



**Government
of South Australia**

Department of Planning,
Transport and Infrastructure

TRAINEE GUIDE

FOR

HEAVY RIGID (HR)

AND

HEAVY COMBINATION (HC)

COMPETENCY BASED TRAINING

AND

ASSESSMENT (CBT&A)

Trainee's Name

FOR THE TRAINEE

PLEASE READ

This information is to ensure that you have a clear understanding of the qualifications of your Driving Instructor who is training or assessing you for your licence.

INSTRUCTOR ENDORSEMENTS

COLOURS

- **Yellow Endorsement** Conduct Competency Based Training and Assessment
- **Red Endorsement** Conduct Vehicle on Road Tests

Instructor Authorisation

All Motor Driving Instructors must display their Instructor's Licence when either training or assessing trainees. The Instructor's Licence is for your benefit and may be marked with a coloured endorsement. It is in your interest to check that the instructor is appropriately qualified to perform the service you require.

WITHOUT A COLOURED ENDORSEMENT

A Motor Driving Instructor who has an Instructor's Licence **WITHOUT** a Yellow or Red coloured endorsement can only train trainees in the class of driver's licence that the Instructor holds. As an instructor they do not hold any examiner authorisation; therefore, they **CANNOT** sign off any Task in the Competency Based Training and Assessment course or conduct any Vehicle on Road Tests (VORT). These Instructors cannot train trainees who are exempted from the Heavy Vehicle Graduated Driver Licensing Scheme, by undertaking the Training In Lieu of Experience (TILE) program. The only Instructors that can conduct training and assessments on TILE students must hold the HC Authorisation and display their Instructor's Licence with a yellow endorsement.

WITH A YELLOW AUTHORISED EXAMINER ENDORSEMENT

A Motor Driving Instructor who has an Instructor's Licence with a Yellow coloured endorsement can train and assess trainees in tasks for the Competency Based Training and Assessment course for the particular classes of licence stated. These Instructors have qualified by passing an Authorised Examiner Course conducted by the South Australian Department of Planning, Transport and Infrastructure.

WITH A RED AUTHORISED EXAMINER ENDORSEMENT

A Motor Driving Instructor who has an Instructor's Licence with a Red coloured endorsement is authorised to conduct Vehicle on Road Tests (VORT) for the particular classes of licence stated. These Instructors have qualified by passing the Authorised Examiner Course conducted by the South Australian Department of Planning, Transport and Infrastructure.

SUMMARY OF COMPETENCY BASED TRAINING COURSE TASKS

(To be completed by the Accredited Instructors only) **HR/HC**

Student Name: _____ **Licence Number:** _____

Instructor No: **C** _____ **Instructor Name:** _____

(PLEASE PRINT NAME)

TASK No.	CBT & A TASKS	MDI No.	START DATE	DATE ASSESSED
	INTRODUCTION TO THE VEHICLE			
1.01	Entering and Leaving Driver's Cab			
1.02	In Cab Preparation			
1.03	Knowledge of Basic Controls			
	DRIVING THE VEHICLE			
2.01	Starting Up Procedure			
2.02	Shut Down Procedure			
2.03	Gear Changing			
2.04	Kerb Stop Procedure - Level Ground			
2.05	Moving Off Procedure - Level Ground			
2.06	Kerb Stop Procedure - Uphill			
2.07	Moving Off Procedure - Uphill			
2.08	Kerb Stop Procedure - Downhill			
2.09	Moving Off Procedure - Downhill			
2.10	Driving straight ahead at Controlled Intersections and Pedestrian Crossings			
2.11	Turning the Vehicle, to the Left			
2.12	Turning the Vehicle, to the Right			
2.13	Gear Changing - Events			
2.14	Changing Lanes, apply system			
2.15	Safe Driving Strategies			
2.16	Hills and Open Road Drive plus Review			
2.17	Final Drive and Review			
	MANOEUVRES			
3.01	Couple Prime Mover to Trailer			
3.01A	Couple Trailer to Heavy Rigid Vehicle			
3.02	Uncouple Trailer from Prime Mover			
3.02A	Uncouple Trailer from the Heavy Rigid Vehicle			
3.03	Reversing - To the Left (HC)			
3.03A	Reversing - To the Left (HR)			
3.04	Reversing - Straight Line			
	MISCELLANEOUS			
4.01	Check Stop Inspection			
4.02	Breakdown Procedure			
4.03	Pre-Departure Check			
4.04	Post-Operation Check			

Notes:

- The Instructor's name and number recorded at the top of this page must be the Instructor who conducts the Final Drive and Review. The name and number of the Instructor must not be placed on this page until assessing task 2.17.
- The column marked **MDI No.** is to be filled out only by the Instructor who has assessed the appropriate task or tasks.

ABOUT THIS TRAINEE GUIDE

This 'Guide' is your property; it must be given to your Instructor at the beginning of each driving lesson and should be returned to you at the end of each session. Assessments will not be conducted without this 'Trainee Guide'.

The information in this 'Guide' is to give you an understanding of the driving requirements of each task that you will have to demonstrate to a required standard.

Each task has requirements to be achieved before your Instructor can sign it off. Your Instructor will explain these requirements at the beginning of each new task for which you are being trained and assessed.

This 'Trainee Guide' will be a record of the tasks you have achieved and also the amount of hours taken. At any time during the training, you must produce it, on request, to an **Assessment Officer** from the Department of Planning, Transport and Infrastructure (DPTI).

Occasionally, an **Assessment Officer** from DPTI may ride with you during a training and assessment session with your Accredited Instructor. These Officers are looking at how your Instructor is training and assessing your driving. This ensures that all training and assessments being applied by your Instructor meet the Government Standards required for licensing. These Auditors will not become involved in your training or interfere with the result of any assessment conducted by your Instructor.

Once you have completed your training and all the tasks have been signed off, the Accredited Instructor will issue you with a 'Certificate of Competency'. Upon presentation of the certificate and the appropriate identification at a Service SA Customer Service Centre, your drivers licence will be upgraded.

The examiner must remove the summary sheet and all assessment records that are in the Trainee Guide and retain them for a minimum of 24 months.

You may retain the remainder of the Trainee Guide.

Enquiries and complaints

If your enquiry or complaint involves the standard of training or the assessment of tasks in the CBT&A course, please forward your complaint in writing to:

dpti.licensingbookings@sa.gov.au

Notes for the Accredited Instructor:

1. This 'Trainee Guide' must be issued to the trainee before any 'Competency Based Training or Assessments' may commence.
2. The tasks in this 'Trainee Guide' must be signed off by the Accredited Instructor, and counter signed by the trainee, during or at the end of each session. **The 'Trainee Guide' must reflect the current status of the standard of competency that the trainee has achieved for any task.**
3. **RECOGNITION OF CURRENT COMPETENCIES (RCC)** does **not** apply to T.I.L.E. trainees in any task in this 'Trainee Guide'. If used on other trainees, it will only affect the driver training, **not** the assessment procedure.

No part of this document may be reproduced or transmitted in any form or by any means for any purpose without the express written permission from DPTI.

THE SYSTEM OF VEHICLE CONTROL

Definition

A system or drill, each feature of which is to be considered, in sequence, by the driver when approaching and negotiating any hazard.

HAZARD

Definition

A hazard may be any physical feature (such as traffic lights, a roundabout, intersection, bend or crest) or any potentially dangerous traffic situation developing ahead. This may be interpreted as anything which will either cause you, or have the potential to cause you, to change speed or direction.

FEATURE OF THE SYSTEM

THE APPROACH

NAME	OBJECT
1. Course Selected	To determine the course to be taken to negotiate the hazard.
2. Mirrors/then signal	To check for following and overtaking traffic and to give a clear signal of intention to other road users that you intend to turn or diverge.
3. Brake	To reduce speed to a safe rate of approach to arrive at the hazard

Note: Brakes should **not** be released until a **clear view** into the hazard has been obtained.

DECISION POINT – STOP OR GO?

DECISION TO GO

4. Gears and Mirror (s) (Look all around)	To select an appropriate gear for flexible control and to recheck for following and overtaking traffic including any blindspots.
5. Evasive Action	To take any evasive action as necessary, for example: a horn warning – <i>this would be a very rare occurrence.</i>
6. Normal Acceleration	To leave the hazard safely having regard to the road surface and traffic conditions.

If all features are considered in sequence correctly, evasive action should not be required, care should be taken under acceleration to eliminate the risk of skidding.

VEHICLES AND LOADS REQUIRED FOR CBT&A

VEHICLE REQUIREMENTS

All vehicles used for CBT&A must have proof of registration, be roadworthy and in a suitable condition for training. Only **one type** of transmission and configuration of vehicle is to be used throughout the entire CBT&A process including the final drive assessment.

TRANSMISSION TYPE

Manual Transmission

Manual transmissions feature a driver-operated clutch and a movable gear lever.

Automatic Transmissions

An automatic transmission is one that changes gears by itself according to the speed of the vehicle without any action by the driver.

A manual-style transmission, i.e. Eaton Fuller "AutoShift", where gear changes are operated by computer with no input from the driver will be regarded as an automatic transmission for licensing purposes.

The vehicle used for CBT&A must be of the correct configuration for the class of licence being sought.

