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DRIVER TRAINING REPORT

Professional Assessment Summary & Driver Training Record

LOW RISK

CLIENT	xxxx Ltd	DATE	07-10-2026
DRIVER NAME	xxxxx xxxxx	LOCATION	Manchester
TUTOR NAME	xxx Joyner ADI	VEHICLE	Mercedes
TUTOR DVSA REG	xxxxxx	CAR REG	xxxx xxx

ASSESSED DRIVER RISK
LOW RISK

FINAL ASSESSMENT SCORE
96.75 / 100

Initial Drive Notes & Observations

I introduced myself to xxxx and explained the concept of client-centred learning. The session began with a discussion of the differences between vehicle dimensions and the responsibilities and potential distractions of driving a larger vehicle designed for 14 passengers, compared to a smaller car.

xxxx seemed more than capable of taking on this challenging role. We completed driving licence, eyesight, and vehicle/driver fitness checks, utilising the acronyms POWDER (Petrol, Oil, Water, Damage, Electrics, Rubber) and I AM SAFE (Illness, Attitude, Medication, Sleep, Alcohol, Food, Emotions). Although xxxx has nine years of car driving experience, she has not pursued any additional driver training and has never operated a van or minibus.

We discussed and agreed on a training plan, starting with a tutor demonstration drive. This will start with a nursery route and eventually progress to include manoeuvres, urban, rural, and motorway driving.

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COMPETENCY & PERFORMANCE MATRIX

Detailed Comparison: Initial Assessment vs. Final Drive

LOW RISK

COMPETENCY	START OF COURSE	END OF COURSE	GLOSSARY & EVALUATION FOCUS
Observation and Planning	**Good**	**Excellent**	How the driver observes their driving environment and how aware they are to things around them.
Speed Management	**Good**	**Excellent**	How the driver manages their speed, allowing for adequate progress when safe and legal.
Hazard Perception	**Good**	**Excellent**	How the driver detects and anticipates hazards/dangers around them.
Vehicle Control	**Good**	**Very Good**	How the driver maintains safe positioning and control of the vehicle at all times.
Driver Attitude	**Excellent**	**Excellent**	How the driver respects and interacts with others in their driving environment.
Reversing and Manoeuvring	**Good**	**Excellent**	How the driver performs safe and controlled reversing and manoeuvring.
Rules of the Road	**Good**	**Very Good**	How the driver understands the rules of the road and the Highway Code.
Eco Driving	**Good**	**Very Good**	How the driver drives in a fuel/energy efficient way.
Total Score	84 / 100	96.75 / 100	Low Risk

LOW RISK

The driver is considered low risk, with only a few very minor issues identified during the session, which were highlighted.

MEDIUM RISK

The driver is considered medium risk, with a few potentially serious issues, which were highlighted during the session. A conscious effort must be made to practise what has been suggested during the session, to ensure they become low risk.

HIGH RISK

The driver is considered high risk, with a number of serious issues identified, which were highlighted during the session. A conscious effort must be made to practise what has been suggested during the session, to ensure they become a lower risk. A further assessment is suggested within three months from date of report to reassess them.

Borderline Status: If you are low/medium or medium/high risk this indicates the driver is still in the former risk grouping but very close to the higher risk above. Read the notes for further insight or refer to your driving course manager if required.

Feedback: Are you able to provide feedback on this course at **www.advanced-driving.co.uk/feedback/**

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General Overview & Tutor Feedback

xxxx completed an initial drive, demonstrating a relaxed and confident approach, yet she required instruction in new techniques. Following a discussion, we established bite-sized training objectives.

To aid xxxx in achieving optimal practice outcomes, I introduced the concept of defensive driving, which entails having contingency plans at hand, such as utilising the Electronic Stability Programme to avoid potential hazards.

This approach prepares the driver to handle unexpected events and adopts the RoSPA ethos 'accidents don't have to happen', implementing the 'System of Van Control' (Position - Speed - Gear - Accelerator, with ongoing Information gathering).

The areas covered in this session included the key elements of 'System of Van Control' in more detail, which include the initial stages of the system (TUG), which are TAKE, USE and GIVE information. This part of the system allows the driver to think about their driving environment and plan.

By TAKING information you are looking ahead, to the sides and behind you, what can you see? You then USE information - the thinking, what do I need to do? Then GIVE information, who do I need to give information to? The use of indicators are an example of giving information, as is road position and use of brake lights. The rest of the system includes position, speed, gear and then acceleration, which we looked at many times during the session - xxxx was amazed how many times the system can be applied to help in almost any driving situation. The system is also flexible and does not need to be used rigidly.

To conclude, xxxx displayed an exceptional attitude towards the training and made remarkably swift progress in acquiring new skills throughout the session. She departs with specialised knowledge that will significantly reduce her level of road risk.