

## Competency Verification

### Instructions

It is a supervisor's responsibility to ensure the driver of any vehicle is licensed and competent. A person may be licensed, but not competent, or competent and unlicensed. The checklist below can be used as a Competency Verification; principally for new employees, before permitted to work unsupervised. The activity should take the form of an observed drive in traffic over about an hour. This is not training session.

	First Name	Last Name	✓ X
<b>Supervisor</b>			
<b>Licence Number</b>			
<b>Expiry Date</b>			
<b>My competency was last verified on...(date)</b>			
<b>Driver</b>			
<b>Licence Number</b>			
<b>Expiry Date</b>			
<b>Conditions</b>	Complies with any conditions: Transmission Type, Spectacles, Probationary etc		
<b>Pre-Start Check</b>	Can perform a basic pre-start check including locating the tyre placard and check tyre pressures. Seatbelt/s on		
<b>Start/Stop</b>	Familiar with controls. Can start, stop and secure vehicle		
<b>Manoeuvring</b>	Can confidently move to and from parked positions		
<b>Entering Traffic</b>	Safely enters traffic without causing interruptions		
<b>Lane Change</b>	Signals well in advance and moves into adequate gap		
<b>Turning &amp; Cornering</b>	Maintains control and tracks vehicle within lane markings		
<b>Following Distance</b>	Maintains or creates safe following distance		
<b>Speed Limits</b>	Drives within speed limits appropriate to conditions		
<b>Road Rules</b>	Follows rules in a range of conditions		
<b>Observations</b>	Identifies hazards early and responds early & calmly		
<b>Conduct</b>	Drives responsibly and courteously. Promotes a positive company image and reputation		
<b>Economy</b>	Respects vehicle and drives economically		
<b>Supervisor Sign-off Competent</b>	In my opinion this driver <b>HAS</b> demonstrated the minimum competency required to operate the vehicle unsupervised in accordance with the licence and conditions above.		Initials
<b>Supervisor Sign-off Not Competent</b>	In my opinion this driver <b>HAS NOT</b> demonstrated the minimum competency required to operate the vehicle unsupervised in accordance with the licence and conditions above. Further training, coaching or close supervision is required.		Initials
<b>Date of Assessment</b>			

