

Driver Assessment Checklist



This is a checklist for you to assess new or existing drivers as part of your minimum required annual driver training review. If your driver does not meet both the paperwork and competency requirements listed below, then you should seriously consider if they're appropriate for employment or driving a higher risk configuration. Additional training may provide the driver with the necessary skills to perform their role.

STEP 1 - PRE DRIVE PAPERWORK

Name of applicant / Driver	Phone No:
Address: Postcode:	No offences for: Drugs or Alcohol Speeding (>15kph) Dangerous Driving Road Rage
Date of Birth:	Gear Box: <input type="checkbox"/> Auto <input type="checkbox"/> Synchro <input type="checkbox"/> Non-Synchro Tick type of G/Box used
Licence No:	Previously inducted into this test vehicle Make/Model <input type="checkbox"/> Yes <input type="checkbox"/> No (if No, do Induction)
Licence History Report Print Out (no older than six months)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Endorsements C LR MR HR HC MC	Current Medical Certificate (fit to drive?) <input type="checkbox"/> Yes <input type="checkbox"/> No
Licence Conditions	
Specialist Licence/Qualifications (eg DG)	Weather Conditions:
Expiry Date:	Assessor Print name
Registration No's of units used in assessment:	Date of Assessment:
Pre- start check completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Driver Competency Assessment Guidelines

Driver competency assessment process

Your role in this process is to be an observer of the driver and to ensure they can demonstrate all key steps.

- Explain to the driver that:
 - o You will be taking notes and marking an assessment document
 - o Drive will take at least an hour with a debrief at the end
 - o The applicant/driver will be driving and it's a requirement that both parties sign off on the observations the assessor has made
 - o Particular attention will be paid to safe following distances and smooth stopping
- Provide instructions for the route plan
- Ensure the driver is able to concentrate on driving in a safe manner whilst receiving instructions.
- Any blatant breach of road laws or failure to operate the vehicle in a safe manner will result in a conclusion that the driver is not competent

STEP 2 - ENGINE START UP

Engine Start up		Y	N	Observations
1.	Check park brake is on	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Ensure vehicle is in neutral	<input type="checkbox"/>	<input type="checkbox"/>	
3.	No acceleration until oil pressure is normal	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Check warning & ancillary systems (gauges)	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Full air pressure is obtained before moving off	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Seat Belt on	<input type="checkbox"/>	<input type="checkbox"/>	

STEP 3 - MOVING OFF

Moving off		Y	N	Observations
1.	No acceleration used on take off	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Correct gear selected to avoid clutch shudder	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Low revs maintained until engine reaches normal operating temperature	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Acceleration is smooth	<input type="checkbox"/>	<input type="checkbox"/>	
5.	No jerking or uneven power flow	<input type="checkbox"/>	<input type="checkbox"/>	

Vehicle in Motion		Y	N	Observations
1.	Gear change is within the engine operating range	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Clutch used in gear changes	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Keeping revs low in keeping with progressive gearing changing techniques	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Gear change is smooth	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Hill descent (appropriate gear for decline is engaged)	<input type="checkbox"/>	<input type="checkbox"/>	

Turning Corners		Y	N	Observations
1.	Braking is carried out prior to entering the corner	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Correct gear is selected to negotiate corners & turns	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Both hands are used on the steering wheel	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Mirrors are used in low speed manoeuvring operation	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Correct line through the corner is used	<input type="checkbox"/>	<input type="checkbox"/>	

Monitoring conditions		Y	N	Observations
1.	Instruments & gauges scanned regularly	<input type="checkbox"/>	<input type="checkbox"/>	
2.	All traffic regulations are complied with at all times	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Eye contact is maintained	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Mirrors LH / RH are used regularly monitoring rear of vehicle & position on road	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Over shoulder checks are being used	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Safe braking distances are maintained	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Brake coverage is smooth in operation	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Intersection checks are carried out	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Overtaking manoeuvres are safe	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Hazard perception (manoeuvres are planned in advance)	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Speed is adjusted to suit varying road & environmental conditions	<input type="checkbox"/>	<input type="checkbox"/>	

STEP 4 - REVERSING THE VEHICLE

Reversing the Vehicle		Y	N	Observations
1.	Position the vehicle correctly to ensure ease of operation	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Make sure the area is clear behind the vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Selected the correct gear to maintain control & low speed of the vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Operator does not ride the clutch in reversing operation	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Use mirrors LH / RH were possible to observe the progress	<input type="checkbox"/>	<input type="checkbox"/>	

STEP 5 - PARKING & SHUTDOWN

Parking & Shutdown		Y	N	Observations
1.	An appropriate position is found to park the vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Park brake applied	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Neutral gear is selected	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Engine is not revved up prior to shutdown	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Enough time is allowed for the turbocharger to cool prior to shutdown.	<input type="checkbox"/>	<input type="checkbox"/>	

STEP 6 - COUPLING TRAILER

Coupling trailer		Y	N	Observations
1.	Align vehicle turntable to trailer skid plate	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Apply park brakes	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Ensure turntable jaws are unlocked	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Use of dump valve - (where applicable) adjust ride height to match fifth wheel to skid plate height.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Check landing legs are clear of ground prior to completing coupling	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Connect service & emergency airlines & light plug	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Turn on air taps if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Inspect for damage & air leaks	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Check & secure trailer landing legs	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Remove wheel chocks if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
11.	After reversing prime mover to couple, test against trailer brakes (Tug Test)	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Test trailer brakes	<input type="checkbox"/>	<input type="checkbox"/>	

STEP 7 - UNCOUPLE TRAILER

Uncouple trailer		Y	N	Observations
1.	Align prime mover & trailer/s	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Apply park brake	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Turn off air taps if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Wind down landing legs, baulk with timber if needed	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Disconnect service, emergency air lines & light plug	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Chock trailer wheels if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Release turntable locking pin or ringfeeder pin	<input type="checkbox"/>	<input type="checkbox"/>	

Comments

Recommendation

Assessor's Signature	Date:
Driver's Signature	Date:

The Heavy Vehicle National Law (HVNL) and regulations imposes a primary duty in the chain of responsibility. Businesses are required to comply by identifying their risks, and develop and implement control measures tailored to their circumstances. This Form is a **guide only** and does not contain a definitive list of Heavy Vehicle National Law and regulatory requirements. To meet your obligations under the HVNL and regulations you are required to seek independent advice to assess your circumstances

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