

**TRUCK DRIVER  
Training Needs Assessment Evaluation Form**

**Personal/Position Information**

Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Position Start Date: \_\_\_\_\_

Community: \_\_\_\_\_

Region: \_\_\_\_\_

# TRUCK DRIVER

## Training Needs Assessment Evaluation Form

### Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided

2 – Needs improvement - employee can complete the task or perform the function with considerable assistance

3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance

4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance

5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

1 – Competency has little significant to the position

2 – Competency has minor significance to the position

3 – Competency is important to the position

4 – Competency has major significance to the position

5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

# TRUCK DRIVER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill											
<b>Community Works Programs</b>	<b>Operate Municipal trucks</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Operate mobile equipment in a safe and efficient manner</td> <td style="width: 25%;">Perform daily safety and maintenance checks</td> <td style="width: 25%;">Clean trucks as required or as scheduled</td> <td style="width: 25%;">Advise the Community Works Foreman of the need for maintenance or repairs</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Operate mobile equipment in a safe and efficient manner	Perform daily safety and maintenance checks	Clean trucks as required or as scheduled	Advise the Community Works Foreman of the need for maintenance or repairs	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5			
		Operate mobile equipment in a safe and efficient manner	Perform daily safety and maintenance checks	Clean trucks as required or as scheduled	Advise the Community Works Foreman of the need for maintenance or repairs								
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5								
		<b>Collect sewage</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Collect sewage from buildings businesses and other facilities</td> <td style="width: 25%;">Operate pump out systems</td> <td style="width: 25%;">Maintain daily records of pick-ups</td> <td style="width: 25%;">Dispose of sewage according to set policies and procedures</td> <td style="width: 25%;">Conduct pre-operation vehicle check</td> <td style="width: 25%;">Inform foreman of client concerns</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Collect sewage from buildings businesses and other facilities	Operate pump out systems	Maintain daily records of pick-ups	Dispose of sewage according to set policies and procedures	Conduct pre-operation vehicle check	Inform foreman of client concerns	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5
Collect sewage from buildings businesses and other facilities	Operate pump out systems	Maintain daily records of pick-ups	Dispose of sewage according to set policies and procedures	Conduct pre-operation vehicle check	Inform foreman of client concerns								
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4								
<b>Collect garbage</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Collect garbage from buildings businesses and other facilities</td> <td style="width: 25%;">Pick up refuse in other areas</td> <td style="width: 25%;">Maintain daily records of pick-ups</td> <td style="width: 25%;">Dispose of garbage according to set policies and procedures</td> <td style="width: 25%;">Conduct pre-operation vehicle check</td> <td style="width: 25%;">Inform foreman of client concerns</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Collect garbage from buildings businesses and other facilities	Pick up refuse in other areas	Maintain daily records of pick-ups	Dispose of garbage according to set policies and procedures	Conduct pre-operation vehicle check	Inform foreman of client concerns	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
Collect garbage from buildings businesses and other facilities	Pick up refuse in other areas	Maintain daily records of pick-ups	Dispose of garbage according to set policies and procedures	Conduct pre-operation vehicle check	Inform foreman of client concerns								
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4								
<b>Keep equipment clean as per Public Health Standards</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Keep equipment clean as per Public Health Standards</td> <td style="width: 25%;">Inform foreman of mechanical problems</td> <td style="width: 25%;">Assist mechanics with vehicle repair</td> <td style="width: 25%;">Follow schedules</td> <td style="width: 25%;">Ensure vehicle is parked in its proper place after hours</td> <td style="width: 25%;">Ensure vehicle is secured to prevent vandalism</td> </tr> <tr> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td style="text-align: center;">P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Keep equipment clean as per Public Health Standards	Inform foreman of mechanical problems	Assist mechanics with vehicle repair	Follow schedules	Ensure vehicle is parked in its proper place after hours	Ensure vehicle is secured to prevent vandalism	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
Keep equipment clean as per Public Health Standards	Inform foreman of mechanical problems	Assist mechanics with vehicle repair	Follow schedules	Ensure vehicle is parked in its proper place after hours	Ensure vehicle is secured to prevent vandalism								
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4								

# TRUCK DRIVER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill	Subskill	Subskill	Subskill	Subskill	Subskill
<b>Community Works Programs</b>	<b>Deliver water</b>	Deliver water to residential buildings, businesses and facilities as per schedule	Maintain daily records of delivery	Safely operate water pump system	Clean tank thoroughly as scheduled and/or required	Ensure water tank is full after working hours	Conduct pre-operation vehicle check
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
		Keep equipment clean as per Public Health Standards	Inform foreman of mechanical problems	Assist mechanics with vehicle repair	Follow schedules	Ensure vehicle is parked in its proper place after hours	Ensure vehicle is secured to prevent vandalism
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
	<b>Manage mobile equipment</b>	Inspect mobile and stationary equipment	Possess working knowledge of mobile and stationary equipment	Maintain mobile and stationary equipment	Repair mobile and stationary equipment	Operate mobile and stationary equipment	Monitor equipment standards and specifications
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
<b>Maintain Workplace Safety</b>	<b>Practice workplace health and safety</b>	Adhere to occupational health and safety regulations	Possess knowledge of spill response guidelines and procedures	Assess workplace hazards	Meet Transportation of Dangerous Goods guidelines	Maintain CPR and First Aid certification	Meet WHMIS guidelines
		P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4

