

Duncan Private Hire Driver Assessment Form

STAFF in CONFIDENCE

Important Note: *Prior to undertaking an assessment, you must ensure that the driver meets the insurance and organisational requirements for driving the minibus being used.*

Name of Driver:

Name of Organisation:

Assessment Date:

Eyesight Check: **PASS / FAIL**

If the driver fails the eyesight check they should be advised not to drive and to seek an examination from a qualified Optician as soon as possible.

Spectacles/Contact Lenses worn: **YES / NO** (remind driver need for 2nd set of glasses)

Walk-round Check:

Did the driver complete the walk-round check to a satisfactory standard? **YES / NO**

NO does not mean failure of the Driving Assessment but does indicate a need for further training.

Comments on the driver's walk-round check:

Driving for Safety and Economy: Did the driver demonstrate the principles in their assessed drive?

YES / NO

Drivers must drive safely to pass. NO to driving economically does NOT mean failure but indicates a need for further training.

General comments about the assessment:

ASSESSMENT VERDICT: PASS / FAIL

Assessor name/signature

Assessor organisation:

Driver's signature:



STAGE	X or /	DRIVING FAULT
Starting		No checks
Moving off		No observation / Rushed
Use of Mirrors		Too much / Too little / Too late / No reaction
Observation		Too much / Too little / No reaction
Speed		Too fast / Too slow / Erratic
Stopping		Too close / Unsafe position
Accelerator		Too much / Too little / Erratic / Co-ordination
Footbrake		Early / Late / Harsh
Clutch		Coasting / Riding / Slipping / Jerky
Handbrake		Not used / Still moving / Left on / Harsh
Gears		Wrong gear / Hand on gearstick
Steering		Cross hands / One hand / Hand position / Erratic / Spin back
Roundabouts		Position on approach / Position through or out / Speed / Signals / Observation
Junctions		Speed on approach or through / Position / Cutting corners / Observation
Signals		Early / Late / Not needed / Not used / Confusing / Dangerous
Road position		Before turns / Too close / Too wide / Hold back
Clearance		Parked vehicles / Pedestrians / Cyclists / Moving vehicles
Road signs and Markings		Stop / Lanes / Speed limits / Traffic signs / Pedestrian crossings
Progress		Under-confidence / Over-confidence
Reversing (Straight line)		Too fast / Inaccurate / No observation
Reversing Left Hand		Too fast / Inaccurate / No observation
Reversing Right Hand		Too fast / Inaccurate / No observation
Overtaking		Observation / Too slow / Cutting in
Gradients		Roll back / Erratic
Parking/Parallel Bay		Too fast / Inaccurate / No observation

How to use the Driver Assessment Form

- Initially just circle driving faults to be discussed with the driver "Coasting / Riding / Slipping / Jerky"
- Discuss these faults with the driver and/or prompt as necessary
- During the actual assessment, use the 'X or /' column: **X** for major faults or **/** for minors and you may underline fault to identify as markable "Coasting / Riding / Slipping / Jerky"