

TOTAL FLEET MANAGEMENT DRIVER ASSESSMENT

AN OVERVIEW

At Total Fleet Management we approach driver assessment from two angles, firstly we will directly assess drivers in their own company vehicles and provide a written report of our findings. This is ideal where a company has only a few drivers and a relatively stable workforce.

1. Individual assessment

Individual assessment normally takes 2-3 hours so that three to four drivers could be assessed in a day, which is again more cost effective. A written report is provided within a few days of assessment.

2. Driver assessment courses

However, with Companies operating larger fleets, we consider it far more cost effective to adopt the other approach and allow us to train your drivers or supervisors to make the assessments. We can assist with guidance as to the aptitudes and proficiencies that make an ideal candidate.

The course is based upon a reduced version of the 4-week driver assessment course run by the Driving Standards Agency.

A standard course normally lasts for 5 full days, again in the candidates' company vehicle, but this can occasionally be reduced if the driving standards of the candidates are exceptional, or conversely increased if necessary after discussion with the Manager.

Each course would normally be for two drivers but depending upon the vehicle seating capacity, could be run for three or more.

The course is effectively split into two parts.

It is essential that the candidate is made aware of the standard of driving that he/she should require and that they are able to demonstrate that standard. Therefore the driving of each candidate is initially assessed and guidance/practice time provided to eliminate any faults that have developed over the years.

Once a candidate is able to demonstrate a suitable standard of driving, the focus switches to development of assessment skills with the aim of providing the potential assessor with consistent and properly structured assessment of PLG, PCV and/or LGV driving standards, which can be fully substantiated and evidenced. The latter is of particular importance if the assessment is part of a disciplinary procedure that may ultimately culminate in a hearing or Tribunal.

A shorter 2 or 3-day course can be provided with similar aims and objectives but clearly the candidates would not develop their skills to such a high standard.

QUALIFICATIONS

The instructor will be the holder of a full LGV C+E and PCV D+E driving licence, will have successfully completed the Driving Standards Agency four-week LGV & PCV driving examiner's course and will be experienced in the examination and assessment of LGV & PCV drivers.

COURSE DETAILS

Aims and objectives, course content, candidate information and course costings are described in the next few pages

TOTAL FLEET MANAGEMENT DRIVER ASSESSMENT COURSE

THE AIM

The aim of the course is to teach a candidate to provide a consistent and properly structured assessment of PLG, PCV and/or LGV driving standards, which can be fully substantiated and evidenced.

THE OBJECTIVES

At the conclusion of the course the candidate will be able to:

- demonstrate a suitable standard of driving competence
- design a suitable test route
- design and use a suitable driving assessment form
- check driving licence details for correctness
- perform an eyesight test
- assess a driver's safety check
- assess uncoupling & re-coupling techniques (where appropriate)
- assess the use of a tachograph (where appropriate)
- design and assess a vehicle reversing/manoeuvring exercise
- assess a vehicle braking exercise
- assess a vehicle gear-changing exercise
- assess driving standards
- examine knowledge of safety and legal requirements, the Highway Code and traffic signs
- provide a fully justified, evidenced and consistent assessment of a driver.

COURSE CONTENT

During the course the candidate will:

- identify and attain a suitable driving standard for assessment
- design and implement a suitable assessment procedure
- assess driving standards and driver suitability
- report on the assessment

CANDIDATE INFORMATION

The course will normally be of five days duration, usually for 8 hours per day (at times to suit) and with an instruction ratio of two (or possibly three/four) candidates to one instructor.

It is an intensive course and candidates are expected to undertake a small amount of additional work in the evenings. Pre-course preparation following our guide will reduce this and is strongly recommended. The course will be hard work both mentally and physically and it is recommended that candidates consider this in their preparation.

Before commencing the course, they should have a thorough knowledge of the latest version of the Highway Code.

The successful candidate is expected to make consistent, justifiable and evidenced written assessment reports. We recommend that candidates study the headings in the sample assessment record, which will be provided prior to the course, trying to envisage a situation where each may apply. The more automatic this becomes, the easier and more accurate the ability to assess will become. If possible, candidates should practice the other exercises outlined, which may reduce the instruction time required.

Initially attention is paid to candidates' driving standard, but as soon as a suitable standard is demonstrated, the focus will change to assessment. Each will each drive

for two to three periods during the day whilst the other candidate assesses and completes a report.

Candidates are taught to conduct a formal assessment, which would then enable them to adapt their skills to the requirements of your Company. Points to consider when designing their own assessment procedure are provided and time is set aside for discussion.

In addition to driving and driver assessment training, candidates receive instruction in assessing cockpit drill, safety checks, coupling and re-coupling of semi-trailers (if appropriate), accurately checking driving licences and performing eyesight tests. Instruction is provided on legal matters such as tachographs, drivers' hours and load/passenger and vehicle safety etc.

Candidates are expected to design an appropriate test route and to write a certain number of Highway Code, legal, procedural and safety questions for oral or written examination of your future candidates.

At the end of the week, assessment techniques are examined, and there is a short written (multi-choice) examination. After each course, a written assessment of candidates' performance is forwarded to the appropriate line manager.

The course does not involve an excess of one-way instructor-student teaching but is designed to help candidates channel their own skills and knowledge and to develop them to a high and consistent standard. That way, it will better enable them to adapt their methods to suit your Company requirements and to adapt to the many changes that are heaped upon the transport industry.

The course is hard work, but with candidates' help and enthusiasm, it should also be enjoyable.

COSTINGS

Single assessment including report	£ 300.00
Multiple assessments including reports – per driver	£ 200.00
One Week Course for one or two (recommended number) or possibly three drivers	£1600.00

A reduction or increase of £320.00 for any reduced or increased number of days required.

All prices are exclusive of VAT at the standard rate.

In addition, a reasonable charge would be added to cover travelling time/costs and where necessary overnight costs at a Premier Inn/Holiday Inn or similar standard establishment. These would be agreed prior to the course.

FURTHER INFORMATION

Further information can be obtained from Wayne Wealleans (Wayne@Totalfleet.net) or on +44 1730 825111 or +44 7768 498036 (mobile).

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