

Staff Performance Appraisal Framework

Transport & Fleet

Document type: Plan / SOP / strategy / guide · Generated 29 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Builds a performance appraisal framework for drivers and transport staff — role-relevant metrics (safety, fuel efficiency, on-time, discipline for drivers; accuracy, uptime, resolution for staff), rating scale, review cadence and linkage to pay/incentive. Use it for fair, useful appraisals. For incentives use the Driver Incentive & Retention Scheme.

Purpose of this tool & output

Appraise drivers and staff on what matters

How the output is used

Use it to appraise drivers and staff on what matters — a performance appraisal framework across safety, fuel, reliability and conduct.

Important cautions

Use objective evidence (telematics, trip sheets); appraisals must be fair and consistent.

Companion documents

- Workforce & Manpower Plan
- Workshop & Support Staff Hiring Kit
- Payroll & Bhatta Management System
- Transport HR Policy Handbook
- Attendance & Leave System (On-Road)
- Driver Welfare & Wellbeing Program

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.