



## DRIVER MENTORSHIP PERFORMANCE CHECKLIST

---

Driver's Name \_\_\_\_\_ Date \_\_\_\_\_

Assigned Location \_\_\_\_\_ Mentor's Name \_\_\_\_\_

---

### Driving Basics:

1. Was a pre-trip inspection done each day, with deficiencies noted  Yes  No
  - a. This includes both the truck & moffett
2. Driver understands proper fueling procedures  Yes  No
3. Driver used their safety belt at all times  Yes  No
  - a. This includes both the truck & moffett
4. Performed proper use of mirrors while driving and lane changing  Yes  No
5. Performed proper use of signals for turning and lane changing  Yes  No
6. Understands the use and dangers of lift gates and ramps  Yes  No
7. Notices & follows posted speed limits—local & highway  Yes  No
8. Understands the proper notification procedures for accidents  Yes  No
  - a. Calling a supervisor and making sure an accident report is filled out
  - b. Proper use of safety triangles & cones
9. Understands procedures for reporting injuries  Yes  No
  - a. This includes both forms and phone calls
10. Driver understands truck issues—how to report deficiencies and to whom  Yes  No
  - a. Understands what to do in the case of a spill
11. Driver walks a jobsite before backing in or unloading  Yes  No
  - a. Use of a spotter to back in if available
12. Always yields to pedestrians  Yes  No
13. Understands braking & proper downshifting (Manual trans)  Yes  No

- 14. Driver secures product properly  Yes  No
    - a. Always uses a flag for overhanging product
  - 15. Keeps vehicle clean—cab, windshield, etc.  Yes  No
  - 16. Always wears a layer of Hi-Visibility clothing  Yes  No
  - 17. Does **not** drive aggressively  Yes  No
- 

### Customer Service Basics:

- 1. Driver is courteous  Yes  No
- 2. Understands invoicing and documentation  Yes  No
- 3. Understands receiving payment for C.O.D.s  Yes  No
- 4. Works well with others  Yes  No
- 5. Understands our return process  Yes  No
- 6. General product knowledge  Good  Excellent  Progress