**Driver Assessment Form**

This form plus the drivers’ induction form, health declaration, eyesight check and licence check must be completed before any commencement of work.

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| **Assessment Details** |

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| Drivers Name:  |

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| Assessors Name:  |

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| Vehicle Type:  |

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| Assessment of: | Good | Fair | Poor |
| Vehicle familiarisation |  |  |  |
| Walkaround checks |  |  |  |
| Control of vehicle |  |  |  |
| Awareness of safety features |  |  |  |
| Manoeuvring |  |  |  |
| Reversing |  |  |  |
| Hill start |  |  |  |
| Traffic awareness |  |  |  |
| Spatial awareness |  |  |  |
| Hazard perception |  |  |  |
| Speed awareness |  |  |  |
| Use of mirrors |  |  |  |
| Braking control |  |  |  |
| Security of vehicle |  |  |  |
| Eco safe driving |  |  |  |

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| Assessor’s comments and if further training required:  |

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| **Drivers Job Description** |

Having been inducted any new driver is asked to acknowledge their fundamental responsibilities and accountabilities whilst driving and working for the company.

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| Job Title: Driver |

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| Qualifications required: Appropriate licence category and Driver CPC  |

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| Responsibilities and accountabilities include (but not limited to) | Understood |
| Abiding by all company policies and procedures |  |
| Complete walkaround check ensuring vehicle is in a roadworthy condition |  |
| Reporting any defects not rectified to the company |  |
| Ensuring no vehicle with an identified defect is used on the public highway |  |
| Keeping the vehicle clean at all times |  |
| Ensuring loads are safely loaded and secured |  |
| Unloading vehicle in safe manner |  |
| Driving considerately with particular attention shown to vulnerable road users |  |
| Operating equipment necessary to fulfil the assignment |  |
| Adhering to DVSA rules on drivers’ hours |  |
| Adhering to DVSA rules on working time directive |  |
| Notifying employer of any other work carried out away from this company |  |
| Notifying employer of any change in medication |  |
| Taking the safest and most efficient route to your destination |  |
| Being polite and courteous to any person you encounter in the working day |  |

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| **Confirmation** |

I confirm that I understand key responsibilities and accountabilities of my job description and had an opportunity to discuss and clarify it with the assessor.

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| Drivers Name:  |

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| Signature:  |  | Date:  |