Commentary Drive Assessment

Time start:		Time finish:	

Candidate's Name:	
Candidate's Email:	
Date of Assessment:	
Location:	

Candidate's Supervisor:	
Supervisors Contact Number:	
Supervisors Email:	

Assessor's Name:	
Assessor's Contact Number:	
Assessor's Email:	

Licence Number:		Expiry:			Type:	

Assessment Result:		**COMPETENT**		**NOT YET COMPETENT**	

Assessor's Signature:	
Candidate's Signature:	

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Instructions to the Assessor

To achieve competency all boxes must be ticked or marked N/A (Not Applicable). The reasons for N/A should be noted next to the box, and in *Assessor Comments*. Blank boxes indicate that further evidence is required in that area.

Conducting the Assessment – (How to run)

- A commentary driving assessment is where the candidate gives a running commentary of what they are looking at, what they are doing and what they are thinking whilst driving a motor vehicle.

- The assessment will be terminated if the candidate conducts a safety breach as listed below. In the event of a termination the assessor will drive the vehicle back to the starting point.

- In the event the instructor is unable to drive due to local statute law then the vehicle will be parked and contact be made with candidates' supervisor to arrange a suitable driver and vehicle to return all staff and vehicles.

Safety Breach:

- The candidate is involved in a crash or near miss incident.

- The assessor feels unsafe due to the candidates' actions.

Miscellaneous:

- Depending on the situation questions can be asked before, during or after the performance of the tasks or even a combination of the above. However, you should use discretion in the timing of asking and recording of answers of questions especially when the candidate needs to concentrate on performing the tasks during assessment.

- You may clarify a question with the candidate, but you must not provide assistance with the answer.

- The assessment must be conducted in accordance with local statute law.

- You should validate that the candidate has all the documentation and/or training to competently perform the tasks associated with this competency along with the knowledge required to perform these tasks.

- You should record comments at appropriate times during the assessment, so feedback can be given to the candidate and the assessment summary on pages 10 and 11 can be completed.

- In order to be competent the candidate must display knowledge skills and attitude to the five set learning outcomes.

Recording the Assessment Results

You will need to explain the outcome of the assessment to the candidate. You and the candidate must complete, sign and date the assessment summary sheet.

Types of Assessment Method/s to be Used:

- Visual observations.
- Verbal questions.
- Commentary drive.

Equipment:

- Road worthy motor vehicle.
- Assessment sheet.
- Clipboard and pens.

Venue:

- Appropriate local roads.
- Worksite.

Range of Variables:

This assessment is to be conducted during daylight hours only and with candidates who have a valid drivers license for the class of vehicle they are being assessed in.

Assessment Scope:

- Before any assessment you must be satisfied the candidate is familiar with vehicle and operation of designated vehicle.
- Candidate must be aware of local driving conditions.
- You must ensure the candidate is assessed on the range of tasks covered in the driver's assessment sheet.
- Record the tasks covered in the assessment.
- You may have to conduct additional assessments to gather more evidence for the participant to cover all aspects.
- You must make the candidate aware of any additional assessment requirements.

Pre-Assessment Information Guide

This assessment is based on driving a vehicle under operational conditions.

Make sure you are familiar with low risk driving techniques and the local road traffic law before undertaking an assessment.

With the candidate, did you:

Check motor vehicle drivers licence? ☐

Identify and explain the purpose of the assessment? ☐

Discuss the assessment and check that the candidate understands the performance criteria. (Explain what a commentary drive is.) ☐

Discuss any relevant policies and ensure the candidate understands the implications (eg. Appeals process etc)? ☐

Identify using the assessment plan, opportunities for collecting evidence to support the assessment decision? (The candidate might have useful ideas.) ☐

Inform the candidate to contact you if they have any further questions on the assessment process or if they require any further information. ☐

Identify any special needs of the candidate. ☐

Check location/environment is suitable for assessment. ☐

Check assessment instrument is current. ☐

Identify the resources required for assessment with candidate. ☐

Confirm assessment arrangements with candidate's supervisor. ☐

Assessor's Signature   Date   Candidate's Signature   Date

Questions for Checking Underpinning Knowledge

Oral questioning - recording sheet

QUESTIONS:	Satisfactory Response	
	Yes	No
1. What are the advantages of lifting your vision?	☐	☐
2. What is a safe following distance?	☐	☐
3. What are some tell tale signs that you are not concentrating fully?	☐	☐
4. What is commentary driving?	☐	☐
5. How can we increase our visibility on the road?	☐	☐
6. What are some factors affecting concentration?	☐	☐

The candidate's underpinning knowledge was:

