



# DRIVER PERFORMANCE REVIEW

Store Number \_\_\_\_\_

Evaluation Date \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_  
*Employees Name (please print)*

EVALUATING  
 MANAGER: \_\_\_\_\_  
*Evaluating Manager's Name (please print)*

	Exceeds	Meets			Does Not Meet
	5	4	3	2	1
1. Has a great attitude when making deliveries.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Calls "Out the Door" Times".....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Follows the Drivers Rules.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Shows initiative and is productive.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Gets along with co-workers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wears a proper Marco's uniform (including coat/jacket).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Arrives on time and has a good attendance record.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Gives a reasonable notice when missing work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Delivery vehicle is kept clean and in good repair.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Handles customers well.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Gets in and out of the store quickly.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Makes productive use of time when not making deliveries.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Drives safely.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ensures [their] deliveries are correct and complete.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Meets Marco's overall job performance standards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Multiply the number checked in each column by the assigned value. ►

Insert total (value of all columns) ►  Insert Average (divide total by 15) ►

**AVERAGE:** 4.0 – 5.0 = Frequently Exceeds Expectations \* 3.0 – 3.99 = Occasionally Exceeds Expectations  
 2.0 – 2.99 = Meets Expectations \* 1.99 or below = Does Not Meet Expectations

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This Performance Review (check 1)  Is  Is Not, for a merit increase.  
 If this performance review is for a merit increase, complete the salary information below  
 Current Rate of Pay: \$ \_\_\_\_\_ Per Hour Increased to \$ \_\_\_\_\_ Per Hour Effective: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
*Employee's Signature* *Evaluating Manager's Signature*