CBT&A may be conducted in a vehicle supplied by either the Instructor or the client. If the vehicle is supplied by the Instructor or is a Driving School vehicle it must have seating for three people.

Most vehicles will be suitable for CBT&A; however some may have restrictions placed on them as follows;

DANGEROUS GOODS VEHICLE

- These vehicles must not be used to conduct any training or assessments in the CBT&A program whilst carrying dangerous goods.

LIVESTOCK TRANSPORT VEHICLES

- These vehicles must not be used to conduct any training or assessments in the CBT&A program when carrying livestock.

FEDERAL INTERSTATE REGISTERED VEHICLES

- These vehicles must not be used to conduct any training or assessments in the CBT&A unless approval is given from DPTI and a current permit issued.

SPECIAL PURPOSE VEHICLES

- Vehicles such as mobile cranes, fork lifts, tractors, etc. which are not able to sustain normal road speed limits, or any vehicles which are over-width or over-height are not considered suitable for testing.

VEHICLES AND LOADS REQUIRED FOR CBT&A

TRAINING AND ASSESSMENTS IN A LADEN VEHICLE

- All loads must be fully secured and covered where appropriate.
- There are no restrictions of the type of load carried other than those mentioned above and that all requirements concerning carriage of load must meet load restraint requirements as stated in the current 'Load Restraint Guide'.
- The laden vehicle must have a mass, which is at least 75% of the maximum mass allowable over each axle group (excluding buses).

ASSESSMENT VEHICLES

CLASS HR

- A three or more axle rigid vehicle, with a registered GVM greater than 15 tonnes.

CLASS HC

- Prime-Mover with bogie drive.
- Trailer with bogie or tri axles and a minimum length of 11 metres. **OR**
- A three or more axle rigid vehicle with a registered GVM greater than 15 tonnes and a GCM greater than 24 tonnes, towing a two or more axle (dual wheel) self-steering 'dog' trailer with a GVM greater than 9 tonnes.

BASIC VEHICLE ROADWORTHINESS CHECK FOR CBT&A

VEHICLE CHECK

The following is a basic vehicle roadworthiness check that must be carried out by the Accredited Instructors before the start of any CBT&A session.

All vehicles used for CBT&A must be registered, roadworthy and in a suitable condition for training purposes.

VEHICLE CHECKLIST

REGISTRATION

- All vehicles must be registered.

SPECIAL PURPOSE VEHICLES

- Vehicles such as fork-lifts, tractors, mobile cranes etc. which are not able to sustain normal road speed limits, or any over-width, over-height vehicles containing dangerous goods or live-stock, are not considered suitable for testing drivers.

WHEELS & TYRES

- Wheel nuts or lugs must not be missing.
- Tyres must have at least 1.5 mm tread depth on the surfaces which normally contact the road.
- Dual rear tyres must not be touching.

LIGHTS

- Lights must be complete (not broken or missing), clean and in good working order if the vehicle is used in periods of low visibility.
- Brake lights and turn signal (indicator) lights must work at all times.

SIGNS

- All vehicles must be fitted with the appropriate 'Rear Marker Plates'.
- All number plates must be clearly visible, undamaged and clean.
- Legal 'L' plates must be displayed so as to be clearly visible from the front and rear of the vehicle.

WINDSCREEN & WINDOWS

- Windows must be clean, open correctly and must not be broken or cracked.
- Windscreens must be clean, and must not be broken or cracked so as to obscure the driver's or the assessor's vision.
- Windscreen wipers must work effectively if needed in wet weather.

WARNING DEVICE (HORN)

- A horn or other audible warning device must be fitted and work effectively.

BODYWORK

- Bodywork must not have any jagged or protruding parts likely to cause injury.
- All doors must open and close properly.

BASIC VEHICLE ROADWORTHINESS CHECK FOR CBT&A

MIRRORS

- External mirrors must not be cracked or broken and must be clean.
- All mirrors should be properly secured.

LOAD & EQUIPMENT

- Check the load on the vehicle is correctly restrained together with any equipment which would normally be carried on the vehicle.

POSTURE & LEAKS

- Vehicle springs should not be broken or loose.
- Vehicles should not have excessive fluid leaks.
- Vehicles should not have excessive emissions.

DRIVER'S CABIN

- Cabin should be clean.
- Seats should be in good condition, clean and adjustable.
- Cabin should be sealed from the engine and fuel areas.
- Cabin/sleeper cab must not have excessive water leaks.

SEAT BELTS

- Seat belts must work properly and must not be damaged.
- Seat belts must be worn when legally required to do so.

GEAR CHANGING EVENTS

A gear changing event occurs at a location where gear changes may be required and one event may consist of several gear changes. The following items are three examples that would be classified as a location at which gear changing would be required.

1. Turning the vehicle to the left or right at an Intersection or Junction.
2. Entering and leaving a restricted speed zone (Road works, school zone / crossing).
3. Approaching and leaving a Stop or Give Way sign.

A gear changing event must be assessed on the approach and the exit of an event until normal speed is attained. This will be classified as one Gear Changing Event.

NOTE:

- A gear changing event must only be assessed at a place where, in the opinion of the Assessor, a gear change or changes are necessary.
- **Using the splitter only must not be recorded as a gear change when assessing a gear changing event.**
- **Automatic transmissions not applicable.**

PROGRESS CHECK LIST

(To be used by your Assessor)

Task Name: Entering and Leaving the Driver's Cab

Task Number: 1.01

Licence Class: HR and HC

Criteria Applications As Per Conditions

Learning Outcome:

The trainee will be able to enter and leave the driver's cab in a safe manner.

Conditions:

- Vehicle positioned parallel to the kerb or kerb line.
- The assessment to be conducted in typical driving situation.
- The Accredited Instructor to be in a position where clear vision of the trainee's performance can be monitored.

Standard:

The trainee will on 2 consecutive but on separate occasions and without assistance demonstrate entering and leaving the driver's cab in a safe manner, in full compliance with the 'Conditions' and 'Performance Criteria'.

Date task achieved by the Trainee

.../.../...

SIGNATURES
Trainee

.....
Accredited Instructor

..... Inst No. **C**.....

Performance Criteria:

PART A

When entering the driver's cab the trainee will:

Approach the driver's cab from the front of the vehicle, being aware of approaching traffic.

Use the steps, foot-holds and grab handles, if fitted to the vehicle.

Not use the steering wheel for leverage.

PART B

When leaving the driver's cab the trainee will:

Check the right mirror before opening the door, being aware of approaching traffic.

Use the steps, foot-holds and grab handles, if fitted to the vehicle.

Climb down from the cab backwards.

Not use the steering wheel for support.

Not jump down from the cab.

Leave the cab area by walking in a safe direction.

Please tick box on completion

Task Name: In Cab Preparation

Task Number: 1.02

Licence Class: HR and HC

Criteria Applications As Per Conditions

Learning Outcome:

The trainee will be able to systematically prepare the vehicle cab for safe driving and physically locate the operational controls.

Conditions:

- Parked and secured.
- Engine not running.
- Driver in driver's seat.
- Driver asked to "demonstrate cab drill".

Standard:

The trainee will on 2 consecutive but on separate occasions and without assistance demonstrate the 'In Cab Preparation' in sequence in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

If adjustments are not carried out, the Accredited Instructor is to judge whether the positioning is satisfactory without adjustment and mark accordingly.

Date task achieved by the Trainee

.../.../...

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. C.....

Performance Criteria:

The trainee will:

Close and secure all doors.

Check the parking brake is on.

Adjust seat for posture, comfort and able to **reach operational controls.** (Note)

Adjust mirrors for effective vision. (Note)

Locate operational controls.

Fasten and adjust seat belts.

Please tick box on completion

Task Name: Knowledge of Basic Controls

Task Number: 1.03

Licence Class: HR and HC

Criteria Applications As Per Conditions

Learning Outcome:

The trainee will be able to locate, and describe the operation and function of the various operational controls within the driver's cab.

Conditions:

- Parked and secured.
- Engine not running.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance locate, identify and describe the operation and function of all items listed.

Note:

1. The trainee to be assessed according to the controls fitted to the vehicle. If necessary, the Accredited Instructor may question the trainee on a maximum of 2 items.
- 2 **If this notation (*) is shown in any of the task criteria, it will signify that the part of the criteria will be applicable to Manual Vehicles only.**
- 3 The Accredited Instructor will nominate each control listed in the 'Performance Criteria'.

Date task achieved by the Trainee

.../.../.....

SIGNATURES
Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Performance Criteria:

- Ignition switch.
- Engine start button (If applicable).
- Engine stop button (If applicable).
- Signals.
- Hazard switch.
- Washers/wipers.
- Air conditioning/heating/demisters.
- All operational gauges and warning devices.
- All braking systems.
- Clutch and clutch pedal positions.
- Gear lever/shift console positions.
- All lighting systems internal/external.
- Others (as applicable to assessment vehicle).

Please tick box on completion

Task Name: Shutting Down the Engine

Task Number: 2.02

Learning Outcome:

The trainee will be able to safely shut down the engine of the vehicle, in accordance with the manufacturer’s guidelines, shut down and safety procedures.

