

 DRIVING ASSESSMENT REPORT				MLP-HS-027	
To be completed & carried out by line manager					
Driver name				Endorsements	
Licence number				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?	Yes	No	Comments		
Was / is the vehicle roadworthy?			Comments		
ON THE ROAD ASSESSMENT 1 = poor / 5 = Excellent					
Road procedure		Score		Keep visible & communicate	
Manage speed / Eco		1 to 5		Effective positioning	
Manage space - stationary		1 to 5		Signals / horn	
Manage space - sides		1 to 5		Brake lights	
Manage space - behind		1 to 5		Lights (If applicable)	
Manage space - escape routes		1 to 5		Eye contact	
Identify risks		Score		Reversing / Manoeuvring	
Managing distractions		1 to 5		Theory	
Information - well ahead		1 to 5		R/H Reverse	
Information - near to vehicle		1 to 5		L/H Reverse	
Information - to the sides		1 to 5		Manage space	
Information - in blind areas		1 to 5			
Information - in mirrors		1 to 5		Parallel parking left / right (If app)	
Use of information / signs		1 to 5		Banksman (if applicable)	
Attitude		Score		Highway code	
Other road users / pedestrians		1 to 5		Understanding & implementation	
DRIVER ISSUES					
Eyesight				Vehicle control skills	
Hearing				Managing distractions	
Nervousness				Awareness	
Fatigue				Responsibility / Vehicle check	
Drink / drugs / smoking				Procedural	
Language difficulties				Licence	
Overall score	Target	Score	% score		
	125	0	0%		
Driver signature			Trainer print and sign		
Percentage calculation- divide the score by the target then multiply by one hundred.					
Author	Issue Date	Version	Reason for Change		
Rob Tyson	11/10/2024	5	Revised		