

## OBSERVATION OF DRIVING PRACTICES

All driving practices needing improvement and noted below should be discussed with the driver as soon as possible after the observation. Because the primary purpose of conducting observations is to improve driving practices before they result in accidents, discussions with drivers must be positive in nature and include the benefits to be gained from improving driving practices.

Name of Driver and Employee ID Number	Time of Observation From _____ To _____	Date of Observation
Location of Observation	Vehicle Type	Vehicle No. Sta/Br/Ofc

**A. Professional Driving Practices Demonstrated**

- During this observation, the driver exhibited safe and professional driving practices, and is to be commended

**B. Driving Practices to Be Improved**

**STARTING**

- Fasten seat belt and/or close door
- Give proper signal when leaving curb
- Look back to check traffic
- Wait for suitable gap in traffic

**STEERING AND LANE USAGE**

- Keep both hands on wheel
- Keep vehicle in center of lane
- Stay to right of center lane
- Stay in one lane as much as possible

**LANE CHANGING**

- Check for vehicles approaching in intended lane
- Signal lane change
- Change lane so as not to be in another driver's blind spot

**SPEED AND FOLLOWING DISTANCE**

- Maintain speed of traffic flow not to exceed posted speed
- Adhere to posted speeds in curves
- Maintain 2-second following distance
- Slow down or change lanes when tailgated

**RESPONSIVENESS TO WEATHER**

- Increase following distance to 3 seconds
- Reduce speed well in advance of intersections
- Reduce speed overall during adverse weather conditions

**STOPPING AND INTERSECTIONS**

- Reduce speed at uncontrolled or vision-obstructed intersections
- Observe traffic controls
- Decelerate gradually when stopping
- Check mirror for following traffic
- Tap brake or give hand signal if being followed to closely
- Stop before crosswalk or line
- Look left, right, and left
- Yield to cross traffic

**TURNING**

- Approach in proper lane
- Signal at least 100 feet in advance
- Turn into proper lane

**PASSING**

- Allow sufficient space in which to pass
- Signal to pull out or back in
- Pass where legal (not hills, curves, intersections, not passing zones)
- Provide 2 seconds following distance to vehicle being passed before pulling back in

**BACKING**

- Avoid backing whenever possible
- Look behind vehicle
- Physically turn around while backing
- Back slowly

**HIGHWAY/FREEWAY**

- Enter at speed of traffic flow
- Signal prior to merging
- Select entry gap which minimizes interference with others
- Periodically observe vehicles in adjacent lanes
- Frequently check rear/side mirrors
- Signal exit intentions well in advance
- Exit at posted speed

**PARKING**

- Signal Intentions
- Curb Wheels
- Set park gear and handbrake
- Turn off ignition
- Lock vehicle

**ATTENTION TO PEDESTRIANS**

- Yield right-of-way at all times
- Reduce speed when pedestrian approaches roadway
- Tap horn to alert bicyclist, occupant in parked vehicle, or pedestrian near roadway
- Reduced speed when children observed near schools, parks, or residential areas

Comments \_\_\_\_\_

Title of Observer	Signature
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