Conditions:

- The assessment to be conducted in typical driving situations.
- The instruments and gauges are monitored to ensure the vehicle operation is safe according to manufacturer’s specification and safety rules.
- The checks are made of various components of the vehicle to ensure they are operational according to manufacturer’s specification and safety rules.

Operational gauges to check, may include:

- * Electrical - (Discharging)
- * Coolant - (engine temperature)

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate the shut down procedure in sequence, in full compliance, with the ‘Conditions’ and ‘Performance Criteria’.

Note:

1. The shut down procedure may vary depending on the type of vehicle, transmission used or the manufacturer’s specification.
2. Items marked (Note 2) in the criteria may be conducted out of sequence.
3. Before switching off the engine a cool down procedure may apply.

Date task achieved by the Trainee

.../.../.....

SIGNATURES
Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Manual Transmission

Shut Down procedure/sequence. (Note 1)

Apply the park brake.

Move gear lever into neutral.

Release brake pedal. (Note 2)

Release clutch pedal slowly. (Note 2)

Check operational gauges.

Pull out stop button and lock in “off” position (If applicable).

Switch off Ignition or Stop Button. (Note 3)

Operational gauges to check (may include):

- Pyrometer (Exhaust temperatures).
- Electrical (discharging).
- Coolant (engine temperature).

Automatic Transmissions

Shut Down procedure/sequence. (Note 1)

Apply the park brake.

Select neutral on the shift console.

If gear display does not show solid “N”, neutral has not yet been obtained.

Switch off Ignition or Stop Button. (Note 3)

Operational gauges to check (may include):

- Pyrometer (Exhaust temperatures).
- Electrical (discharging).
- Coolant (engine temperature).

Please tick box on completion

Please tick box on completion

Task Name: Changing and Selection of Gears

Task Number: 2.03 Transmission Type: _____

Licence Class: HR and HC

Criteria Applications As Per Conditions

Learning Outcome:

The trainee will be able to change up and down through all gears and select the appropriate gear for variable speeds in a safe and efficient manner on level ground, demonstrating competent operational skills with any type of transmission used.

Conditions:

- Road and traffic conditions which places slight demand on the trainee, with light to medium traffic.
- Intersections requiring stopping, slowing or turning.
- Level ground or with minimal gradient.
- **Vehicle Laden.**

Standard:

The Trainee will on 1 occasion and without any assistance demonstrate smooth and efficient gear changing without lurching, clashing or missing the intended gear, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. To allow up to 3 mischanged gears provided they are effectively managed.
2. Clutchless gear changing is not acceptable.
3. No unnecessary force placed on the gear lever.
4. Automatic transmissions must be assessed using manual mode.
5. The Gear Changing procedure may vary depending on the type of vehicle, transmission used or the manufacturer's specification.
6. The assessment of this task may be performed in conjunction with the training of other tasks

Date task achieved by the Trainee

.../.../.....

SIGNATURES
Trainee

.....
Accredited Instructor

..... Inst No. **C**.....

Performance Criteria:

Manual Transmission

Change up progressively through each gear **including** splitters (if applicable) **Minimum requirement, 2 sets.**

Change down progressively through each gear **excluding** first gear. **Minimum requirement, 2 sets.**

Select the appropriate gear for variable road speeds (skip change). **Minimum requirement, 3 sets.**

Skip change - suggested speeds.
80 - 50 kph and 60 - 25 kph.

Maintain smooth transition in gear changing.

Change gears without lurching, clashing or missing the intended gear.

Comply with rules of braking/steering.

Maintain complete vehicle control.

Automatic Transmissions (manual mode must be selected) (Note 4 & 5)

Demonstrate manual mode upshifts (3).

Demonstrate manual mode downshifts (3).

Explanation of Low Mode is essential if engine is not fitted with over speed protection (If applicable).

Maintain smooth transition when shift changing.

All shifts must be demonstrated without audible warning occurring.

Comply with rules of braking/steering.

Maintain complete vehicle control.

Please tick box on completion

Please tick box on completion

Task Name: Kerbside Stop – Level Ground

Task Number: 2.04

Learning Outcome:

The trainee will be able to slow, stop and secure the vehicle at a suitable location parallel to the kerb or kerbline in a safe and competent manner.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Level ground or with minimal gradient.
- Left lane with kerb or distinct edge.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate the stopping procedure in sequence. Bring the vehicle to a stop in suitable position, parallel to and no wider than 500 mm from the kerb or kerbline, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. Items marked (Note 1) in the criteria may be conducted out of sequence.
2. The measurement will be taken from the left extremity of the vehicle.
3. A single gear change may be allowed for adjustment to the kerb.

Date task achieved by the Trainee

...../...../.....

SIGNATURES
Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Kerb Stop Procedure – Level Ground: (sequence)

Select the stopping place.

Check both external mirrors.

Signal intention (left signal).

Apply foot brake to slow the vehicle.

Clutch pedal down when engine speed is at idle speed while maintaining pressure on the brake pedal (If applicable).

When the vehicle has stopped apply parking brake.

Move the gear lever/shift console to the neutral position.

Cancel Signal. (Note 1)

Release the brake pedal. (Note 1)

Release the clutch pedal (If applicable). (Note 1)

Open the passenger door (bus only).

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Moving Away from the Kerb – Level Ground

Task Number: 2.05

Learning Outcome:

The trainee will be able to move the vehicle away from the kerb in a safe and competent manner, complying with all legal requirements.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Level ground or with minimal gradient.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least 2 shifts from first gear, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. Slipping the clutch to excess is not acceptable.

Date task achieved by the Trainee

...../...../.....

SIGNATURES
Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Moving Off Procedure – Level Ground: (sequence)

Check that the park/trailer brake is on.

Close the passenger door (bus only.)

Check both external mirrors for approaching traffic.

Signal in the appropriate direction (for a minimum of 5 seconds).

Clutch pedal down (If applicable).

Select the appropriate gear.

Apply the appropriate power.

Release clutch to friction point and hold (If applicable). (Note 1)

Check the appropriate blind spot areas, if clear;

Recheck the left mirror.

Release the park/trailer brake.

Release the clutch pedal slowly (If applicable) and;

Increase power as required.

Check that the signal has cancelled.

Maintain forward momentum.

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Kerbside Stop – Uphill Gradient

Task Number: 2.06

Learning Outcome:

The trainee will be able to slow, stop and secure the vehicle at a suitable location parallel to the kerb or kerbline in a safe and competent manner.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Road with a suitable uphill gradient.
- Left lane with kerb or distinct edge.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate the stopping procedure in sequence. Bring the vehicle to a stop in suitable position, parallel to and no wider than 500 mm from the kerb or kerb line, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. Items marked (Note 1) in the criteria may be conducted out of sequence.
2. The measurement will be taken from the left extremity of the vehicle.
3. A single gear change may be allowed for adjustment to the kerb.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Kerb Stop Procedure - Uphill: (sequence)

Select the stopping place.

Check both external mirrors.

Signal intention (left signal).

Apply foot brake to slow the vehicle.

Clutch pedal down when engine speed is at idle speed while maintaining pressure on the brake pedal (If applicable).

When the vehicle has stopped apply parking brake.

Move the gear lever/shift console to the neutral position.

Cancel Signal. (Note 1)

Release the brake pedal. (Note 1)

Release the clutch pedal (If applicable). (Note 1)

Open the passenger door (bus only).

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Moving Away from the Kerb Uphill Gradient

Task Number: 2.07

Learning Outcome:

The trainee will be able to move the vehicle away from the kerb or kerb line in a safe and competent manner, complying with all legal requirements.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Road with a suitable uphill gradient.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least 2 shifts from first gear, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. Slipping the clutch to excess is not acceptable.
2. **If this notation (*) is shown in any task criteria, it will signify that part of the criteria will be applicable to Manual Vehicles only.**

Date task achieved by the Trainee

...../...../.....

SIGNATURES
Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Moving Off Procedure - Uphill: (sequence)

Check that the park/trailer brake is on.

Close the passenger door. **(bus only)**

Check both external mirrors for approaching traffic.

Signal in the appropriate direction (for a minimum of 5 seconds).

Clutch pedal down (If applicable).

Select first gear *. (Note 2)

Automatics – Select the desired mode and starting gear on the shift console depending on load and gradient.

Apply the appropriate power.

Release clutch to friction point and hold (If applicable). (Note 1)

Check the appropriate blind spot areas, if clear;

Recheck the left mirror.

Release the park/trailer brake.

Release the clutch pedal slowly (If applicable) and;

Increase power as required.

Check that the signal has cancelled.

Maintain forward momentum.

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Kerbside Stop – Downhill Gradient

Task Number: 2.08

Learning Outcome:

The trainee will be able to slow, stop and secure the vehicle at a suitable location parallel to the kerb or kerb line in a safe and competent manner.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Road with a suitable downhill gradient.
- Left lane with kerb or distinct edge.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate the stopping procedure in sequence. Bring the vehicle to a stop in suitable position, parallel to and no wider than 500 mm from the kerb or kerb line, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. Items marked (Note 1) in the criteria may be conducted out of sequence.
2. The measurement will be taken from the left extremity of the vehicle.
3. A single gear change may be allowed for adjustment to the kerb.

