**Policy / procedure template**

**Driver assessment procedure**

**Disclaimer**

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**Instructions**

This template is intended to help you build a driver assessment procedure that’s right for your organization and your employees. Save the template to your device. Edit the template so it explains the assessment procedure your staff will implement. Replace items **written in orange** with your own information. Delete the disclaimer and instructions when done.

*[****Organization****]* **driver assessment procedure**

**Why we have this procedure**

Before an employee is assigned or undertakes work-related driving for *[****Organization****]*, they will demonstrate they can competently and safely operate the vehicle. The purpose of this procedure is to explain how we will observe and evaluate employees. This will help determine what driving assignments they are ready to undertake, and what instruction and training is necessary to help them build the skills they need.

**Who needs to follow this procedure**

All *[****Organization****]* employees who will drive as part of their work for us.

**Employer responsibilities**

As part of our responsibilities to ensure the health and safety of our employees, *[****Organization****]* will support all our employees to implement this procedure and help reduce road safety risks. We acknowledge our responsibility to ensure assessments are completed according to this policy.

**Supervisor responsibilities**

The employee’s supervisor is responsible to see that assessments are completed. They may do the assessments themselves, or they may engage another qualified party such as driving instructor or trainer.

The supervisor / assessor will:

* Confirm the employee has a valid driver’s licence appropriate for the vehicle they will drive for work
* Verify the employee can properly inspect the vehicle, and document that inspection using the Vehicle Inspection and Mileage Log
* Check that the employee is familiar with any on-board equipment and safety features (e.g., navigation system, hydraulic lift or tailgate, racks, back-up camera, two-way radio, ABS, ESC, etc.)
* Conduct a ride-along assessment using the [SkillCheck Guide and Scoring Form](https://roadsafetyatwork.ca/tool-kits/driver-qualifications/driver-assessment-tool/)
* Provide the employee with a copy of their assessment, discuss the results and any implications they have for the driving the employee may be assigned at work, and develop a plan for providing the employee with the instruction and training they need to develop necessary driving skills and behaviours.

**Employee responsibilities**

Employees are responsible to participate in this assessment, and work with their supervisor to build necessary driving skills and behaviours.

**Employee acknowledgment**

Your signature below certifies that you agree to comply with this procedure. Non-compliance is a serious matter and may subject you to disciplinary action.

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Employee signature Date

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Employee name (print)