

# DRIVING ASSESSMENT REPORT

To be completed & carried out by certified driver assessor ONLY

Driver name		Region and site		Route No
Licence number		Endorsements	Eyesight spot-check completed?	
Categories				
Date		Start time		Finish time
Vehicle reg		Vehicle type / size		Loaded / unloaded
Reason for assessment				

## PRE - DRIVING CHECKS

Did the driver carry out a full and concise vehicle check prior to moving the vehicle?			Comments
Was / is the vehicle roadworthy?			Comments

## ON THE ROAD ASSESSMENT 1 = poor / 5 = Excellent

Road procedure	Score	Keep visible & communicate	Score
Manage speed / Eco	1 to 5	Effective positioning	1 to 5
Manage space - stationary	1 to 5	Signals / horn	1 to 5
Manage space - sides	1 to 5	Brake lights	1 to 5
Manage space - behind	1 to 5	Lights (If applicable)	1 to 5
Manage space - escape routes	1 to 5	Eye contact	1 to 5
Identify risks	Score	Reversing / Manoeuvring	Score
Managing distractions	1 to 5	Theory	1 to 5
Information - well ahead	1 to 5	R/H Reverse	1 to 5
Information - near to vehicle	1 to 5	L/H Reverse	1 to 5
Information - to the sides	1 to 5	Manage space	1 to 5
Information - in blind areas	1 to 5		
			Score
Information - in mirrors	1 to 5	Parallel parking left / right (If app)	1 to 5
Use of information / signs	1 to 5	Banksman (if applicable)	1 to 5
Attitude	Score	Highway code	
Other road users / pedestrians	1 to 5	Understanding & implementation	1 to 5

## DRIVER ISSUES

Eyesight			Vehicle control skills	
Hearing			Managing distractions	
Nervousness			Awareness	
Fatigue			Responsibility / Vehicle check	
Drink / drugs / smoking			Procedural	
Language difficulties			Licence	

	Target	Score	% score	
Overall score	125	0	0%	

Driver signature		Trainer print and sign	
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# DRIVING ASSESSMENT LINE MANAGER EVALUATION

**On completion of this section, please email to [relevant manager]**

<b>Driver Name</b>	
<b>Date of assessment</b>	
<b>Date of evaluation</b>	
<b>Line Manager</b>	

<b>Re-assessment date req'</b>	
<b>Date of re-assessment</b>	

*Please DELETE as appropriate and add relevant comments*

<b>Has the driver read, understood, and signed the assessment form?</b>	YES	NO	
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**Has the driver been made aware of the following areas for improvement? (for scores of 4 or below)**

<b>Manage space / Eco</b>	YES	NO	
<b>Manage space - stationary</b>	YES	NO	
<b>Manage space - escape routes</b>	YES	NO	
<b>Information - in mirrors</b>	YES	NO	
<b>Highway code - understanding and implementation</b>	YES	NO	
<b>Re-assessment required?</b>	YES	NO	
<b>How soon?</b> one month / three / six / year			
<b>Site training matrix updated</b>	YES	NO	

<b>What additional action / monitoring / training has been agreed with the driver?</b>			
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<b>Has the driver been involved in any collisions where he / she was deemed blameworthy in the last 12 months?</b> <small>Please list details if yes</small>	YES	NO	
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<b>Driver signature (for hard copy)</b>	
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<b>Line manager signature (for hard copy)</b>	
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*Evaluation sheet along with driving assessment to be kept on driver's training file.*

