



ADM 02: PRE - EMPLOYMENT DRIVER ASSESSMENT

DRIVER'S NAME:

1. PRESTART & MOVING OFF

Organisational duties before departure

- Prestart Check / Record faults – check knowledge of reporting procedure
- Operation of tarp/air bags
- Cab free of clutter
- Hands free phone
- Prepare Daily worksheet details
- Check combination, tares, capacity
- Check starting loads/times with Geoff
- Fit for Duty Statement: what are you certifying?
- Adjust seat position; seat belts
- Gearbox in Neutral
- Check oil pressure on start up
- Brakes applied; releasing properly

COMPETENCY: The driver must demonstrate competency in:

- 1. Performing an effective prestart check**
- 2. knowledge of procedures in the case of detecting a fault**
- 3. organisational checks before departing**

Excellent

Satisfactory

Not satisfactory

Signature of assessor:

Date:



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2. DRIVING		
DRIVER'S NAME: _____	SKILL <ul style="list-style-type: none">▪ Clutch /Gears operation▪ Acceleration▪ Hand position on steering wheel▪ Braking: smooth, distance; stopping▪ Lane Changing: use of mirrors, signals, notice, smooth▪ Position/alignment on road▪ Cornering▪ Round-a-bouts▪ Use of gauges/mirrors▪ Speed limits▪ Signage, crossings, school zones▪ Road rules	
	AWARENESS & EFFICIENCY <ul style="list-style-type: none">▪ Hazard recognition & response▪ Distance judgement & vehicle control▪ Driving to traffic conditions; weather conditions▪ Operation of braking systems: loaded/unloaded▪ Acceleration & fuel efficiency▪ Engine activity: labouring/revving▪ Gear selection▪ Can identify & state function of gauges	
COMMUNICATION & ATTITUDES <ul style="list-style-type: none">▪ Attention to detail/concentration▪ Non aggressive driving▪ Courteous to other drivers/public▪ Memory retention▪ Literacy skills		
COMPETENCY: The driver must demonstrate competency in: <ol style="list-style-type: none">1. Selecting and smoothly transitioning gear changes2. Operating the braking system to maintain control under all conditions3. Driving the vehicle safely, adhering to road rules4. Managing engine efficiency to minimise gear damage.5. Communicating & behaving in a professional manner.		
<div>Excellent</div> <div>Satisfactory</div> <div>Not satisfactory</div>		



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Assessor signature:

Date:

3. LOADING

DRIVER'S NAME:

- Obey traffic plan
- Safe work methods
- Manoeuvring
- Mass & axle limits
- Gauges
- Communicating with loader
- Weighbridges & split weighing
- Load info & Dockets
- Tarping

4. DELIVERY & UNLOADING

- Obey traffic plan/signage/speed
- Docket to bin identification; plant procedures
- Manoeuvring /reversing
- Awareness of hazards
- Use of diff locks/ disengage. PTO
- Safe work methods: tipping
- Communicating with loader
- PPE; 3 points of contact
- Document load information
- Mobile plant FEL procedure
- Further work instructions

COMPETENCY: The driver must demonstrate competency in:

- 1. Loading the vehicle safely**
- 2. Unloading the vehicle safely**
- 3. Complying with all regulations and work instructions**
- 4. Recording, updating load information on daysheet as per policy**

Excellent

Satisfactory

Not satisfactory

Assessor signature:

Date:



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5. PARKING, SHUT DOWN & SECURITY

End of day procedures

DRIVER'S NAME:

- Parking brake
- Truck exit (early starts)
- Turbo idle time
- Radios, accessories, isolation
- Ignition
- Doors, windows
- Lights, indicators
- Keys
- Safely exit vehicle
- Cleanliness cab/exterior
- Fuel
- Fault reporting
- Submit paperwork
- Security code gate/workshop

COMPETENCY: *The driver must demonstrate competency in:*

- 1. Ability to park, shut down & secure the vehicle.**
- 2. Follow procedures to prepare the vehicle for the following days work**
- 3. Completing and submitting the required paperwork**

Excellent

Satisfactory

Not satisfactory

Assessor signature:

Date:



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