

Employee Name:

Supervisor Name:

Position:

Date:

Competency Self- Assessment: Operating Vehicles, Mechanized Devices, or Equipment

Instructions: Please rate yourself on how you demonstrate the expected behavior for each of the statements. With your supervisor, compare, discuss, and determine your strengths and your opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings.

Rating Scale	Definitions
N/A	Not applicable; I have not had the opportunity to demonstrate this behavior
1	I rarely demonstrate this behavior; I need improvement in this area
2	I usually demonstrate this behavior; I meet expectations in this area
3	I consistently demonstrate this behavior; I exceed expectations in this area

Behaviors	Rating
<i>Do I...</i>	<i>How Frequently Do I 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?	
Rating Scale Average	

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