AREA	Poor / below average	Average / development req'	Above average	Excellence
<b>Vehicle checks &amp; presentation</b>	Shows a total disregard for vehicle checks. Not presented in a tidy or safe condition	Conducts a limited number of vehicle checks & has missed either image or safe vehicle features	Vehicle check fully conducted & defects rectified or reported. Vehicle clean with equipment safely stored	Has a full comprehension of why vehicle checks are required and the legalities behind them
<b>Attitude</b>	Shows a lack of interest in activities and other road users	Willing to consider driving options but struggles to use them	Shows a willingness to consider & experiment with driving options	Can explain positive features & willing to experiment with options
<b>Acceleration</b>	Harsh acceleration and over revving frequently used	Some over revving observed but progressive application used	Progressive acceleration without harsh application & with economic features	Can explain how progressive acceleration is implemented
<b>Observation</b>	Missing observation links and limited distance observation	Can miss some observation links and not have full distance observation	Use of maximum forward vision and distance scanning techniques	Able to give commentary of observation links
<b>Anticipation</b>	No anticipation skills identified resulting in near miss situations	Shows good anticipation of events in near, middle and distance	Shows anticipation of potential hazards by vehicle positioning and awareness	Able to give a commentary of perceived hazards
<b>Planning</b>	No planning skills to maintain flow or smooth progress	Planning to maintain flow shown but can be caught out by the unexpected	Able to maintain a flowing, safe and controlled drive	Able to give a commentary of positioning to gain advantage
<b>Use of brakes</b>	Aggressive and / or late application of brakes, hand-brake not used	Unprogressive braking where weight transfer movement is unbalanced	Smooth and balanced braking with use of exhaust and handbrake as needed	Able to display smooth and totally balanced braking
<b>Use of clutch</b>	Smooth application not used, frequent coasting observed	Quick release and early application observed	Smooth release of the clutch at all times with no coasting	Able to display accurate clutch release throughout the drive
<b>Use of gears</b>	Uneconomic / overuse, incorrect of aggressive selection of gears	Smooth engagement of gears, however incorrect selection was evident	Use of correct gears for the conditions and block changes used to sustain flow	Able to explain the benefits gained from block gear changes
<b>Steering</b>	Minimum total control of the steering wheel displayed	Lapses to totally steering control by use of cross handed steering	Full steering control used throughout, no cross hand steering shown	Able to explain why total driver steering control is vital
<b>Driving position</b>	casual and ill at ease driving position and seat belt not used	seat and equipment not fully set for maximum vision and control	vehicle seat /steering wheel / mirrors are set for good posture	Able to identify department / improvement
<b>Use of speed</b>	legal speed limits ignored and incorrect speed for road situations	speed sometimes inappropriate on approach to hazards or limit zones	legal speed limits are observed and speed is matched to road conditions	Fully understands how to link speed and road conditions
<b>Vehicle positioning</b>	no lane discipline identified and driving to close to other vehicles	Vehicle positioned correctly but often late	vehicle positioned for maximum vision and lane discipline	Able to identify position to gain maximum vision
<b>Use of mirrors</b>	mirrors not positioned or used regularly	mirrors positioned correctly not fully utilised	signals given to maximise other road user information	Fully understands and is able to explain positioning of mirrors
<b>Use of signals</b>	signals frequently not used or safely given	signals given but not to advantage of other road users	signals given to maximise other road user information	Understands the methods of and reasons for giving signals
<b>Manoeuvring</b>	totally unable to master low speed manoeuvring	sometimes struggles with speed , width and distance judgement	good all round visibility with accurate speed width and distance judgement	Able to develop and deliver driver tips for tight area manoeuvres
<b>Legal compliance</b>	Has no understanding of EC Dom and WTD issues	Is aware struggles to understand EC DOM /WTD issues	Understands compliances issues of EC DOM WTD	Full able to explain legislative requirements of EC DOM WTD
<b>Highway code</b>	No understanding / use of HWC rules or blatant disregard	Poor understanding of HWC	Good understanding of HWC	Excellent implementation of HWC and road markings
<b>Tachograph</b>	Struggles to complete and use the tachometer or regulations	Entry requirements or understanding are not fully mastered	All entries made correctly and understands hours rules	Able to explain regulations
<b>Coupling / uncoupling</b>	Has no understanding of correct procedure and / or is unsafe	Shows lapses in procedural or safety requirements	Use of correct operational and safety procedures	Able to explain correct operational and safety procedures