Driver Safety Coaching Record

Coaching details

Driver / coach / meeting date

Event date / source / reference

What happened? Record observable facts and relevant conditions.

Driver’s perspective: what made the task difficult?

Agreed safer practice / demonstration / company support

Follow-up plan

Action or observation	Owner / due date	Result

Acknowledgment and review

Driver / coach signatures / date

Follow-up date / outcome

Signatures document the discussion, not an admission of fault or waiver of rights. Apply any disciplinary decisions through the company’s separate established process. Store supporting records securely.

49 CFR 390.3

Working resource. Confirm applicability and current requirements for your operation.