| Type: Procedure | Northumbria Blood Bikes: Rider and Driver Assessments | | |
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| Owner: | Training Officer | Author: | Paul Curran |
| Approved: | October 2025 | By: | Executive Committee |
| Doc Ref | TRG002 | Version | 1.0 |

## A. Why do we need this procedure

This document sets out the Rider and Driver Assessment process.

## B. Who is responsible for this procedure

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

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

## C. When will this guide be reviewed

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

## D. How will changes be notified

The latest version of the procedure 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. Aim of the Procedure

**1.1.** To lay down the process of completing Rider and Driver Assessments on entry to NBB and ongoing as determined by the Charity to ensure that the high standards of riding and driving are maintained and insurance requirements are met.

## 2. Who does this procedure relate to:

**2.1.** The Rider and Driver Assessment team reporting direct to the Training Officer as laid down in 'Auxiliary Role Description – Rider and Driver Assessor' – AUX2301.

**2.2.** All NBB Riders and Drivers are to ensure they maintain the necessary skills to operate safely and legally when using NBB vehicles.

## 3. Initial Rider & Driver Assessments

**3.1.** Rider & Driver Assessors will be approved by the Training Officer and should preferably hold the RoSPA Level 2 Assessor award or the IAM's National Observer award. Where operational needs suffice, an assessor awaiting dates for either of the above will also be considered in the interim period based on their organisational service but this is only to be seen as a temporary measure and not the norm.

**3.2.** The requirement for NBB members to become riders and drivers is an advanced qualification gained either through RoSPA or IAM's (or a suitable IAM's exemption).

**3.3.** The Training Officer will check and record (on milestones) all new member advanced qualifications before emailing the member with details on how to contact one of the appropriate assessment team for their initial NBB assessment.

**3.3.1.** The Training Officer will enter the members details onto the 'Rider & Driver Assessment Log' located on the NBB Google Drive.

**3.3.2.** Once a date is arranged, the assessor will enter the assessment date on the above log as per 3.3.1.

**3.3.2.1.** If the member cancels or doesn't attend an assessment, the assessor will update the Training Officer, who will in turn look into the reasons why.

**3.4.** New members will undertake the assessment with their own fully legal vehicle. Rider assessors can utilise an NBB bike, appropriately booked out on OLRS so long as it does not interfere with operational availability.

**3.5.** Members are required to provide their driving licence and advanced qualification for scrutiny by the assessor. Failure to provide either document will render the assessment void and the Training Officer should be informed.

**3.6.** Assessors need to download the checklist from the Members Handbook (DWNLD004) and use it to ensure a consistent assessment is carried out.

**3.7.** After a successful assessment, the assessor will input the date on the assessment log as per 3.3.1. The Training Officer will monitor this log and update the members milestones accordingly. *(this may change to assessors entering these milestones)*

**3.7.1** If a member does not meet the high standard during the assessment, the assessor will inform the Training Officer, so a report can be compiled and necessary remedial actions can be taken.

## 4. Annual Rider & Driver Assessments

**4.1.** The Training Officer is responsible for maintaining appropriate riding & driving assessments that meet the needs of our insurers. This is currently at 12 month intervals.

**4.2.** The Training Officer will email the member with details on how to contact one of the appropriate assessment team.

**4.2.1.** The Training Officer will enter the members details onto the 'Rider & Driver Assessment Log' located on the NBB Google Drive.

**4.2.2.** Once a date is arranged, the assessor will enter the assessment date on the above log as per 4.2.1.

**4.2.2.1.** If the member cancels or doesn't attend an assessment, the assessor will update the Training Officer, who will in turn look into the reasons why.

**4.3.** Existing members will undertake the assessment with their own fully legal vehicle. Rider assessors can utilise an NBB bike, appropriately booked out on OLRS so long as it does not interfere with operational availability.

**4.4.** Assessors need to download the checklist from the Members Handbook (DWNLD004) and use it to ensure a consistent assessment is carried out.

**4.5.** After a successful assessment, the assessor will input the date on the assessment log as per 4.2.1. The Training Officer will monitor this log and update the members milestones accordingly (also see 3.5).

**4.5.1** If a member does not meet the high standard during the assessment, the assessor will inform the training officer, so a report can be compiled and necessary remedial actions can be taken.

**4.6.** A completed assessment will reset the members eligibility to ride or drive for a further 12 months from the date of completion, irrespective of when the re-assessment date is actually due. If members wish to advance their annual rider date (e.g. to avoid bad weather in winter months), then they will need to contact the Training Officer to arrange.

**4.7.** Since the assessment team give up their time for free to maintain member riding & driving standards, if a member has not undertaken shifts for a period of time outside that which NBB require, then the Training Officer has the right to defer such assessments until a satisfactory commitment is provided by the member as to future shift cover.

## 5. IT System Requirements

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

**5.1.1.** This role does require a personal NBB email address

*name*@northumbriabloodbikes.org.uk,

## 6. Variations & Exceptions

**6.1.** There are no variations & exceptions.

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| **Version Control and History** | | | |
| **Date** | **Version** | **Author:** | **Reason For Change** |
| October 2025 | 1.0 | Paul Curran | First Version |