Satisfactory ☐   **Not satisfactory** ☐

Signed by the assessor:

Date:

Feedback to Candidate:

Acceptable answers are:

1. Identify hazard and escape options early and formulate hazard action plan, ability to centre vehicle avoiding sawing the wheel, generally smoother drive.
2. 2 seconds light vehicle, 4 seconds for heavy vehicle and double for adverse weather conditions.
3. Hazards catch us by surprise. On and off the brake and accelerator.
4. Talking whilst driving to ensure that we are complying with the 5 observation techniques.
5. Adjust road position whilst driving, leave sufficient hang back space, use of appropriate lighting and signals.
6. Any list of in car or scenery distractions plus drugs, alcohol, fatigue, illness, stress.

Observation Check List

Learning Outcomes	Assessment Criteria	Observations/Evidence	Y	N	N/A
1. Demonstrate a pre trip check.	**Candidate to demonstrate and discuss POWERS check.**				
Assessor Notes:	Check for fluid leaks on approach to the vehicle.		☐	☐	☐
	Check for vehicle panel damage and record anything identified.		☐	☐	☐
	Check vehicle documentation.		☐	☐	☐
	Does the candidate have in his possession the vehicle keys prior to vehicle check?		☐	☐	☐
	Conduct POWERS check.		☐	☐	☐

Learning Outcomes	Assessment Criteria	Observations/Evidence	Y	N	N/A
2. Apply correct seating position	**Candidate to demonstrate:** **Seat belt is correctly worn.** **Driver is positioned correctly.** **Correct position on the steering wheel is maintained whilst driving.**				
Assessor Notes:	Securely fastens seat belt, low, flat and firm.		☐	☐	☐
	Has left foot braced on the left brace plate for a better-balanced control and with knees slightly bent.		☐	☐	☐
	Sits deep into the seat to prevent sliding movement.		☐	☐	☐
	Elbows bent when hands are holding steering wheel.		☐	☐	☐
	Lifts head up to enable good observation.		☐	☐	☐
	Has head restraint centred at base of skull to prevent spinal injury.		☐	☐	☐
	Maintains both hands on the wheel in 9-3 position except when operating vehicle controls.		☐	☐	☐

Learning Outcomes	Assessment Criteria	Observations/Evidence	Y	N	N/A
3. Safely and efficiently operate a vehicle	**Candidate to demonstrate:** **Drive vehicle on road.** **Complete vehicle manoeuvres.** **Stop and leave the vehicle.**				
Assessor Notes:	Ensures that all passengers are wearing seat belts.		☐	☐	☐
	Adjusts mirrors to suit.		☐	☐	☐

Observation Check List

Learning Outcomes	Assessment Criteria	Observations/Evidence	Y	N	N/A
	Starts engine with one hand on the wheel.		☐	☐	☐
	Checks all gauges.		☐	☐	☐
	All doors are secure.		☐	☐	☐
	Safely enters traffic flow.		☐	☐	☐
	Manage the accelerator by moving the accelerator smoothly on and off to change speed.		☐	☐	☐
	Use the accelerator to maintain a steady speed.				
	Brake efficiently as the vehicle travels in a straight line. Brake smoothly and steadily.		☐	☐	☐
	Braking appropriately to the conditions.		☐	☐	☐
	Stop accurately at an instructed point.		☐	☐	☐
	Steer smoothly making the vehicle go exactly where it should.		☐	☐	☐
	Steer with both hands unless using vehicle controls.		☐	☐	☐
	The candidate must have control of direction at all times.		☐	☐	☐
	Steer an accurate course.		☐	☐	☐
	Maintain 9-3 steering method.		☐	☐	☐
	Steer accurate course whilst driving around or through corners.		☐	☐	☐
	Change gears smoothly.		☐	☐	☐
	Use suitable gear to suit road speed and driving conditions.		☐	☐	☐
	Change gears whilst travelling in a straight line.		☐	☐	☐
	Adjust steering, braking and acceleration to variations in the road surface.		☐	☐	☐
	Check mirrors signal and check blind spot before starting manoeuvre.		☐	☐	☐
	Was the manoeuvre safe?		☐	☐	☐
	Clears the rear before reversing.		☐	☐	☐
	Keep checking mirrors and watching.		☐	☐	☐
	Control manoeuvre speed.		☐	☐	☐
	• Reverse parallel park - 3 moves.		☐	☐	☐
	• Forward parallel park - 1 move.		☐	☐	☐
	• Angle park - 1 move.		☐	☐	☐
	• Three point turn - 3 moves.		☐	☐	☐
	• U-Turn - 1 move		☐	☐	☐