Date task achieved by the Trainee

.../.../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Kerb Stop Procedure - Downhill: (sequence)

Select the stopping place.

Check both external mirrors for approaching traffic.

Signal intention (left signal).

Apply foot brake to slow the vehicle.

Clutch pedal down when engine speed is at idle while maintaining pressure on the brake pedal (If applicable).

When the vehicle has stopped apply parking brake.

Move the gear lever/shift console to the neutral position.

Check that the signal has cancelled. (Note 1)

Release the brake pedal. (Note 1)

Release the clutch pedal (If applicable). (Note 1)

Open the passenger door (bus only).

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Moving Away from the Kerb – Downhill Gradient

Task Number: 2.09

Learning Outcome:

The trainee will be able to move the vehicle away from the kerb or kerb line in a safe and competent manner, complying with all legal requirements.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Road with a suitable downhill gradient.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least 2 shifts from the initial gear, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. Slipping the clutch to excess is not acceptable.
2. After moving off Skip changing will be allowed.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Moving Off Procedure - Downhill: (sequence)

Check that the park/trailer brake is on.

Close the passenger door (bus only).

Check both external mirrors for approaching traffic.

Signal in the appropriate direction (for a minimum of 5 seconds).

Clutch pedal down (If applicable).

Select the appropriate gear.

Apply the appropriate power.

Release clutch to friction point and hold (If applicable). (Note 1)

Check the appropriate blind spot areas, if clear;

Recheck the left mirror.

Release the park/trailer brake.

Release the clutch pedal slowly (If applicable) and;

Increase power as required.

Check that the signal has cancelled.

Maintain forward momentum.

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Driving Straight Ahead at Various Controlled Intersections and Pedestrian Crossings

Task Number: 2.10

Learning Outcome:

The trainee will be able to apply basic give way rules and safe driving strategies in compliance with the system of vehicle control, while driving in a safe and competent manner through intersections controlled by traffic lights and regulatory signs.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Level ground or with minimal gradient.

- Minimum requirements per each occasion with at least 1 from each item below where an actual decision relating to other traffic is made:
 - Traffic lights (2)
 - Stop signs (1)
 - Give way signs (1)
 - Roundabouts (1)
 - Pedestrian crossings (1)

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance drive through various intersections, in full compliance with the 'Conditions' and 'Performance Criteria'. This task must be assessed at no less than 80% accurate compliance with the 'System of Vehicle Control'.

Note:

If any one of the following items, namely, Traffic lights, Intersections, Roundabouts is not available at the assessment location the trainee must do the additional turns from one of the other items listed under minimum requirements until the minimum requirement for the missing item has been met.

Date task achieved by the Trainee

..../...../.....

SIGNATURES
Trainee

.....
Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Apply forward planning and anticipation techniques.

Comply with the system of vehicle control.

On the approach the vehicle is slowed down sufficiently prior to negotiating the hazard safely (A single gear change may be required *).

Apply observation techniques, checking to the right and left before entering the hazard.

Slow, stop and accelerate smoothly where necessary.

Stop the vehicle in the correct position when faced with a stop line or sign.

Selection of gaps that are safe and do not slow or impede the traffic flow.

Comply with the Australian Road Rules at all times.

Please tick box on completion

Additional Notes:

- Apply all the criteria listed above to all items listed under minimum requirements recorded under conditions.
- Changing down through each gear on the approach to the hazard is **not** acceptable.

**Task Name: Turning at Various Intersections/T Intersections
Left Turns Only**

Task Number: 2.11

Learning Outcome:

The trainee will be able to apply basic give way rules and safe driving strategies in compliance with the system of vehicle control, while turning the vehicle to the left into and out of various types of intersections and "T" Intersections.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Level ground or with minimal gradient.
- **Turning the vehicle on minimal gradient must be included.**

- **Minimum requirements per each occasion (With at least 1 from each item below where an actual decision relating to other traffic is made):**
 - Traffic lights - single lane (2), multi lane (2)
 - Intersections - controlled (1), uncontrolled (1)
 - "T" Intersections - narrow street onto multi laned road (1)
- multi laned road into narrow street (1)
- roundabouts (1)

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance turn the vehicle to the left at the various types of Intersections and "T" Intersections, in full compliance with the 'Conditions' and 'Performance Criteria'. This task must be assessed at no less than 80% accurate compliance with the 'System of Vehicle Control'.

Note:

If any one of the following items, namely, Traffic lights, Intersections, Roundabouts is not available at the assessment location the trainee must do the additional turns from one of the other items listed under minimum requirements until the minimum requirement for the missing item has been met.

Date task achieved by the Trainee

.../.../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. C.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

The correct course is selected.

The mirror, signal, approach and observation is correct to the system of vehicle control.

The vehicle is slowed down sufficiently (and the correct gear selected and engaged prior to negotiating the turn *).

Check left external mirror just prior to the rear wheels reaching the apex of the turn.

The vehicle is stable throughout the turn.

Maintain the correct position throughout the turn.

Comply with rules of braking and steering.

Stop the vehicle in the correct position when faced with a stop line or sign.

Slow, stop and accelerate smoothly where necessary.

Selection of gaps which are safe and do not slow or impede the traffic flow.

Comply with the Australian Road Rules at all times.

Additional Notes :

- Apply all the criteria listed above to all items listed under minimum requirements recorded under conditions.
- Changing down through each gear on the approach to the hazard is **not** acceptable.

Please tick box on completion

**Task Name: Turning at Various Intersections/T Intersections
Right Turns Only**

Task Number: 2.12

Learning Outcome:

The trainee will be able to apply basic give way rules and safe driving strategies in compliance with the system of vehicle control, while turning the vehicle to the right into and out of various types of Intersections and "T" Intersections.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Level ground or with minimal gradient.
- **Turning the vehicle on minimal gradient must be included..**

- **Minimum requirements per each occasion (With at least 1 from each item below where an actual decision relating to other traffic is made):**
 - Traffic lights - single lane (2), multi lane (2)
 - Intersections - controlled (1), uncontrolled (1)
 - "T" Intersections - narrow street onto multi laned road (1)
- multi laned road into narrow street (1)
- roundabouts (1)

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance turn the vehicle to the right at the various types of intersections and "T" Intersections, in full compliance with the 'Conditions' and 'Performance Criteria'. This task must be assessed at no less than 80% accurate compliance with the 'System of Vehicle Control'.

Note:

If any one of the following items, namely, Traffic lights, Intersections, Roundabouts is not available at the assessment location the trainee must do the additional turns from one of the other items listed under minimum requirements until the minimum requirement for the missing item has been met.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. C.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

The correct course is selected.

The mirror, signal, approach and observation is correct to the system of vehicle control.

The vehicle is slowed down sufficiently (and the correct gear selected and engaged prior to negotiating the turn *).

Check the right external mirror just prior to the rear wheels reaching the apex of the turn.

The vehicle is stable throughout the turn.

Maintain the correct position throughout the turn.

Comply with rules of braking and steering.

Stop the vehicle in the correct position when faced with a stop line or sign.

Slow, stop and accelerate smoothly where necessary.

Selection of gaps which are safe and do not slow or impede the traffic flow.

Comply with the Australian Road Rules at all times.

Additional Notes :

- Apply all the criteria listed above to all items listed under minimum requirements recorded under conditions.
- Changing down through each gear on the approach to the hazard is **not** acceptable.

Please tick box on completion

Task Name: Gear Changing Events

Task Number: 2.13

Learning Outcome:

The trainee will be able to demonstrate smooth and efficient gear changing and gear selection appropriate to road and traffic conditions, in a safe manner, on level, uphill and downhill gradients.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- Road conditions allowing speeds up to 60 - 80 kph.
- Intersections requiring stopping, slowing or turning.
- Road with suitable gradient.
- **Vehicle Laden.**

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance demonstrate smooth efficient gear changing without lurching, clashing or missing the intended gear. In full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. For information on Gear Changing Events refer to page 8.
2. Clutchless gear changing is not acceptable.
3. No unnecessary force placed on the gear lever when engaging a gear.
4. Automatic/AutoShift Transmissions – gear changing events (not applicable).

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

The trainee will record all gear changing events throughout any assessment period to a minimum requirement of 20 successive gear changing events. (See note 4).

Change gears smoothly and efficiently.

Select step or skip shifts according to road and traffic situations.

Always be in an appropriate gear (for the road speed, terrain, traffic and engine speed, and engine efficiency).

Do not coast in neutral or in gear (ie, with the clutch disengaged).

Apply progressive gear changing when required.

Please tick box on completion

Task Name: Changing Lanes, Apply System

Task Number: 2.14

Learning Outcome:

The trainee will be able to safely and competently change lanes to right and left while complying with the system of vehicle control.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Level ground or with minimal gradient.
- A minimum of 3 lane changes to the right and 3 to the left over a distance of not less than 5 km on each individual occasion, where conditions allow.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance change lanes to the right and left., in full compliance with the 'Conditions' and 'Performance Criteria'. This task must be assessed at no less than 80% accurate compliance with the 'System of Vehicle Control'.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Apply forward planning techniques.

Select gaps that are safe and do not slow down or impede other traffic, and;

Check both external mirrors for approaching traffic.

Signal intention.

Check blind spot area. If clear, then;

Complete the lane change in safety.

