

**Motorists Runs Checklist**

**Start**

- Introduce yourself
- Eyesight test on first run, 20m, **note result on run sheet**



**Powdery**

- Is Associate in routine of checking these?
- What about tools, jack, fire extinguisher?



**Statement**

- Associate in full control of the vehicle, Observer is passenger
- On run generally follow road ahead unless advised otherwise
- What you'll expect on the run



**IPSGA**

- Associate to explain their understanding of IPSGA
- If appropriate for run review LPOV understanding
- Does associate have any problems or concerns?
- Review logbook (**run sheets and competencies sheets**), then decide the aim of the run and select suitable route



**Car familiarity & cockpit drill**

- Does Associate understand use of key features (e.g. modes on auto 'box)
- Is cockpit drill sufficiently comprehensive and in sensible order?
- Static and dynamic brake test



**Run**

- Give Associate time to settle down
- Tutor Associate while on the move
- Stop and brief on specific items as required
- Offer to give a demonstration commentary
- Associate commentary, generally
  - **Run1 Reading the road (direction, marking, signs)**
  - **Run 2 + Speed and mirror**
  - **Run 3 + Other road users**
  - **Run 4 + Position, gear and plans**
  - **Run 5 on + More practice**



**Debrief**

- How did the Associate think it went, good and less good points
- Discuss the main points (use good/bad/good sandwich)
- **Complete the run sheet and relevant competency sheet**
- **If ready for test review or ready for test then note this on run sheet and tell front desk**
- Return to depot office to get signed back in



**Personal review**

- What could I have done better?

**See notes overleaf**

# Notes to Observer's Run Checklist

With the introduction of RoadSmart Advanced Drivers Course we have a clear definition of *what* competencies the Associates must attain. However at Guildford IAM the coaching of each Associate is typically undertaken by six different Observers. There is clearly a need to define the sequence in which these competencies will be covered and how each Observer will know which competencies have been achieved and which are outstanding. We need to be aware that the new run sheet does not relate directly to the competencies: you can't at a glance tell whether a particular competency has been gained.

- 1) During the observed runs competencies should be covered in the sequence shown in the table below. The Human Factors competency will be covered during the Associate brief prior to run 1. One manoeuvre is allocated to each of first three runs. Manoeuvres on subsequent runs to be based on results achieved. Overtaking competency will be covered and assessed on an opportunity basis: there is no specific run.

Run	Competence covered
1	Core driving skills + parallel park
2	Bends and cornering, reversing car in road
3	Roundabouts and junctions, reverse around corner
4	Motorways and dual carriageways
5	Any competencies not achieved
6	Any competencies not achieved

- 2) Although the coaching is nominally allocated to a specific run, as per the above table, this applies only to an "average" Associate. More able Associates may be able to achieve the required standard in more than one competence in a single run. On the other hand less able Associates may require more than one run to achieve a single competence. Normally the Associate should achieve competence in Core Driving Skills before progressing to the other competencies.

- 3) In order that Observers can understand the level already achieved by an Associate at the end of each run the Observer should complete both the Associate's run sheet and the relevant competence sheet(s). On a typical run this will be just one competence sheet.

- 4) Commentary, now called spoken thoughts, is not regarded in RoadSmart as a competence (there is no competence sheet and there are no hints and tips) but it is tested. It is proposed to follow the approach adopted in the Chris Gilbert videos whereby commentary is introduced progressively.

- Run 1 Reading the road (direction, markings, signs)
- Run 2 + Speed and mirror
- Run 3 + Other road users
- Run 4 + Position, gear and plans
- Run 5 on More practice

- 5) In the flow chart overleaf changes from current practice are highlighted in red.