Observation Check List

Learning Outcomes	Assessment Criteria	Observations/Evidence	Y	N	N/A
	Stop the vehicle in a safe area.		☐	☐	☐
	Use the park brake without ratchet to hold the vehicle in place.		☐	☐	☐
	Switch the engine off.		☐	☐	☐
	Select a gear that makes the vehicle safe.		☐	☐	☐
	Secure the vehicle.		☐	☐	☐

Learning Outcomes	Assessment Criteria		Y	N	N/A
4. Discuss and demonstrate effective observation and vehicle control skills	**Discuss and demonstrate effective observation and vehicle control skills.** **To the FRONT.** **To the REAR.** **To the SIDES.**				
Assessor Notes:	Stop in traffic one car length behind the vehicle front.		☐	☐	☐
	Use 1,2; second delay after vehicle in front starts to move?		☐	☐	☐
	Maintains 2 second following time.		☐	☐	☐
	Physically checks blind spot before moving off.		☐	☐	☐
	Uses mirrors to check on vehicles behind.		☐	☐	☐
	Uses mirrors every five to eight seconds.		☐	☐	☐
	Notice tailgaters in a timely fashion? Speed up or slow down to avoid being boxed in.		☐	☐	☐
	Check LRL or RLR before entering intersections and continues until cleared.		☐	☐	☐
	Use five to eight second mirror checks – include side mirrors and rear vision mirrors.		☐	☐	☐
	Prepare for stale green lights - be ready to stop.		☐	☐	☐
	Scan the steering wheels of parked cars to anticipate drivers intending on pulling out.		☐	☐	☐
	Shoulder check - clear blind spot before changing lane.		☐	☐	☐
	Establish eye contact with others on the road.		☐	☐	☐
	Check instruments and gauges in appropriate time.		☐	☐	☐

Observation Check List

Learning Outcomes	Assessment Criteria	Observations/Evidence	Y	N	N/A
5. Anticipate potential road crash situations	**Candidate to demonstrate ability to identify hazards and modify driving to suit.** **Risk Assessment.**				
Assessor Notes:	Spots hazards, assesses the risks, makes the changes, re assesses the hazard.		☐	☐	☐
	Identifies risks and hazards early, through good observation techniques.		☐	☐	☐
	Recognises reads and understands Intersections.		☐	☐	☐
	Looks for evidence to convert risks into hazards.		☐	☐	☐
	Looks to get eye contact with other drivers.		☐	☐	☐
	Scans the steering wheels of parked vehicles.		☐	☐	☐
	Does not drive in blind spots of other vehicles.		☐	☐	☐
	Covers the brake pedal on approach to significant hazard.		☐	☐	☐
	Checks the mirror on identifying hazard.		☐	☐	☐
	Modifies speed to suit conditions.		☐	☐	☐
	Identifies road signage.		☐	☐	☐
	Anticipate the actions of pedestrians and respond safely.		☐	☐	☐
	Anticipate the actions of other drivers and respond safely.		☐	☐	☐
	Checks intersections RLR before entering and until intersection is clear.		☐	☐	☐
	Checks wheel to ground reference (to establish path vehicle is going to take).		☐	☐	☐
	Scans interior of parked cars any sign of someone preparing to pull out onto road.		☐	☐	☐
	Headlights turned on. (Where legally permitted)		☐	☐	☐
	Displays a courteous attitude toward other drivers.		☐	☐	☐

Supporting Evidence

Other types of evidence will normally be required to supplement and support observation in the workplace. This evidence may include:

- Observation (normal workplace, demonstration or simulation).

- Third party Reports.

- Self-Assessment (oral).

Assessment Summary

To be Completed by the Assessor

The candidate has attained competence when all of the following criteria are achieved (indicated by a YES).

Evidence demonstrates competence in:	Yes	No
Demonstrate a pre trip check.	☐	☐
Apply correct seating position.	☐	☐
Safely and efficiently operate a vehicle.	☐	☐
Discuss and demonstrate effective observation and vehicle control skills.	☐	☐
Anticipate potential road crash situations.	☐	☐

Reason for Non-Approval:

Assessor's Name:		Assessor's Signature:	
Candidate's Name:		Candidate's Signature:	

Assessment Summary

- ◆ Was the candidate provided with an opportunity to self-assess? (Did the candidate feel they fully participated in the assessment? How did the candidate think the assessment went?)

- ◆ Was the result discussed with the candidate?

Assessor's Comments:

Candidate's Comments:

Assessor's Signature   **Date**   **Candidate's Signature**   **Date**