Cancel signal.

Maintain the correct vehicle position.

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Safe Driving Strategies

Task Number: 2.15

Learning Outcome:

1. The trainee will be able to competently maintain adequate progress, safe following distance, passing clearances and appropriate positioning of the vehicle for improved forward observation on any unlaned or multi laned road.
2. Demonstrate compliance with the “system of vehicle control” when approaching potential hazards.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- Level ground or with minimal gradient.
- The assessment must be conducted over a distance of not less than 5 km on each individual occasion.
- Interaction with other traffic must be evident.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance safely negotiate busy roads, in full compliance with the ‘Conditions’ and ‘Performance Criteria’. This task must be assessed at no less than 80% accurate compliance with the ‘System of Vehicle Control’.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Maintain a safe following distance (minimum 3 to 4 seconds, depending on road conditions).

Maintain a safe passing distance from parked vehicles or similar hazards.

Maintain adequate progress (take safe opportunities when they arise).

Apply the system of vehicle control when approaching potential hazards.

Select and engage the appropriate gear when required (If applicable).

Apply smooth and controlled acceleration and braking.

Apply observation techniques:

- Planning, look well ahead.
- Regularly monitor left and right mirrors.
- Check blind spot areas when required.

Check both external mirrors in merge situations.

Maintain correct vehicle position.

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Hills and Open Road Drive and Review

Task Number: 2.16

Learning Outcome:

The trainee will safely control the vehicle and demonstrate the correct and accurate compliance with the system of vehicle control, road craft and observation skills during a hills and open road drive.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Open road with frequent bends and curves.**
- Freeway or dual carriageway or otherwise major lane marked highway with change of gradient.
- The degree of gradient must be sufficient to allow gear changing from middle high range to middle low range or equivalent depending on the type of gearbox.
- **Vehicle Laden.**
- The assessment must be conducted over a minimum period of 40 minutes of continuous driving.
- The assessment route must be developed by the assessor to allow for a comprehensive assessment covering all items in the 'Performance Criteria'.
- The trainee must not be trained on or have any prior knowledge of the assessment route.
- Part of the assessment may be conducted on formed or gravel roads.
- This task must be successfully completed by the trainee and signed off by the Accredited Instructor, before the assessment of task 2.17 may commence.

Standard :

The trainee will on 1 occasion and without any assistance demonstrate as directed, a safe, efficient and competent drive. In full compliance with the 'Conditions' and 'Performance Criteria'. Any item where the trainee has not achieved the standard requirement, a review of those items must be completed within the same assessment period, otherwise the whole assessment must be re-assessed in full. This task must be assessed at no less than 80% accurate compliance with:

- The 'System of Vehicle Control'
- Safe Driving Strategies.
- Gear Changes (as per the procedure)
- Automatic/AutoShift Transmissions – gear changes (not applicable).

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. C.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

The Trainee will, when

Turning the vehicle to the left or right.

- Apply the system of vehicle control.
- Do not mount any wheel on the kerb.

Driving through hills.

- Regularly monitor left and right mirrors.
- Maintain adequate progress.
- Competently and efficiently operate all controls.
- Effectively use the gears.
- Demonstrate at least 3 down changes of gears (excluding splitters – half gears) when ascending steep gradients.
- Engage the appropriate gear before descending.
- Automatic Transmissions – manual/hold mode (“H”) must be selected and appropriate gear selected prior decent.
- Use the method of skip changing when appropriate.
- Use the retarders when necessary (If fitted).

Driving on unlaned and laned roads.

- Maintain the correct position.
- Do not straddle lane lines.
- Apply forward observation.
- Maintain the correct position when being overtaken.

Driving through curves and bends.

- Apply observation technique.
- Adjust to an appropriate speed and gear prior to entering the curve or bend.
- Maintain the correct vehicle position through the curves and bends.

Comply with the Australian Road Rules at all times.

Please tick box on completion

Task Name: Hills and Open Road Drive and Review

Task Number: 2.16 - Continued

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria - continued:

Entering and leaving higher speed roads

- Maintain a safe speed for entering and leaving.
- Apply observation techniques.
- Give adequate signal to other vehicles.
- Comply with the Australian Road Rules.

General Drive Component

- Adopt safe driving practices.
- Maintain adequate progress throughout the drive taking opportunities when they arise that are safe.
- Maintain safe passing distances from parked vehicles.
- Maintain a safe following distance behind the vehicle directly in front.
- Apply all observation techniques:
 - Looks well ahead.
 - Frequently check external mirrors.
 - Maintains awareness all round the vehicle.
 - Check blind spot areas when applicable.
- Comply with system of vehicle control.
- Comply with State Legislation.
- Comply with the Australian Road Rules.

Note:

1. After the primary assessment and feedback session, further retraining and reassessments may be conducted so long as it is within the same assessment period of the lesson.
2. All road law faults identified during an assessment must be reassessed by 2 satisfactory demonstrations.
3. All other components of the drive must be assessed at 80% accurate compliance with the 'System of Vehicle Control', and be re-assessed as per the required standard.

Date task
achieved by
the Trainee

.../.../...

SIGNATURES
Trainee

.....
Accredited Instructor

..... Inst No. **C**.....

STANDARD COMPLIANCE

**APPLICABLE TO COMPLIANCE SHEETS 2 & 2A and
TASKS 2.16 and 2.17**

(80% applies to the system of vehicle control only)

- Entering and leaving high speed roads.....100%
- Turning the vehicle left/right.....80%
- Driving through hills.....80%
- Driving on lane/unlaned roads.....80%
- Driving through curves/bends.....80%

GENERAL DRIVE COMPONENT

- Observation techniques.....80%
- System of vehicle control.....80%
- Comply with State Legislation.....100%
- Comply with the Australian Road Rules.....100%

Task Name: Final Drive and Review

Task Number: 2.17

Learning Outcome:

The trainee will be able to demonstrate the ability to safely negotiate busy roads and accurately perform all the driving tasks as per the task criteria of all items recorded in the 'Performance Criteria'.

Conditions:

- Road and traffic conditions which will place a high demand on the trainee, with medium to heavy traffic.
- **Vehicle Laden.**
- The assessment and review of this task must be conducted in accordance with Procedure No. 2.17 recorded in the operator's manual
- The assessment route must be developed by the assessor to allow for a comprehensive assessment covering all items listed in the 'Performance Criteria'.
- The trainee must not be trained on or have any prior knowledge of the assessment route.
 - Part of the assessment may be conducted on formed or gravel roads.
 - For information on 'Gear Changing Events' refer to page 8.
- All tasks in this 'Trainee Guide' must be successfully completed before the assessment of this task.

Minimum Requirements (with at least 1 from each item listed below where an actual decision relating to other traffic is made.)

Traffic Lights	Left Turns	Right Turns	Straight Ahead
Single Turn Lanes	(2)	(2)	(1)
Multi Turn Lanes	(1)	(1)	(-)
On M/ Laned Rds	(2)	(2)	(-)
Off M/ Laned Rds	(2)	(2)	(-)
(Into narrow st.)			
Roundabouts	(1)	(1)	(1)
Lane Changes	(2)	(2)	(-)

Standard:

The trainee will on 1 occasion and without any assistance demonstrate as directed a safe, efficient and competent drive. In full compliance with the 'Conditions' and 'Performance Criteria'. Any item where the trainee has not achieved the standard requirement, a review of those items must be completed within the same assessment period, otherwise the whole assessment must be re-assessed in full. This task must be assessed at no less than 80% accurate compliance with:

- The 'System of Vehicle Control'.
- Safe Driving Strategies.
- Gear Changing Events (as per the procedure)
- Automatic transmissions – gear changing events (not applicable).

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Apply safe driving strategies:

- Maintain a minimum three to four second gap behind the vehicle directly in front.
- Maintain safe passing distances from parked vehicles or other traffic.
- Maintain correct vehicle position on carriageways.

Apply observation and planning techniques:

- Looks well ahead.
- Regularly monitor left and right mirrors.
- Maintain adequate progress.

- Complete all items listed under 'Minimum Requirements'.
- Comply with State Legislation.
- Comply with the Australian Road Rules.
- Gear Changing Events must be assessed as a separate item throughout the assessment period as per the procedure, and to be recorded in conjunction with the assessment of the items listed in the Range Statement, under minimum requirements *.
- Negotiate successive left and right turns as per task criteria at: traffic lights, off major roads, onto major roads without traffic lights, roundabouts, intersections or "T" intersections with stop or give way signs as per Tasks 2.10, 2.11, 2.12. Refer recording sheet for standard compliance.
- Performing all lane changes as per Task 2.14.

Please tick box on completion

Task Name: Couple Prime Mover to Trailer

Task Number: 3.01

Learning Outcome:

The trainee will be able to demonstrate the correct procedure for coupling the Prime Mover to the trailer in a safe and competent manner.

Conditions:

- A safe area of hard standing which is level and free of traffic.
- A prime mover and trailer which are compatible.
- At the start of the assessment, the trailer to be safely secured with the prime mover positioned forwards of the trailer by no less than 10 metres and in an offset position no less than 1.5 metres from the left extremity of the trailer.
- Safe pedestrian access around the vehicle.

