

**BGPD New Driver Checklist – Guardian Observation / Performance Evaluation Form:**

Date: \_\_\_ / \_\_\_ / \_\_\_ Time: \_\_\_ : \_\_\_

Weather Conditions: Sunny Rain Other: \_\_\_\_\_ Traffic Conditions: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_ Traffic Conditions: \_\_\_\_\_

Check appropriate: S = Satisfactory: U = Unsatisfactory: Leave Blank if "Not Observed or N/A"

<b>Pre-Trip Inspection : Pre drive checklist</b>	<b>S</b>	<b>U</b>		<b>Vehicle Operation:</b>	<b>S</b>	<b>U</b>
Driver Positioning: Body Position				<b>Arterial Roadways and Limited Access</b>		
Lights: Headlamps / Emergency				Adjust Speed for entering or exiting lanes		
Mirrors and Seat Adjustment				Adjust Speed for timing traffic lights		
Overall Safe Condition of Vehicle				Adjust Speed for Traffic flow		
Safety Equipment: Horn / Signals / Wipers				Always looks over shoulder when backing		
Unsecured Objects removed or properly secured in trunk.				Allows sufficient space for overtaking		
Use of Safety Belts				Evaluates Traffic Patterns / conditions early		
				Passes Only when necessary and beneficial:		
				Maintains steady speed on open road		
				Monitors roadway signs and traffic flow		
<b>Vehicle Operation: Placing in Motion</b>			Road construction Zones proper managed			
Checking for Obstacles before moving			360 Degree Surveillance:			
Proper procedure when Shifting Transmission: Automatic			Use of Mirrors and Shoulder glances			
Emergency Brake Usage			Use of Mirrors and Eye Scanning:			
Shifting Transmission: Manual			Every 5-8 Seconds			
Clutch / RPM's / Brake on Hill						
<b>Vehicle Operation : Normal City Street Traffic Flow</b>				<b>Safe / Courteous Driving Habits:</b>	<b>S</b>	<b>U</b>
Adjust speed to range of headlights				Adjust speed for danger zones and street types		
Aware of traffic / people around vehicle				Avoids backing from blind spots		
Carefully enters construction zones				Courteous to other motorists at intersections		
Checks for cross traffic on side streets				Street Parking: Parallel and Wheel position		
Comes to complete stop at control devices				Frequently uses mirrors and <i>Blind Spot Checks</i>		
Enters Intersections prepared to stop				Grips wheel in proper position		
Identifies rough crossings & Adjust speed				Maintains Good Driving Posture		
Looks at least 15 seconds ahead				Good Judgment of approaching vehicles		
Maintains 3-4 second following distance				Kept good <i>Visual Lead</i> at all times		
Observes Speed Limits				Locks and Secures vehicle when unattended		
Properly accesses blind curves / hills / etc.				Makes proper <i>Eye Contact</i> with other motorists		
Signals intentions from proper distance				Maintain <i>Worldview</i> while driving		
Slows down for speed control bumps				Maintained <i>Escape Path</i> in case of emergency		
Smooth braking and acceleration				Overall Following Distances		
Smooth turns / staying within traffic lane				Proper use of hand signals: Turns & Stops		
Stops proper distance behind vehicles				Selects safe parking location:		
Yields to other vehicles				Steering techniques were appropriate		
Uses proper lane positioning				Warns other he / she is about to move the vehicle: Double horn taps		
Use of Headlights: High & Low Beam						
*Dims for following or approaching cars						

General Performance Evaluation / Circle One: Satisfactory Needs Improvement Unsatisfactory

Explain additional practice needed to improve and goals:

Following Distance: \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_\_\_ (Four Second minimum recommended)  
 Visual Lead Time: \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_ / \_\_\_\_\_ (Fifteen Second lead time recommended)