

# Driver Route Performance Expectations

Date: \_\_\_\_\_

To: [Driver's Name]

From: [Supervisor's Name]

Subject: Route Performance Expectations

Dear [Driver's Name],

As we continue to focus on maintaining the highest standards of service and efficiency, it is essential to outline the performance expectations for your driving routes. Please review the following key areas:

## 1. Timeliness

You are expected to adhere to the scheduled start and finish times for each route. Punctuality is crucial to ensure that our commitments to customers are met.

## 2. Safety

Your safety and the safety of others is our top priority. Please ensure all safety protocols are followed, including the use of seatbelts, obeying traffic signals, and conducting pre-trip inspections.

## 3. Customer Service

Maintaining a professional demeanor is essential while interacting with customers. Always be polite and helpful, addressing any concerns they may have.

## 4. Route Efficiency

Maximize fuel efficiency and minimize delays by following the designated routes unless instructed otherwise. Report any inconsistencies in routing to management immediately.

## 5. Reporting and Documentation

All required documentation must be completed accurately and submitted on time. This includes daily logs, incident reports, and maintenance checks.

We appreciate your commitment to these performance expectations. Your role is vital to our company's success, and adherence to these guidelines will help us achieve our goals.

Thank you for your attention to these important matters.

Sincerely,

[Supervisor's Name]

[Title]

[Company Name]

[Contact Information]