Standard:

The trainee will on 2 consecutive but on separate occasions and without assistance couple the Prime Mover to the trailer in a safe and efficient manner, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. The procedure could change depending on the vehicles equipment or the actual vehicle configuration. **The main emphasis must be placed on safety.**

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HC only

Criteria Applications As Per Conditions

Performance Criteria:

Align prime mover and trailer turntable to be within 30cm of trailer skid plate.

Check turntable jaws are open and aligned with the Kingpin.

Check height of trailer skid plate.

Return to cab and reverse the prime mover until the turntable is under the skid plate and stop before coupling.

Raise landing legs clear of ground by approx 1cm.

Connect the trailer by reversing the prime mover.

Check trailer and prime mover security by applying the **tug test**.

Visual inspection of the turntable to ensure safe coupling.

Connect brake air-lines and electrical lead.

Raise landing gear to full extent, and secure handle.

Remove wheel chocks where applicable.

Check operation of all lights and indicators on trailer and prime mover.

Return to cab and charge trailer brake air system.

Apply trailer brakes, release parking brake and perform a secondary (rolling) **tug test**.

Please tick box on completion

Task Name: Couple the Trailer to the Heavy Rigid Vehicle

Task Number: 3.01A

Learning Outcome:

The trainee will be able to demonstrate the correct procedure for coupling the **trailer** to a **heavy rigid vehicle** in a safe and efficient manner.

Conditions:

- A safe area of hard standing which is level and free of traffic.
- A heavy rigid vehicle and trailer which are compatible.
- At the start of the assessment, the trailer to be safely secured with the Heavy Rigid Vehicle positioned forwards of the trailer by no less than 10 metres and in an offset position no less than 1.5 metres from the left extremity of the trailer.
- A safe pedestrian access around the vehicle.

Standard:

The trainee will on 2 consecutive but on separate occasions and without assistance couple the trailer to the heavy rigid vehicle in a safe and competent manner, in full compliance with the 'Conditions' and 'Performance Criteria'.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HC (Heavy Rigid Truck and Trailer only)

Criteria Applications As Per Conditions

Performance Criteria:

Align the towing vehicle to the trailer.

Align the towing vehicle coupling to the trailer drawbar coupling

Ensure towing vehicle coupling is unlocked.

Ensure the drawbar is at the correct height.

Reverse towing vehicle and complete the coupling.

Apply the park brake.

Perform visual checks to ensure that the coupling is secure and locked.

Connect air lines, electrical lead and safety chains.

Check that all the lights are operating.

Secure the drawbar support leg.

Check trailer and towing vehicle security by applying the **tug test**.

Please tick box on completion

Task Name: Uncouple the Trailer from the Prime Mover

Task Number: 3.02

Learning Outcome:

The trainee will be able to demonstrate the correct procedure for uncoupling the prime mover from the trailer in a safe and efficient manner.

Conditions:

- A safe area of hard standing which is level and free of traffic.
- A prime mover coupled to a trailer.
- Unit parked and secured in a straight line.
- Safe pedestrian access around the vehicle.
- Wheel chocks and support leg packing to be available (If required).

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance uncouple the prime mover from the trailer in a safe and competent manner, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. The procedure could change depending on the vehicle equipment or the actual vehicle configuration. **The main emphasis must be placed on safety.**
2. Care should be taken when disconnecting the electrical leads, a firm grip around the adaptor is acceptable, pulling on the lead is not.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HC only

Criteria Applications As Per Conditions

Performance Criteria:

Check trailer is positioned on firm level ground.

Apply the park brakes on the prime mover.

Switch off emergency shut off valve. (If applicable)

Chock the trailer wheels. (If applicable)

Disconnect airlines and electrical lead.

Lower landing gear and support as required.

Release turntable jaws from the Kingpin.

Raise the trailer until significant weight is raised off the suspension (approximately 40 turns in low gear).

Drive the prime mover slowly forward until the two units are separated.

Please tick box on completion

Task Name: Uncouple Trailer from the Heavy Rigid Vehicle

Task Number: 3.02A

Learning Outcome:

The trainee will be able to demonstrate the correct procedure for uncoupling the **trailer** from the **heavy rigid vehicle** in a safe and competent manner.

Conditions:

- A safe area of hard standing which is level and free of traffic.
- A heavy rigid truck coupled to a trailer.
- Unit parked and secured in a straight line.
- Safe pedestrian access around the vehicle.
- Wheel chocks and support leg packing to be available (If required).

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance uncouple the trailer from the heavy rigid vehicle in a safe and competent manner, in full compliance with the 'Conditions' and 'Performance Criteria'.

Date task achieved by the Trainee

.../.../.....

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HC (Heavy Rigid Truck and Trailer only)

Criteria Applications As Per Conditions

Performance Criteria:

Position the vehicle with the trailer aligned on firm level ground.

Apply the park brake.

Chock and secure the trailer wheels. (If applicable)

Ensure the drawbar support leg is in place.

Disconnect the supply of air to the trailer.

Ensure brake air service is turned off and air lines disconnected, also 'safety chains', 'electrical line' and any 'auxiliary air line' (tailgate) is isolated and disconnected.

Release the locking mechanism.

Release the towing pin.

Drive the vehicle slowly until the two units are separated.

Please tick box on completion

Task Name: Reversing to the Left

Task Number: 3.03

Learning Outcome:

The trainee will be able to demonstrate the ability to reverse the vehicle into a limited space to the left, in a safe and competent manner.

Conditions:

- A straight wide kerbed road with suitable and safe opening to complete the manoeuvre in safety.
- Nil or minimal traffic.
- Clear of pedestrian activity.
- Movements are within limits of the vehicle and road dimensions.

Standard:

The trainee will on 2 consecutive but on separate occasions and without assistance safely reverse the vehicle to the left into a limited opening, of no more than 5 metres wide. The final position of the vehicle will be wholly within the bay, parallel to and within 1.5 metres of the kerb or kerblines, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

1. Riding the clutch is not acceptable.
2. When attempting this manoeuvre you must ensure that the corner selected is safe, and clearly visible to any other vehicles that may be approaching.
3. Prior to reversing, the Prime Mover must not be positioned at such an angle that will allow the vehicle to be on the incorrect side of the road. (unless the manoeuvre is conducted at an off road location, or on a narrow unsealed road in a country town).
4. For truck/trailer combinations, use of the locking pin is not allowed.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. C.....

Licence Class: HC only

Criteria Applications As Per Conditions

Performance Criteria:

Position the vehicle as per requirements.

Reverse the vehicle into a limited opening to the left.

Apply observation patterns including use of mirrors.

Reverse maintaining full vehicle control.

Complete the whole manoeuvre in one movement.

Controlled use of clutch and accelerator (If applicable).

Comply with all legal requirements.

Able to accurately steer the vehicle.

Complete the reversing in accordance with the standard.

Please tick box on completion

REVERSING PARAMETERS

- **A Heavy Rigid Vehicle and Trailer unit.**

The starting position for the reverse exercise (to the left) must be parallel to the kerb with the rear of the vehicle at least 5 metres from the opening / street; or

- **A 3 Axle Prime Mover**

The starting position for the reverse exercise (to the left) may be varied to an angle of up to 45 degrees from parallel with the rear of the vehicle at least 5 metres from the opening / street on the left. For additional information refer to your assessor.

Task Name: Reverse to the left

Task Number: 3.03A

Learning Outcome:

The trainee will be able to demonstrate the ability to reverse the vehicle into a limited space to the left.

REVERSING REQUIREMENTS

Start Position, rear of the vehicle not less than 5 metres and not more than 20 metres from the adjoining carriageway, parallel to and not more than 1 metre from the kerb.

Conditions:

- A straight kerb or Kerb-lined road with suitable openings to the left which will enable the trainee to complete the reversing requirements as per standard.
- Nil or minimal traffic.
- Clear of pedestrian activity.
- **Vehicle laden.**
- Movements are within limits of the vehicle and road dimensions.

Standard:

The trainee will on 2 consecutive but on separate occasions and without assistance safely reverse the vehicle to the left into a limited opening no more than 5 metres wide. The final position of the vehicle will be wholly within the bay or roadway, parallel to and within 500 mm of the kerb or kerblines, in full compliance with the 'Conditions' and 'Performance Criteria'

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR only

Criteria Applications As Per Conditions

Performance Criteria:

Position the vehicle as per requirements.

Reverse the vehicle into a limited opening to the left.

Apply observation patterns including use of mirrors.

Reverse maintaining full vehicle control.

Complete the whole manoeuvre in one movement.

Controlled use of clutch and accelerator (If applicable).

Comply with all legal requirements.

Able to accurately steer the vehicle.

Complete the reversing in accordance with the standard.

Please tick box on completion

Task Name: Reversing Straight Line

Task Number: 3.04

Learning Outcome:

The trainee will be able to reverse in a straight line within a given limited space from the kerb or kerblines in a safe and competent manner.

Conditions:

- Straight level road with kerb, kerb-line or clearly visible straight edge of at least 3 vehicle lengths.
- Nil or minimal traffic.
- Clear of pedestrian activity.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance reverse the vehicle in a straight line for at least 3 vehicle lengths staying within a required distance from the kerb or kerb line, (refer to the Reversing Parameters for requirements) in full compliance with the 'Conditions' and 'Performance Criteria'.

