



GAM OBSERVERS' CHECKLIST

Meeting the Associate

- * Ensure you are wearing your identification.
- * Introduce yourself.
- * Review the Associate's Log Book; both prior run sheets and competency sheets.
- * Select suitable route.
- * Explain the run:
 - Brief route description.
 - The learning points to be coached.
 - What you expect from the Associate.

Walking Out

- * Eye sight test at 20m – record the results.
- * POWDERY – competent and concise. Extra items included? (jack, fire extinguisher ...)

In the Car

- * Statements:
 - The Associate is in control of the vehicle at all times. The Observer is a passenger.
 - The car is fit for purpose and the Associate has a full driving licence for the vehicle.
 - On the drive, generally follow the road ahead.
 - Any doubt/confusion/uncertainty, ask for clarification.

Before Start

- * Review Associate's understanding of IPSGA and LPOV, if appropriate.
- * Ask about and address any Associate concerns.

Start and Post Start

- * Cockpit drill – competent/concise and appropriate for the vehicle.
- * Static brake test
- * Post start - no concerns raised by either Observer or Associate.
- * Before moving off, discuss 'rolling brake test' and decide if a demonstration is appropriate.

On the Road

- * Give the Associate time to settle down.
- * Provide good directional instructions.
- * Give guidance while on the move, but be prepared to stop if that would be wiser.
- * Spoken Thoughts (ST):
 - * Offer to give a demonstration of ST.
 - * Associate's ST progression should generally follow:
 - R1 = Reading the road (markings, signs ...)
 - R2 = R1 + Speed and mirrors.
 - R3 = R2 + Other road users.
 - R4 = R3 + Position, gears, plans.
 - R5 Onwards = R4, but practice for improvement.

Debrief

- * How did the Associate view the run – both good and bad parts.
- * Discuss the main issues arising from the run (good/bad/good sandwich).
- * Complete the run sheet and remind the Associate to complete any relevant competency sheet.
- * If Ready for Test/Test Review, note this on the run sheet and inform the relevant personnel.
- * Discuss with the Associate the options available for arranging the next run.

Personal Review

- * How good were you today?
- * What could you have done better?



Notes

The IAM RoadSmart Advanced Drivers' Course provides a clear definition of what competencies the Associates must attain. However, at GAM the coaching of each Associate is typically undertaken by several different Observers. There is 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 cannot 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 the Associate's run sheet and remind the Associate to complete any relevant competency sheet.
- 4) Commentary, now called spoken thoughts, is not regarded in IAM RoadSmart as a competency (there is no competence sheet and there are no hints and tips) but it is tested. ST competence should be built up during the runs – as indicated in the table above.
- 5) It should be stressed that all the above relates to the "average" Associate. Do NOT overload an Associate in an attempt to maintain the "average" profile. Doing so is normally counter-productive. The drive should be appropriately challenging for the Associate!