Observation of Driving Practices

**Instructions**

This form, when used correctly, can aid in the elimination of driving practices which cause accidents. 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. If a driving observation is determined to require official action, such action will be in accordance with the terms of the National Agreements. To enforce a high standard of professional driving performance, all drivers must be observed at least twice a year, and at other times when appropriate. For probationary drivers this form must be completed at 30-, 60-, and 80-day intervals (or at other appropriate intervals if the driver’s probationary period is not 90 days), and a copy attached to Form 1750, Employee Probationary Period Evaluation Report.

### 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 line
- 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

#### 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

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

#### PARKING
- Signal intentions
- Curb wheels
- Set parkgear and handbrake
- Turn off ignition
- Lock vehicle

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

#### 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
- Reduce speed when children observed near schools, parks, or residential areas

### C. To Be Completed By Driver’s Immediate Supervisor

**Action Taken**

Original 1 — PEDC Manager
2 — To Driver
3 — To Driver’s Immediate Supervisor
4 — To Local Safety Manager (If a probationary driver, attach to Form 1750 and forward to the designated postal official instead of the safety manager.)

Title of Observer

Signature

PS Form 4584, August 1984