Reversing Parameters:

For HR vehicles, the distance from the kerb is within 500 mm.
For HC vehicles, the distance from the kerb is within 1.5 metres

Note:

1. For truck/trailer combinations, use of the locking pin is not allowed.

Date task achieved by the Trainee

...../...../.....

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

Position the vehicle parallel to and within the required distance from the kerb or kerblines.

Reverse the vehicle in a straight line for at least three complete vehicle lengths.

Maintain a distance from the kerb or kerblines of no greater than the required distance.

Apply observation techniques including use of mirrors.

Maintain full vehicle control.

Maintain smooth clutch and accelerator control (If applicable).

Comply with all legal requirements.

Complete the whole manoeuvre in one movement.

Please tick box on completion

Task Name: Check Stop Inspection

Task Number: 4.01

Licence Class: HR and HC

Criteria Applications As Per Conditions

Learning Outcome:

The trainee will be able to inspect the vehicle and its load for safe operation at a check stop inspection, in a safe and competent manner.

Conditions:

- **Vehicle laden.**
- Parked in suitable area with safe access to all sides of the vehicle.
- Check carried out after 45 minutes or 40 km after commencing the drive.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance identify and inspect certain areas of the vehicle and load and explain the reason for that inspection, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

The assessment of this task may be combined with Task 2.16, (Hills Drive) but must be assessed as a separate Task.

Date task
achieved by
the Trainee

.../.../...

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. **C**.....

Performance Criteria:

Areas of Inspection:

- Tyres
- Wheels
- Wheel Nuts
- Wheel Bearings
- Fluid Leaks
- Air Leaks
- Couplings (hoses and connections)
- Loose/missing/broken fittings
- Vehicle Posture
- Load security

Please tick
box on
completion

Task Name: Simulated Vehicle Breakdown

Task Number: 4.02

Learning Outcome:

The trainee will be able to demonstrate the safety procedures for a simulated breakdown.

Conditions:

- Open road with 80 kph or higher limit.
- Limited traffic.
- Firm ground, preferably sealed to the side of the road.
- An area that will not cause an obstruction.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance, on notification from the Accredited Instructor that a breakdown has occurred (eg tyre blow out) will bring the vehicle to a safe stop, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

The assessment of this task may be combined with Task 2.16, (Hills Drive) but must be assessed as a separate Task.

Date task achieved by the Trainee

.../.../...

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. C.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

The trainee will on notification from the Accredited Instructor:

Check mirrors and give adequate signal.

Slow vehicle in a controlled manner.

Select a suitable safe location.

Stop and secure the vehicle as soon as possible.

Switch on the hazard lights.

The trainee to describe the following:

- Placement of portable reflectors to the front and rear of the vehicle (50-150 metres).
- Placement of portable reflectors to the side of the vehicle nearest the centre of the road.

Please tick box on completion

Task Name: Pre-Departure Check

Task Number: 4.03

Learning Outcome:

The trainee will be able to perform the necessary external and internal safety checks on items listed and record any damage, leaks and obstructions which may limit operating capability.

Conditions:

- Vehicle parked and secured in a level non-traffic area with safe pedestrian access to all sides of the vehicle.
- Engine not running.
- Vehicle laden.
- Wiping cloth to be on hand.
- A blank pre-departure check list and pen.
- The Accredited Instructor to fill in the check list on direction from the trainee.
- The vehicle is visually inspected prior to operation, according to pre-operational functional safety check procedures, to ensure it is safe for operation.
- All components of the vehicle are checked to ensure they are free from damage, leaks and obstructions which may limit operating capability.
- The Accredited Instructor to state the area of inspection and question component identification where necessary.
- The Accredited Instructor to assist with the inspection under the direction of the trainee.

Standard:

The Trainee will on 2 consecutive but on separate occasions and without any assistance complete the vehicle check in a competent manner, and will locate, identify, inspect and state the required condition of all items listed in the Pre-Departure Check Sheet, in full compliance with the 'Conditions' and 'Performance Criteria'. All areas of inspection must be completed.

Date task achieved by the Trainee

.../.../...

SIGNATURES

Trainee

Accredited Instructor

..... Inst No. C.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Performance Criteria:

The trainee will:

Conduct a pre-vehicle check covering all items recorded on the 'Pre-Departure Check Sheet'

- Locate;
- Identify;
- Inspect and
- State the condition of each item.

Please tick box on completion

For the 'Pre-Departure Check sheet' refer to page 43.

Task Name: Post Operation Check

Task Number: 4.04

Learning Outcome:

The trainee will be able to perform a post operation check on the vehicle at the end of the drive and record any damage, leaks and obstructions which may limit operating capability.

Conditions:

- Vehicle parked and secured in a level non-traffic area with safe pedestrian access to all sides of the vehicle.
- Vehicle laden.
- A cool down procedure could apply.
- Wiping cloth to be on hand.
- A blank post operation check list and pen.
- The Accredited Instructor to fill in the check list on direction from the trainee.
- All components of the vehicle, that are listed in the criteria, are checked to ensure they are free from damage, leaks and obstruction which may limit operating capability. All areas of inspection must be completed.

Standard:

The trainee will on 2 consecutive but on separate occasions and without any assistance complete the vehicle check in a competent manner and will locate, identify, inspect and state the required condition of all items listed in the 'Post Operation Check Sheet', in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

The assessment of this task may be combined with Task 2.16, (Hills Drive) but must be assessed as a separate Task.

Date task achieved by the Trainee

.../.../...

SIGNATURES
Trainee

.....
Accredited Instructor

..... Inst No. C.....

Licence Class: HR and HC

Criteria Applications As Per Conditions

Post Operation Check Sheet

CHECK FOR OIL LEAKS	OK	N/A	COMMENTS
Engine			
Gear Box			
Differential			
All Axles and Bearing Heat			
CHECK TYRES FOR			
Condition (flat)			
Tread Lifting			
CHECK LIGHTS & REFLECTORS FOR DAMAGE			
CHECK FOR AIR LEAKS			
On Prime Mover			
On Trailer			
GENERAL			
Vehicle Posture			
Load properly secured if applicable			
Windscreen Damage			

PRE DEPARTURE CHECK SHEET

Visible Fluid Leaks

Oil	<input type="checkbox"/>	<input type="checkbox"/>
Fuel	<input type="checkbox"/>	<input type="checkbox"/>
Water/Coolant	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic oils	<input type="checkbox"/>	<input type="checkbox"/>

Audible Air Leaks

Registration - Prime Mover and Trailer/s

Current	<input type="checkbox"/>	<input type="checkbox"/>
Attached/Visible	<input type="checkbox"/>	<input type="checkbox"/>

Tyres

Pressure	<input type="checkbox"/>	<input type="checkbox"/>
Tread	<input type="checkbox"/>	<input type="checkbox"/>

Lights/Reflectors including Trailer/s

All lights working	<input type="checkbox"/>	<input type="checkbox"/>
All lenses intact	<input type="checkbox"/>	<input type="checkbox"/>
All reflectors intact/clean	<input type="checkbox"/>	<input type="checkbox"/>

Windscreen

No damage	<input type="checkbox"/>	<input type="checkbox"/>
Clean	<input type="checkbox"/>	<input type="checkbox"/>

Windscreen Wipers & Washers Serviceable

Fuel

Sufficient fuel for task	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Fault Reporting Book

In vehicle	<input type="checkbox"/>	<input type="checkbox"/>
------------	--------------------------	--------------------------

Panels and Bodywork

All panels and readily visible structural members secure	<input type="checkbox"/>	<input type="checkbox"/>
Panels for damage	<input type="checkbox"/>	<input type="checkbox"/>
Loads secured	<input type="checkbox"/>	<input type="checkbox"/>

Vehicle signs

Signs appropriate for the task are fitted (e.g. "L" plates, Road Train)	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------

Wheels

Security	<input type="checkbox"/>	<input type="checkbox"/>
----------	--------------------------	--------------------------

Trailers only

Landing legs up	<input type="checkbox"/>	<input type="checkbox"/>
Air lines securely coupled	<input type="checkbox"/>	<input type="checkbox"/>
Trailer electronics coupled and secure	<input type="checkbox"/>	<input type="checkbox"/>
Loads are secured	<input type="checkbox"/>	<input type="checkbox"/>

Mirrors

Secure	<input type="checkbox"/>	<input type="checkbox"/>
Clean	<input type="checkbox"/>	<input type="checkbox"/>

Air Tanks

Drained of all moisture	<input type="checkbox"/>	<input type="checkbox"/>
-------------------------	--------------------------	--------------------------

Gauges

Oil pressure	<input type="checkbox"/>	<input type="checkbox"/>
Air pressure	<input type="checkbox"/>	<input type="checkbox"/>
Low Air Warning Light	<input type="checkbox"/>	<input type="checkbox"/>

Prior to Moving Off (Vehicle with trailer/s attached only)

Tug Test	<input type="checkbox"/>	<input type="checkbox"/>
----------	--------------------------	--------------------------

TASKS 1.01 TO 2.09

ASSESSMENT COMPLIANCE SHEET No. 1

NAME:

