

Driver Monthly Evaluation

Name: _____

Month Covered: _____

Evaluation Criteria #1: Hard Work

Rank	A	B	C	D
Criteria	Adverse	Doing Your Job	Above Average	Best of the Current Group
Description	Regularly late for scheduled start time; consistently at the bottom of the rankings and no inclination to move up; unwilling to take extra work when offered; constantly challenges decisions.	Always on time for runs; averages below average ranking; normally takes the harder runs when presented; doesn't normally challenge decisions once made.	Always on time but is more prepared than others; above average ranking; takes on most challenging runs when presented; performs additional non-driving duties; takes tough decisions in stride.	Same as Above Average but has the best current month score for the team.
Score (check)				
Montly Composite Score Ranking				
Reasons (For A, D Ranking)				

Evaluation Criteria #2: Efficiency

Rank	A	B	C	D
Criteria	Adverse	Doing Your Job	Above Average	Best of the Current Group
Description	Has a hard time making runs; is consistently at the bottom of the rankings; unwilling to learn more efficient ways to run loads.	Consistently makes "makeable" runs; averages below average ranking; works to increase efficiency.	Always makes "makeable" runs; consistently makes "non-makeable" runs, averages above average ranking; works hard to become more efficient as a driver.	Same as Above Average but has the best current month score of the team.
Score (check)				
Montly Composite Score Ranking				
Reasons (For A, D Ranking)				

Evaluation Criteria #3: Customer Satisfaction

Rank	A	B	C	D
Criteria	Adverse	Doing Your Job	Above Average	Best of the Current Group
Description	Frequent complaints from customers; unable to make friends at retail locations leading to long stops.	Low customer complaints; normal 30 min or better stop times at locations; needs office assistance to work through long stops at customer locations.	No customer complaints; normally average 15 min customer stops; ability to work through long stops w/out office assistance.	Same as Above Average but has customers calling in with compliments for the current month.
Score (check)				
Montly Composite Score Ranking				
Reasons (For A, D Ranking)				

Evaluation Criteria #4: Safety

Rank	A	B	C	D
Criteria	Adverse	Doing Your Job	Above Average	Best of the Current Group
Description	Multiple tickets for unsafe driving; mulitple calls from other drivers that were unfavorably affected by driving style; multiple complaint calls from customers about unsafe driving.	Nearly zero tickets for unsafe driving; nearly zero calls from drivers that were unfavorably affected by driving style; nearly zero calls from customers about unsafe driving.	No tickets for unsafe driving; no calls from drivers that were unfavorably affected by driving style; no calls from customers about unsafe driving.	N/A
Score (check)				
Montly Composite Score Ranking				
Reasons (For A, D Ranking)				

Driver Signature _____

Supervisor Signature _____

Reviewing Officer _____

Agree or Disagree (Circle One)

Reviewing Officer Comments _____