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Example Procedures – Driver Assessment Procedure

SWP 111

As per our [Safe Driving Policy](#), before an employee is assigned or undertakes work-related driving for [company name], they will demonstrate they can competently and safely operate the vehicle.

The purpose of this procedure is to verify that employees know how to operate the vehicles they drive for work, and that they apply driving skills and behaviours that safeguard all road users and project an exemplary image on behalf of [company name].

This procedure applies to all employees that undertake work-related driving for [company name].

The employee's immediate supervisor is responsible to conduct and document this orientation but may include others (e.g. driving trainer). The Area Manager is accountable to ensure assessments are completed and competencies verified before the employee is assigned any work-related driving.

The supervisor must be confident the employee can operate each vehicle type (e.g. car, pickup, one-ton service truck) before they allow the employee to operate vehicles of that type.

The supervisor will

- confirm the employee has a valid driver's licence appropriate for that vehicle type
- explain the range of uses for which the vehicle may be used
- confirm the employee can operate all standard controls (lights, horn, tilt steering, turn signals, seat adjustments, etc.)
- explain and demonstrate operation of unique vehicle features (e.g. after-market back-up lights, two-way radio, navigation system, hydraulic tailgate, etc.)
- point out the location of the owner's manual and direct the employee to read the sections about operating the vehicle and key safety features
- use the [Vehicle Inspection and Mileage Log](#) to work through a complete vehicle inspection with the employee; have the employee demonstrate they can complete a full inspection.

When the employee and supervisor agree the employee is ready, the supervisor (or the driving instructor) will evaluate the employee's driving skills and attitudes.

The supervisor (or driving instructor) will ride along with the employee to observe their driving skills and behaviours, and provide a score on the [Driving Skills Assessment Form](#). The evaluation will be completed in the vehicle the employee will typically drive for work purposes, and will include conditions and circumstances that they will normally encounter. A subsequent assessment may be necessary to evaluate winter driving skills.

If the employee receives a score of 75% or better, the supervisor will document their successful completion, authorizing the employee to operate that vehicle type.

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