

# ROAD OBSERVATION REPORT

Even experienced drivers can develop bad habits and become complacent, making ongoing coaching very important. A road observation system allows an employer to directly observe the actions of their drivers and the condition of vehicles, helping you to identify any potential risks and take steps to prevent them from happening.

## Conducting a road observation

- Road observations should be conducted for all new hires—after a call in complaint, after a collision or on a random basis.
- They can be performed by accompanying the driver on a ride along or through the use of a road-patrol system (only when you are sure this will not create a hazard on the highway).
- The observation should be long enough to provide an accurate review (generally 3–5 km in rural areas; fewer in urban areas).
- You will need to record the vehicle identification, location, time, road conditions, condition of the unit, operation of the unit and any information pertinent to a fair evaluation.
- You should complete and submit this report within 24 hours and share the results with the driver. In the event of a serious violation, the driver should be made aware of the problem as soon as possible, and remedial training is recommended.

DATE OF OBSERVATION	OBSERVER
TIME OF OBSERVATION	NAME OF VEHICLE OWNER

## LICENCE NUMBERS

TRUCK PLATE / UNIT #
TRAILER PLATE / UNIT #

## LOCATION AND CONDITIONS DURING OBSERVATION

LOCATION
DIRECTION OF TRAVEL
TOWARDS
TYPE OF ROAD
POSTED SPEED LIMITS
WEATHER/ROAD CONDITIONS
DISTANCE OBSERVED

## OBSERVATION

<input type="checkbox"/> TOO FAST FOR ROAD CONDITIONS	<input type="checkbox"/> IMPROPER PARKING
<input type="checkbox"/> EXCEEDING POSTED SPEED LIMIT	<input type="checkbox"/> IMPROPER TURN
<input type="checkbox"/> FOLLOWING TOO CLOSELY	<input type="checkbox"/> PASSENGERS
<input type="checkbox"/> OBSTRUCTING TRAFFIC	<input type="checkbox"/> IGNORED TRAFFIC LIGHT OR SIGNAL
<input type="checkbox"/> UNSAFE PASSING	<input type="checkbox"/> LIGHTS AND REFLECTORS
<input type="checkbox"/> FAILED TO PERMIT PASSING	<input type="checkbox"/> INSECURE EQUIPMENT / LOAD
<input type="checkbox"/> FAILED TO KEEP RIGHT	<input type="checkbox"/> WHEELS AND TIRES
<input type="checkbox"/> PLACARDS / UN NUMBERS	<input type="checkbox"/> OTHER (SEE REMARKS ON NEXT PAGE)

## REMARKS

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GOOD DRIVING PRACTICES

GENERAL REMARKS

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