

FleetMentor's Performance Evaluation Tools

Since a big part of keeping good drivers is communicating the standards you expect and then rewarding those who perform "up to" or exceed those standards, the Performance Evaluation tools in FleetMentor® help managers develop and improve these parts of their operations.

The screenshot shows the FleetMentor web interface. At the top, there's a navigation bar with 'Admin | Search | Contact Us | Help | Logout'. Below that, a 'TOOLBOX' section is highlighted, containing a list of tools categorized into:

- Operations:** Business & Planning (Company Profile, Policy & Procedure Handbooks, Cost of Operations, Fuel Cost Calculator, Rates Calculator, Customer Master); Claims & Insurance (Accident Claim Tracking, Loss and Damage Claims, Insurance Policy Manager); Vehicles & Equipment (Vehicles & Equipment, Repair & Maintenance Costs).
- Personnel:** Qualification & Training (Employee List); Hiring & Retention (Salaries & Pay Packages, Lease Agreements, Turnover Tracking); Drug & Alcohol Testing (Random Test Selector, SAP List).
- Safety:** DOT/OSHA Recordkeeping (Accident Register, OSHA Form 300, BOC-3 Form); Hazardous Materials Management (Hazardous Materials Table, Emergency Response Guidebook (ERG)); Audits (M, Pe, C).
- Performance Evaluations:** Scoring MVRs, Annual Performance Reviews, Reward and Recognition Programs.

Performance Evaluations

- [Scoring MVRs](#)
- [Annual Performance Reviews](#)
- [Reward and Recognition Programs](#)

Scoring MVRs

SCORING MVRs

It is important to your business' bottom line and your company's reputation to establish and communicate driver safety standards. Use this scorecard to develop an evaluation system, communicate your standards, and to evaluate your drivers and applicants' motor vehicle reports (MVRs).

> **Customize Scorecard**

To evaluate an MVR, enter the number of violations and click Calculate. Once complete, you may print your Annual Review of Driving Record or Review of Applicant Driving Record.

Conviction/Incident	Assessed Points	No. of MVR Violations	MVR Score
Any accident where in wrong or assessed points	12.00	<input type="text"/>	
Driving while intoxicated (DWI) or Driving Under the Influence (DUI)	12.00	<input type="text"/>	
Endangering other	12.00	<input type="text"/>	
Hit and run	12.00	<input type="text"/>	
Driving too fast for conditions	6.00	<input type="text"/>	
Reckless driving	6.00	<input type="text"/>	
Failure to follow traffic control device	3.00	<input type="text"/>	
Speeding +15 over posted speed limit	3.00	<input type="text"/>	
Speeding in construction zone	3.00	<input type="text"/>	
Failure to yield	2.00	<input type="text"/>	
License suspension for expired physical	2.00	<input type="text"/>	
License suspension for failure to pay fine	2.00	<input type="text"/>	
License suspension for improper equipment, tags, or vehicle registration	2.00	<input type="text"/>	
License suspension for moving violation	2.00	<input type="text"/>	
Following too close	1.00	<input type="text"/>	
Improper backing	1.00	<input type="text"/>	
Improper lane change	1.00	<input type="text"/>	
Improper lane usage	1.00	<input type="text"/>	
Not wearing a seatbelt	1.00	<input type="text"/>	
Speeding +15 mph over posted speed limit	1.00	<input type="text"/>	

MVR Safety Score: 0

Calculate Clear Print

It is important to your business' bottom line and your company's reputation to establish and communicate driver safety standards. Use this customizable scorecard to develop an evaluation system and create a safety standard policy you communicate to your drivers. Use the scorecard to evaluate your drivers and applicants motor vehicle reports (MVRs) and meet annual review requirements.

Annual Performance Reviews

This fully customizable feature provides evaluation templates and tracks a variety of measures for evaluating drivers and other personnel. It provides you with a quick and easy way to conduct performance reviews for all active employees and ties in with other tools (Accident Register, Form 300, MVR Scorecard) for a complete and comprehensive review.

PERFORMANCE REVIEW RECORD - DRIVER

Employee name: Doe, John Location: JJKK
 Department: Midwest Region Job title: Driver
 Driver type:

Review Details

*Review date: 11/9/2008
 *MVR safety review: Satisfactory Unsatisfactory
 MVR safety score: []

Qualitative Factors

No custom qualitative factors have been created.

Quantitative Factors

Check the factors you want to include on the review:

Average monthly days driving
 Average monthly miles
 Revenue per driver per month/quarter
 Average fuel mileage
 Days home per month
 Total days requested off
 Out-of-route miles
 Number of loads refused
 Equipment repairs (powntime in hours)

Other Performance Information

Did this driver have limited drive time due to other job requirements? Yes No
 If yes, performance on those job requirements: Exceeds Requirements Meets Requirements Needs Training
 If yes, additional comments on those other job requirements:

Your Company Name Here (Non-Driver Review)

RE: Annual Performance Review
 Review Date: 07/01/2008

April Waters

Dear April,

We have completed your annual performance review for this time, we wish to thank you for the year of service you have just completed. If you have any questions about the review, or wish to discuss the details below, please contact John Smith with questions at your earliest convenience.

Review Details

Performance factors

Accuracy of work	
Thoroughness of work	
Job knowledge	
Quantity of work	
Initiative / Creativity	
Attitude	
Flexibility	
Resourcefulness	
Dependability	
Working relationships	
Acceptability	
Safety	
Attendance	

Incidents in the past 12 months

Incident No.	Date
No records entered for the past 12 months	

Additional comments

Great job this year April!

Overall review rating: Exceeds Requirements

Review conducted by: John Smith

Your Company Name Here (Driver Review)

RE: Annual Performance Review
 Review Date: 07/01/2008

Jeff Billon

Dear Jeff,

We have completed your annual performance review and your overall job performance has been found to be satisfactory. At this time, we wish to thank you for the year of service you have just completed. If you have any questions about the review, or wish to discuss the details below, please contact John Smith with questions at your earliest convenience.

Review Details

MVR Safety Review: Satisfactory
 MVR safety score: 0

Operational review factors

Average monthly days driving	24
Average monthly miles	10000
Average fuel mileage	5,870
Days home per month	7
Total days requested off	5
Out-of-route miles	0
Number of loads refused	0
Equipment repairs (downtime in hours)	10

Incidents in the past 12 months

Incident No.	Date	City, Town	State	DOT Reportable
No records entered for the past 12 months.				

Other performance comments

Jeff had a great year with us! We hope to work with him for many years to come. He is a model driver.

Overall review rating: Satisfactory

Review conducted by: John Smith

Reward & Recognition Programs

PROGRAM TEMPLATE - LENGTH OF SERVICE

PROGRAM TEMPLATE - EMPLOYEE BIRTHDAY RECOGNITION

PROGRAM TEMPLATE - FUEL BONUS

PROGRAM TEMPLATE - SAFE DRIVER

Reward and recognition are vital and necessary elements of any operation's retention effort. Use FleetMentor's Reward & Recognitions tool to create and communicate clear and attainable programs using templates, sample plans, and supporting reports.

Let J. J. Keller's FleetMentor® help you to develop and manage your performance evaluation processes by signing for a *free, 30-day trial at www.fleetmentor.com*.