# TRUCK DRIVER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill											
<b>Maintain Workplace Safety</b>	<b>Practice workplace health and safety</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Maintain minimum housekeeping standards</td> <td style="width: 25%;">Possess knowledge of emergency response procedures</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 3</td> <td></td> <td></td> </tr> </table>	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures			P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3					
		Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures										
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3												
<b>Perform Administrative Functions</b>	<b>Participate in risk management planning</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Assess risk</td> <td style="width: 25%;">Manage risk</td> <td style="width: 25%;">Keep daily reports</td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> </tr> </table>	Assess risk	Manage risk	Keep daily reports		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4				
		Assess risk	Manage risk	Keep daily reports									
	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4										
<b>Schedule work</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Follow preventive maintenance schedules</td> <td style="width: 25%;">Follow work plans</td> <td style="width: 25%;">Organize tasks</td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> </tr> </table>	Follow preventive maintenance schedules	Follow work plans	Organize tasks		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4					
Follow preventive maintenance schedules	Follow work plans	Organize tasks											
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4											
<b>Technical Skills/Qualifications</b>	<b>Possess technical skills</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Possess working knowledge of pumps, valves, motors and gauges</td> <td style="width: 25%;">Operate the computerized maintenance management system</td> <td style="width: 25%;">Work cooperatively with others</td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> </tr> </table>	Possess working knowledge of pumps, valves, motors and gauges	Operate the computerized maintenance management system	Work cooperatively with others		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5				
		Possess working knowledge of pumps, valves, motors and gauges	Operate the computerized maintenance management system	Work cooperatively with others									
	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5										
<b>Possess operational skills</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Possess mechanical skills to assist with maintenance</td> <td style="width: 25%;">Possess ability to cope with noisy equipment</td> <td style="width: 25%;">Possess ability to read manuals and instructions</td> <td style="width: 25%;">Possess ability to complete basic reports</td> <td style="width: 25%;">Possess ability to deal with severe weather conditions</td> <td style="width: 25%;">Possess Class 3 driver's license with air brakes</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Possess mechanical skills to assist with maintenance	Possess ability to cope with noisy equipment	Possess ability to read manuals and instructions	Possess ability to complete basic reports	Possess ability to deal with severe weather conditions	Possess Class 3 driver's license with air brakes	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
	Possess mechanical skills to assist with maintenance	Possess ability to cope with noisy equipment	Possess ability to read manuals and instructions	Possess ability to complete basic reports	Possess ability to deal with severe weather conditions	Possess Class 3 driver's license with air brakes							
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5								

# TRUCK DRIVER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill												
<b>Communication</b>	<b>Use effective communication</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Practice listening skills</td> <td style="width: 25%;">Speak effectively</td> <td style="width: 25%;">Maintain customer service</td> <td style="width: 25%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> </tr> </table>	Practice listening skills	Speak effectively	Maintain customer service		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4					
		Practice listening skills	Speak effectively	Maintain customer service										
P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4												
<b>Professionalism</b>	<b>Demonstrate good work habits</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage stress</td> <td style="width: 16.6%;">Take direction</td> <td style="width: 16.6%;">Be self-motivated</td> <td style="width: 16.6%;">Be depended-able</td> <td style="width: 16.6%;">Maintain confidentiality</td> <td style="width: 16.6%;">Make effective decisions</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> </tr> </table>	Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
		Manage stress	Take direction	Be self-motivated	Be depended-able	Maintain confidentiality	Make effective decisions							
	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4								
	<b>Demonstrate good work habits</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Perform related duties</td> <td style="width: 16.6%;">Be punctual</td> <td style="width: 16.6%;">Be flexible</td> <td style="width: 16.6%;">Be organized</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
		Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision							
	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5								
<b>Demonstrate positive personal attributes and ethical behaviour</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Use analytical skills</td> <td style="width: 16.6%;">Be responsible</td> <td style="width: 16.6%;">Be a team player</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5			
	Meet deadlines	Use analytical skills	Be responsible	Be a team player										
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5											
<b>Demonstrate positive personal attributes and ethical behaviour</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Accept change</td> <td style="width: 16.6%;">Adapt to situations</td> <td style="width: 16.6%;">Compromise</td> <td style="width: 16.6%;">Separate personal and professional life</td> <td style="width: 16.6%;">Take training</td> <td style="width: 16.6%;">Be patient</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	
	Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient								
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5									
<b>Demonstrate positive personal attributes and ethical behaviour</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain a positive attitude</td> <td style="width: 16.6%;">Be honest</td> <td style="width: 16.6%;">Possess a sense of humour</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain a positive attitude	Be honest	Possess a sense of humour				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4				
	Maintain a positive attitude	Be honest	Possess a sense of humour											
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4												
<b>Respect self and others</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> <td style="width: 16.6%;">Be courteous</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Display tact	Cooperate with others	Respond positively to others	Be courteous			P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4			
	Display tact	Cooperate with others	Respond positively to others	Be courteous										
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4											

# TRUCK DRIVER

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
----------------	-------	----------

<b>Professionalism</b>
------------------------

<b>Possess cultural and political knowledge</b>
---

Practice cross cultural skills	Be familiar with political situation	Demonstrate awareness of traditional knowledge	Possess knowledge of community		
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>

<b>Demonstrate leadership skills</b>
--------------------------------------

Demonstrate fair, equitable and consistent behaviour	Be accessible	Seek professional and technical advice			
P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	<input type="checkbox"/>	<input type="checkbox"/>

**TRUCK DRIVER**  
**Training Needs Assessment Evaluation Form**

**Comments:**

1. Supervisor's comments

2. Expectations for the coming year/workplan



**TRUCK DRIVER  
Training Needs Assessment Evaluation Form**

3. Employee goals and objectives

4. Career Goals

# TRUCK DRIVER Training Needs Assessment Evaluation Form

5. Recommended training

--

6. Employee Comments

--

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: