**Appendix 6 – Powered Industrial Truck Operator Performance Evaluation Form**

OPERATOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_ TIME \_\_\_\_\_\_\_ a.m./p.m.

TRUCK EVALUATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | NA | Yes | No |
| Fully conducted appropriate daily inspection |  |  |  |
| Shows familiarity with truck controls |  |  |  |
| Gave proper signals when turning |  |  |  |
| Slowed down at intersections |  |  |  |
| Sounded horn at intersections  |  |  |  |
| Obeyed signs |  |  |  |
| Kept a clear view of direction of travel |  |  |  |
| Turned corners correctly – was aware of rear end swing |  |  |  |
| Yielded to pedestrians |  |  |  |
| Drove under control and within proper traffic aisles |  |  |  |
| Approached load properly |  |  |  |
| Lifted load properly |  |  |  |
| Maneuvered properly |  |  |  |
| Traveled with load at proper height |  |  |  |
| Lowered load smoothly/slowly |  |  |  |
| Stops smoothly/completely |  |  |  |
| Load balanced properly |  |  |  |
| Forks under load all the way |  |  |  |
| Carried parts/stock in approved containers |  |  |  |
| Checked bridgeplates/ramps |  |  |  |
| Did place loads within marked/designated area |  |  |  |
| Did stack loads evenly and neatly |  |  |  |
| Did drive backward when required |  |  |  |
| Did check load weights |  |  |  |
| Did place forks on the floor when parked, controls neutralized, brake on set, power off |  |  |  |
| Comments: |
| Employee performance was acceptable? |  |  |  |
| Employee requires additional training? |  |  |  |
| Evaluator Name: |
| Evaluator Signature: |