



Type: Guide	Northumbria Blood Bikes: Auxiliary Role Description - Rider and Driver Assessor		
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Approved:	19 th Oct 2018	By:	Executive Committee
Doc Ref	AUX2301	Version	1.3

A. Why do we need this guide

This document sets out the roles and responsibilities of a Rider and Driver Assessor.

B. Who is responsible for this guide

The Training Officer of the group is responsible for the maintenance of this guide. The Executive Committee is responsible for approving this guide.

All members of NBB Committee and any holder of the Rider and Driver Assessor role should be familiar with the information in this guide.

C. When will this guide be reviewed

The guide will be reviewed a maximum of Two years following its approval.

D. How will changes be notified

The latest version of the guide will be made available via the members' library on the group website. New versions will be announced via email to all members of the executive committee and holders of the Rider and Driver Assessor role.

1. Aims of the Role

- 1.1.** The Rider and Driver Assessor will assist the Training Officer to ensure that the high standards of riding and driving are maintained.

2. Who does this role report to

- 2.1.** The Rider and Driver Assessor reports to the Training Officer.
- 2.2.** The Rider and Driver Assessor may need to liaise with other members of the Committee as deemed necessary to carry out the role effectively.

3. Responsibilities and Duties of the role

- 3.1.** The Rider and Driver Assessor requirements:

- 3.1.1.** Minimum of Examiner, RoSPA Advanced Tutor or IAM National Observer level for the vehicle type to be assessed

- 3.1.2.** Be a member of NBB

- 3.1.3.** Have some flexibility to be available for members who request the assessment

- 3.1.4.** Riding Assessor only must have their own fully legal bike.

- 3.2.** The Rider and Driver Assessor will:

- 3.2.1.** Arrange a suitable convenient time and place to meet with the member to be assessed.

- 3.2.1.1** If the member cancels or doesn't attend an assessment, you are to update the Training Officer

- 3.2.2.** After a successful assessment inform the Training Officer who will update the members milestones.

- 3.2.2.2** If a member does not meet the high standard during the assessment, you are to inform the training officer, so a record can be kept.

- 3.2.3.** During the assessment you are looking for:

- 3.2.3.1** Rider and Driver attitude;

- 3.2.3.2** Knowledge (theory) of the riding/driving system;

- 3.2.3.3** Knowledge of the Highway Code;

- 3.2.3.4** Ride/Drive to the system;

- 3.2.3.5** Rider only demonstrates Slow Riding Skills.

- 3.3.** The Rider and Driver Assessor shall not be responsible for:

- 3.3.1.** Contacting members that have overdue assessments, unless directed by the Training Officer.

- 3.4.** If a riding assessor uses their own bike, they can claim back the cost of the fuel used from the Treasurer. Receipts will be required for this. No receipts are required when the assessor uses a NBB bike.

4. IT System Requirements

- 4.1.** This role requires additional access to ICT systems beyond those of a normal member

4.1.1. This role has Additional requirements for Email

access: This role does require a personal NBB email address

- This role requires a role-based email address: assessor#@northumbriabloodbikes.org.uk, where # denotes the assessor number.
- This role requires access to the email group: assessment@northumbriabloodbikes.org.uk

4.1.2. Additional requirements for Slack:

- This role requires a Slack account
- This role does require access to the Assessment channel or any other Channel setup relating to the role of Rider and Driver Assessor.

4.1.3. Additional requirements for Reporting & Request System

- This role requires access to the Assessments Group

5. Variations & Exceptions

- 5.1.** There are no variations & exceptions.

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Version Control and History

Date	Version	Author:	Reason For Change
Sep 2018	1.0	Ronnie Paton	First Version
Oct 2018	1.1	Ronnie Paton	Updated Section 3.1.1, added 4.1.4
July 2021	1.2	Ronnie Paton	Updated Section 3.4
Oct 2023	1.3	Stephen Winn	Update Section 3.2.2 Update Section 3.4 Remove Section 4.1.1 Added Section 5