

SITE SURVEY REPORT

Driver Assessment Checklist

Prepared for	Fenwick Lane Building Supplies Ltd
Date	8 Oct 2026
Site	Fenwick Lane Building Supplies, Northampton
Prepared by	T. Whitlock

FORM

Driver Assessment Checklist

1. Assessment details

Project	Fenwick Lane Building Supplies, Northampton: driver assessment (completed example)
Depot or start address	Unit 3, Coldharbour Road, Northampton NN5
Employer or operator	Fenwick Lane Building Supplies Ltd
Location (GPS)	52.2440, -0.9370
Assessment date	8 Oct 2026
Assessor	T. Whitlock
Assessor role or qualification	In-house driver trainer
Reason for the assessment	New driver, before driving alone

Weather on site

Observed on site	Showers, roads wet
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An employer's assessment of how a driver drives for work. It is not a driving test, it does not grant a licence, and it does not replace Driver CPC training. HSE says employers must assess workers' competence and make sure they are adequately trained, including on breaks and rest, daily vehicle checks and load security.

2. Driver, licence and fitness

Driver	D. Kowalski
Employee or payroll number	EMP-EXAMPLE-218
Licence categories held	B, BE, C1, C
How the licence was seen	DVLA online check with a check code from the driver
Date the licence was seen or the DVLA check made	6 Oct 2026

GOV.UK: to check a licence online you need the last 8 characters of the licence number and a check code from the driver. The code works once, within 21 days. It is a criminal offence to get someone else's licence information without their permission. This form records what you saw; it does not look anything up.

Penalty points	3
Endorsements, restrictions or codes noted	3 points for speeding in 2024, car. No restrictions.

Licence covers the vehicle used today? Yes

Drives a lorry, bus or coach professionally (Driver CPC needed)? Yes

Driver CPC card expiry 22 Oct 2026

Days until the Driver CPC expires 14

The Driver CPC expires within 60 days. Check the driver's periodic training hours and book what is left.

Uses a digital tachograph card? Yes

Tachograph card expiry 11 May 2029

Read a number plate at 20 metres in good daylight, with glasses or lenses if worn? Yes

Driver says they are fit to drive today, with no condition they must report to DVLA? Yes

3. Vehicle and route

Registration or fleet number FLEET-EXAMPLE-22

Vehicle Rigid lorry

Vehicle height known to the driver (laden) 3.85 m, matches the cab height notice

Driver did the daily vehicle check before setting off? Yes

Roads covered Yard or depot, Urban, Rural, Dual carriageway, Customer or delivery site

Distance (miles) 34

Time on the road (minutes) 95

Route points 1: Depot gate, Coldharbour Road

Point Depot gate, Coldharbour Road

Location (GPS) 52.2440, -0.9370

What happened here Good observation pulling out, waited for a cyclist.

Route points 2: A508 towards Brixworth

Point A508 towards Brixworth

Location (GPS) 52.2951, -0.9118

What happened here Following too close behind a van in the rain. Talked about it at the lay-by.

Route points 3: Customer site, Brixworth

Point	Customer site, Brixworth
Location (GPS)	52.3305, -0.9050
What happened here	Reversed onto the drive with the customer's banksman.
Route description	Depot to a housebuilder's plot in Brixworth with a part load of blocks, back by the ring road and the A43 dual carriageway.

4. Yard and before driving

Score each item 1 to 4 from what you see: 4 good, a model for others; 3 competent; 2 needs development; 1 unsafe or not to standard. Use Not assessed if it did not come up. Scores of 1 and 2 need a note.

Daily vehicle check	3: Competent
Cab drill	3: Competent
Knows the vehicle height, laden and empty	3: Competent
Load secure and within the vehicle's limits before leaving	3: Competent
Coupling and uncoupling	Not assessed
Reversing and use of a banksman	2: Needs development
What you saw	Reversed onto the customer's drive without getting out to look first. Lost sight of the banksman for a few seconds and kept going.
Yard speed and pedestrians	4: Good, a model for others

5. On the road

Observation and mirrors	3: Competent
Speed	3: Competent
Following distance	2: Needs development
What you saw	About one second behind a van on the A508 in the rain. Dropped back when reminded.
Junctions and roundabouts	3: Competent
Lane discipline and positioning	3: Competent
Hazards and vulnerable road users	3: Competent
Use of controls	3: Competent

Signals	3: Competent
Distraction	4: Good, a model for others
Parking and securing the vehicle	3: Competent

6. Knowledge

Drivers' hours and breaks	3: Competent
Tachograph use	3: Competent
What to do if the load moves	3: Competent
Breakdown and incident procedure	3: Competent
Defect reporting	4: Good, a model for others

7. Score and outcome

Total score	64
Items scored	21
Maximum possible	84
Score (%)	76
Items scored 1	0
Items scored 2	2
Suggested outcome	Competent with development

Suggested outcome, SiteSurvey's own bands, not a DVSA standard: any item scored 1, or under 65%: not yet competent; any item scored 2, or 65 to 79%: competent with development; otherwise competent.

Assessor's outcome	Competent with development
Reason for the outcome	Safe and in control overall. Reversing with a banksman and following distance in the wet need work.
Restrictions until development is done	Gets out and looks before every reverse onto a customer site, and stops if the banksman goes out of view, until the yard coaching is done.

Training needs 1: Reversing with a banksman, get out and look

Topic	Reversing with a banksman, get out and look
How	Yard coaching
Due by	15 Oct 2026

Training needs 2: Following distance in the wet

Topic	Following distance in the wet
How	Coaching on the road
Due by	22 Oct 2026
Reassessment due	5 Nov 2026

8. Actions and sign-off

Items needing development or action	2
Result	Development or action needed

Actions 1: Driver CPC card expires on 22 October. Check the hours record and book the last course before then.

Action	Driver CPC card expires on 22 October. Check the hours record and book the last course before then.
Priority	Before driving again
Who will do it	T. Whitlock
Due by	16 Oct 2026
Status	In progress

Actions 2: Yard coaching session on reversing with a banksman.

Action	Yard coaching session on reversing with a banksman.
Priority	Within the next month
Who will do it	T. Whitlock
Due by	15 Oct 2026
Status	Open
Actions still open	2
Decision	Cleared to drive with the restrictions and training listed
Next review of this record	5 Nov 2026
Summary for the driver and manager	D. Kowalski drove safely with good control and hazard awareness. Two items to develop: reversing with a banksman and following distance in the wet. Driver CPC needs renewing within two weeks.

Assessor name

T. Whitlock

Assessor signature

T. Whitlock

Driver name

D. Kowalski

Driver signature

D. Kowalski
