

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: ☐ Auto ☐ Synchro ☐ Non-Synchro Tick type of G/Box used
Licence No:	Previously inducted into this test vehicle Make/Model ☐ Yes ☐ No (if No, do Induction)
Licence History Report Print Out (no older than six months)	☐ Yes ☐ No
Endorsements C LR MR HR HC MC	Current Medical Certificate (fit to drive?) ☐ Yes ☐ 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?	☐ Yes ☐ 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	☐	☐	
2.	Ensure vehicle is in neutral	☐	☐	
3.	No acceleration until oil pressure is normal	☐	☐	
4.	Check warning & ancillary systems (gauges)	☐	☐	
5.	Full air pressure is obtained before moving off	☐	☐	
6.	Seat Belt on	☐	☐	

STEP 3 - MOVING OFF

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

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

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

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

STEP 4 - REVERSING THE VEHICLE

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

STEP 5 - PARKING & SHUTDOWN

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

STEP 6 - COUPLING TRAILER

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

STEP 7 - UNCOUPLE TRAILER

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

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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