

St. Helens Group of Advanced Motorists

Local Observer Checklist

Suggested answers for ‘Admin’ related questions

L 4.1.1 State the action you would take if a serious risk develops

If I feel at any time that a risk is developing because of your (the Associate’s) driving then I will ask you to pull over asap and we’ll discuss. I will try to be alert you to dangerous situations e.g. if you are preparing to drive through ‘red’ traffic lights, preparing for a potentially dangerous overtake or you have not seen pedestrians or other road users. I will tell you if I see any risk developing. Remember that you are deemed to be in control of your vehicle at all times and, therefore, I am not liable for any failure of me to alert you of these situations.

L 4.1.5 Explain Advanced Driver Course within Group (explanation to Associate)

The aim is to develop the Associate's driving competency across a range of skills, on all types of road, to the level required to pass the IAM's Advanced Driving Test. During the course Associates receive guidance from the Group's Observers. After every observed run the Observer will record written feedback in the Associate's log book to assess performance and allow him or her to focus on particular skills before the next run. Associates are encouraged to reflect on their driving and to take charge of their own learning and improvement.

L 4.1.5 Reference to relevant publications

Refer to Highway Code and the Associate Advanced Driver Course booklet.

Answer Assessor’s verbal questions

L 5.1.1 Structure of Group

The Group is a charity and is governed by the rules of association of the Charity Commission. Active members of the Group are either Observers and/or Committee members or members of the Training Support Team. Members of the committee are Trustees of the Group. The Officers of the Group are the Chair (Tom Field), Vice-Chair (Mark Farnworth), Secretary (John Matthews) and Treasurer (Alison Matthews). Ken Nevitt is also the Training Officer and Chair of the Training Committee. Structurally, for training related matters, the Lead National Observer (Mark Farnworth) and Associate Co-ordinator (Alan Prescott) report to the Training Officer who reports to the Group Chair.

L 5.1.1 Group’s Association with IAM RoadSmart

Although the Group is an independent charity in its own right it is affiliated to the national IAM RoadSmart which is also a charity. SHGAM is one of over 200 IAM Groups spread around the country and is a member of the IAM RoadSmart’s Northern Region (6). The Group is governed by the rules of IAM RoadSmart.

L 5.1.1 Advantages of Group Membership

Ongoing contact with SHGAM as a member keeps driving safety at the forefront of our minds. Through the Group's Newsletter, web-site and Twitter members have a means to clarify their understanding of good driving practice and wider motoring issues. Regular events are held throughout the year so that members can socialize together and form friendships. Members can also have their driving checked at any time at no cost.

L 5.1.2 Describe how the Advanced Driver Course is administered

The Advanced Driver Course is administered by the Observer Team who all hold either the IAM / Institute of Motor Industry (IMI) National Observer or Local Observer qualification. At the start of a course Associates are asked to complete an online documents disclaimer and a pre-course questionnaire. Associates come under the stewardship of the Associate Co-ordinator who will allocate Observers according to the Associate's needs.

L 5.1.2 Describe the Advanced Driver preparation for Test programme

The course is nominally eight weeks in length and consists of observed runs each Sunday morning, a Course Introduction classroom session, a System of Car Control classroom session and a Meet an Examiner classroom session. The observed runs are between 1 and 1 1/2 hours in length. Should extra runs be required, the Group will provide what is required.

L 5.1.3 State procedure for booking an IAM RoadSmart Test

Following discussion between the Associate, the Associate Co-ordinator (Alan Prescott) and Lead National Observer (Mark Farnworth) the Associate is set as Test Ready on the IAM's 'DTE' database. This alerts IAM HQ that the Associate is ready to take the Test and an Examiner is assigned to make contact with the Associate.

L 5.1.4 Discuss development opportunities beyond the IAM Test

- Become a SHGAM Training Support Team member to further improve driving skills.
- Become an IMI Local Observer and following this an IMI National Observer.
- Preparation for the IAM RoadSmart Master Driver Test.
- Help with the organizational side of the Group e.g. promotional activities and events.
- Become a member of the group committee.

L 5.1.5 State procedure when dealing with an Associate complaint

The Associate should raise the matter with the Associate Co-ordinator (Alan Prescott) in the first instance who will, if need be, discuss it further with the Lead National Observer (Mark Farnworth), Training Officer (Ken Nevitt) or the Group Chair (Tom Field).

L 5.1.6 State the Advanced Driver Course problem rectification procedure for you or your Associate

For any problem that I have I will talk to the Lead National Observer (Mark Farnworth) or Training Officer (Ken Nevitt). If I can't deal with an Associate's problem I will involve the Associate Co-ordinator (Alan Prescott) and/or the Lead National Observer.