

## Supervisor/Manager Assessment: Operating Vehicles, Mechanized Devices, or Equipment

Employee Name:

Supervisor Name:

Position:

Date:

**Instructions:** Please rate your staff member on how he/she demonstrates each of the expected behaviors. With your staff member, compare, discuss, and determine the individual's strengths and opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings. Please see the Competency Assessment Supervisor Guide for further instruction on using this assessment tool.

Rating Scale	Definitions
N/A	Not applicable; He / She has not had the opportunity to demonstrate this behavior
1	He/ She rarely demonstrates this behavior; He / She needs improvement in this area
2	He / She usually demonstrates this behavior; He / She meets expectations in this area
3	He / She consistently demonstrates this behavior; He / She exceeds expectations in this area

Behaviors	Rating
<i>Does He/She...</i>	<i>How Frequently Does He/She Do This...</i>
A. Operate a limited range of vehicles, mechanized devices, or equipment in routine environments while achieving acceptable rates of speed, accuracy, and production?	
B. Test and diagnose a limited range of vehicles, mechanized devices, or equipment prior to operation to ensure proper working order?	
C. Monitor vehicles, mechanized devices, or equipment while in operation to ensure conformance to standards and general performance?	
D. Recognize occurring malfunctions?	
E. Report vehicle, mechanized device, or equipment failures to the correct person by written or oral communication?	
F. Take responsibility for and ensure the safety of passengers or cargo while operating vehicles, mechanized devices, or equipment in routine situations?	
G. Keep correct logs and records, and correctly file updates?	
H. Use caution and behave in safe manner when operating vehicles, mechanized devices, or equipment?	
I. Account for and/or remove hazards and obstacles before operation?	
J. Engage in training or continuing education to maintain knowledge when required?	
<b>Rating Scale Average</b>	

**For additional information and resources related to competencies, please refer to the [Competencies](#) tab on the Performance Management & Development page.**