

FLEET LOSS CONTROL MANAGEMENT EVALUATING DRIVERS

Well-organized companies maintain personnel files for each employee. When applicable, these files should contain all important information about a driver's performance and experience.

A properly maintained file can help management evaluate and control driver performance. Two types of records should be kept in the file include:

- ✚ Pre-employment records
- ✚ Job performance records

PRE-EMPLOYMENT RECORD

An employee's pre-employment record should include:

- ✚ The original application form
- ✚ Interview notes
- ✚ Reference check replies or notes on telephone checks
- ✚ Traffic accident and conviction records from state authorities
- ✚ Post-offer physical examination report
- ✚ Road test report and score sheet
- ✚ Information about any previous driver training
- ✚ A list of any other state licenses held

JOB PERFORMANCE RECORDS

Job performance records should include the following:

- ✚ Supervisors' periodic performance reports
- ✚ Vehicle condition reports with notations of action taken
- ✚ Training records and periodic driving test results
- ✚ Type of vehicle assigned and a list of other vehicles driver is qualified to operate
- ✚ Cargo or money loss reports
- ✚ Road observation reports made by the company or another recognized organization
- ✚ Copies of warning notices issued to the driver
- ✚ Written or verbal commendations
- ✚ Accident reports

