



OVCA FORM 141: TRANSPORT SERVICE EVALUATION

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Date:					Date:															
Requesting:					Requesting: Department: Driver's Name: Vehicle Plate No.: NOTE: Upon entering the vehicle, the driver must immediately give the evaluation form to the passenger. Instruction: Please check the box that best fits your experience when availing transport service.															
											Legend: 4 – Always 3 – Often 2 – Rarely 1 - Never					Legend: 4 – Always 3 – Often 2 – Rarely 1 - Never				
											A. Driver	4	3	2	1	A. Driver	4	3	2	1
											1. Obeys/Observes traffic signalization system.					Obeys/Observes traffic signalization system.				
											2. Obeys/Observes traffic and road signage.					Obeys/Observes traffic and road signage.				
											3. Avoids road altercation.					Avoids road altercation.				
4. Avoids using phone while driving.					4. Avoids using phone while driving.															
5. Drives in a safe manner.					5. Drives in a safe manner.															
6. Avoids any traffic violation.					Avoids any traffic violation.															
7 Observes proper grooming/hygiene and wears appropriate attire for work.					7 Observes proper grooming/hygiene and wears appropriate attire for work.															
8. Reports early.					8. Reports early.															
9. Stays according to duty hours.					Stays according to duty hours.															
10. Adapts route changes as directed.					10. Adapts route changes as directed.															
 Communicates positively to students/faculty/NTP. 					 Communicates positively to students/faculty/NTP. 															
12. Follows the passenger capacity required for the vehicle.					12. Follows the passenger capacity required for the vehicle.															
B. Vehicle					B. Vehicle															
1. The service vehicle is clean.					The service vehicle is clean.															
2. The air-conditioning unit is properly working.					2. The air-conditioning unit is properly working.															
3. The seatbelts are functioning.					The seatbelts are functioning.															
4. First aid kit is available.					4. First aid kit is available.															
Fire extinguisher is available.					5. Fire extinguisher is available.															
6. All seats are functioning.					6. All seats are functioning.															
Comment:					Comment:															

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