maintaining efficient operations.</p> <p>Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

Truck Driver Evaluation Form, Page 2

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Service Provides and promotes exceptional service. Comments:</p>			
<p>Safety and Maintenance Delivers orders safely. Follows regulations. Operates the delivery vehicle safely. Maintains the delivery vehicle. Comments:</p>			
<p>Job Knowledge Understands the requirements of the job. Comments:</p>			
<p>Quality of Work Work is accurate and neat. Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

Truck Driver Evaluation Form, Page 3

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Quantity of Work</p> <p>Consistently performs an adequate amount of satisfactory work. Comments:</p>			
<p>Cooperation</p> <p>Works well and effectively with co-workers and supervisors. Supports company policies and goals. Comments:</p>			
<p>Initiative</p> <p>Begins assignments without direction and recognizes the best way of accomplishing tasks. Comments:</p>			
<p>Attendance and Dependability</p> <p>Can be relied upon to report to work and stay on the job. Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

Truck Driver Evaluation Form, Page 4

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Problem Solving</p> <p>Handles on the job problems. Comments:</p>			
<p>Other Duties</p> <p>Upholds cooperative policies. Performs other duties as assigned by management. Enforces and upholds the cooperative's credit policy. Comments:</p>			
<p>Total Score =</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
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Overall Merit Rating

- 451 - 500 - Outstanding
- 351 - 450 - Exceeds Standards
- 251 - 350 - Met Standards
- 151 - 250 - Below Standards
- 100 - 150 - Unacceptable

Signature of Manager/Supervisor _____ Date _____

Signature of Employee _____ Date _____

Rating System

5 - Outstanding **4.5 to 4** - Above standards **3.5 to 3** - Met standards **2.5 to 2** - Below standards **1** - Unacceptable