TRANSMISSION TYPE:

		C = Min. Compliance per occasion																			
		FIRST OCCASION										SECOND OCCASION									
Enter Driver's Cab	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leave Driver's Cab	(1)	<input type="checkbox"/>																		
Driver Cab Drill	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Knowledge / Controls	(1)	<input type="checkbox"/>																		
Starting The Engine	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shut Down Engine	(1)	<input type="checkbox"/>																		
CHANGING GEARS:																					
Manual																					
Up Through Gears	(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Down Through Gears	(2)	<input type="checkbox"/>																		
Skip Changing	(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automatic/AutoShift																				
Up Through Gears	(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Down Through Gears	(3)	<input type="checkbox"/>																		
KERB STOP ON:																					
Level Ground	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Uphill Gradient	(1)	<input type="checkbox"/>																		
Downhill Gradient	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MOVING OFF ON:																				
Level Ground	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Uphill Gradient	(1)	<input type="checkbox"/>																		
Downhill Gradient	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

Tasks 2.10 – 2.15		COMPLIANCE SHEET 2				DATE:			
NAME:		LICENCE NO:				TIME COMPLETE:			
Minimum Compliance		FIRST OCCASION				Total	REVIEW If Required		Total
TASK 2.13 GEAR CHANGING EVENTS: Crash box - Std at least 80% Synchro - Std at least 90% Automatic - not applicable		(20)							
TASK 2.10 DRIVING STRAIGHT AHEAD AT:		Std.80%	Total %			Std.80%	Total %		
Traffic Lights	(2)								
Roundabouts	(1)								
Others									
TASK 2.11 TURNING LEFT AT:		Std.80%	Total %			Std.80%	Total %		
T/Lights Single Lane	(2)								
T/Lights Multi Lane	(2)								
Controlled Intersection	(1)								
Uncontrolled Intersection	(1)								
Onto Multi-lane Roads	(1)								
Off Multi-lane Roads (into a side street)	(1)								
Roundabouts	(1)								
Others									
TASK 2.12 TURNING RIGHT AT:		Std.80%	Total %			Std.80%	Total %		
T/Lights Single Lane	(2)								
T/Lights Multi Lane	(2)								
Controlled Intersection	(1)								
Uncontrolled Intersection	(1)								
Onto Multi-lane Roads	(1)								
Off Multi-lane Roads (into a side street)	(1)								
Roundabouts	(1)								
Others									
NEGOTIATE THE FOLLOWING:									
Stop Sign									
Give Way Sign									
Pedestrian Crossings									
TASK 2.14 CHANGING LANES:		Std.80%	Total %			Std.80%	Total %		
Left	(3)								
Right	(3)								
TASK 2.15 SAFE DRIVING STRATEGIES:		Std.80%	Total %			Std.80%	Total %		
1. Adequate Progress		<input type="checkbox"/>							
2. Forward Observation		<input type="checkbox"/>							
3. Road Position		<input type="checkbox"/>							
4. Safe Distance		<input type="checkbox"/>							
5. Vehicle Control		<input type="checkbox"/>							
Notes / Road Law:									

Tasks 2.10 – 2.15		COMPLIANCE SHEET 2A					DATE:						
NAME:		LICENCE NO:					START TIME OF ASSESSMENT:						
Minimum Compliance		SECOND OCCASION					Total	SPARE SECTION					
TASK 2.13 GEAR CHANGING EVENTS: Crash box - Std at least 80% Synchro - Std at least 90% Automatic - not applicable		(20)											
TASK 2.10 DRIVING STRAIGHT AHEAD AT:		Std.80%			Total %								
Traffic Lights		(2)											
Roundabouts		(1)											
Others													
TASK 2.11 TURNING LEFT AT:		Std.80%			Total %								
T/Lights Single Lane		(2)											
T/Lights Multi Lane		(2)											
Controlled Intersection		(1)											
Uncontrolled Intersection		(1)											
Onto Multi-lane Roads		(1)											
Off Multi-lane Roads		(1)											
<i>(into a side street)</i>													
Roundabouts		(1)											
Others													
TASK 2.12 TURNING RIGHT AT:		Std.80%			Total %								
T/Lights Single Lane		(2)											
T/Lights Multi Lane		(2)											
Controlled Intersection		(1)											
Uncontrolled Intersection		(1)											
Onto Multi-lane Roads		(1)											
Off Multi-lane Roads		(1)											
<i>(into a side street)</i>													
Roundabouts		(1)											
Others													
NEGOTIATE THE FOLLOWING:													
Stop Sign													
Give Way Sign													
Pedestrian Crossings													
TASK 2.14 CHANGING LANES:		Std.80%			Total %								
Left		(3)											
Right		(3)											
TASK 2.15 SAFE DRIVING STRATEGIES:		Std.80%			Total %								
1. Adequate Progress													
2. Forward Observation		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
3. Road Position													
4. Safe Distance		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
5. Vehicle Control													
Notes / Road law:													

DATE: _____

**ASSESSMENT COMPLIANCE SHEET No 4
(TASK 2.16 HILLS AND OPEN ROAD DRIVE)**

NAME: _____ TRANSMISSION TYPE: _____

GEAR CHANGES Standard compliance – Auto 100%, Synchro 90%, Non-Synchro 80%.													Total	Faults
All gear changes To be recorded														
Automatic/AutoShift Transmissions not applicable														
Gear changes when required on gradients														

SYSTEM – Standard compliance 80%													Total	Faults
Bends														
Turns														
Merging														
Lane Driving														
Others														

SAFE DRIVING STRATEGIES													Total	Faults
1. Adequate Progress														
2. Forward Observation														
3. Road Position														
4. Safe Distance														
5. Vehicle Control														

NON-COMPLIANCE WITH ROAD LAW	RE-ASSESSED	RESULT
Breach: _____		

SATISFACTORY / UNSATISFACTORY Points

DATE: _____ **ASSESSMENT COMPLIANCE REVIEW SHEET No 4A**

(TASK 2.16 HILLS AND OPEN ROAD DRIVE)

NAME: _____ TRANSMISSION TYPE: _____

GEAR CHANGES Standard compliance – Auto 100%, Synchro 90%, Non-Synchro 80%.													Total	Faults
All gear changes To be recorded														
Automatic/AutoShift Transmission not applicable														
Gear changes when required on gradients														

SYSTEM – Standard compliance 80%													Total	Faults
Bends														
Turns														
Merging														
Lane Driving														
Others														

SAFE DRIVING STRATEGIES											Total	Faults
1. Adequate Progress												
2. Forward Observation												
3. Road Position												
4. Safe Distance												
5. Vehicle Control												

NON-COMPLIANCE WITH ROAD LAW	RE-ASSESSED	RESULT
Breach: _____		

SATISFACTORY / UNSATISFACTORY Points

Task 2.17 FINAL DRIVE ASSESSMENT				DATE: _____		
NAME:		LICENCE NO:		START TIME:		
Minimum Compliance		PRIMARY ASSESSMENT		Total	No's	REVIEW
GEAR CHANGING EVENTS (Tick Box)	(20)					
Crash box - Minimum Std 80%	<input type="checkbox"/>					
Synchro - Minimum Std 90%	<input type="checkbox"/>					
Automatic - Not Applicable	<input type="checkbox"/>					
ON ROAD ASSESSMENTS PERFORMED:				<i>(Standard Required 80%)</i>		REVIEW
AT TRAFFIC LIGHTS:						
Single turning lane	L (2)					
	R (2)					
Multiple turning lanes	L (1)					
	R (1)					
	Straight (1)					
AT 'T' INTERSECTIONS:						
Onto Multi-lane Roads	L (2)					
	R (2)					
Off Multi-lane Roads	L (2)					
<i>(into a side street)</i>	R (2)					
AT OTHER CONTROLLED OR UNCONTROLLED INTERSECTIONS:						
	L					
	R					
	Straight					
AT ROUNDABOUTS:						
	L (1)					
	R (1)					
	Straight (1)					
CHANGING LANES:						
	L (2)					
	R (2)					
OTHERS:						
At Stop Signs:	(1)	To be included in any of the items list above.				
At Give Way Signs:	(1)					
SAFE DRIVING STRATEGIES Std 80%						
1. Adequate Progress		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Forward Observation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Road Position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Safe Distance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Vehicle Control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Total		
ROAD LAW ASSESSMENT:				<i>(Standard Required 100%)</i>		
BREACH				REASSESSMENT (2 X 100%)		
				ASSESSMENT RESULT <small>(Circle)</small>		
				COMPETENT NOT COMPETENT		
Others				<small>Examiner Signature</small>		<small>Number</small>

Task 2.17 FINAL DRIVE ASSESSMENT (EXTRA SHEET)				DATE: _____		
NAME: _____		LICENCE NO: _____		START TIME: _____		
Minimum Compliance		PRIMARY ASSESSMENT		Total	No's	REVIEW
GEAR CHANGING EVENTS (Tick Box)	(20)					
Crash box - Minimum Std 80% <input type="checkbox"/>						
Synchro - Minimum Std 90% <input type="checkbox"/>						
Automatic - Not Applicable <input type="checkbox"/>						
ON ROAD ASSESSMENTS PERFORMED: (Standard Required 80%)				REVIEW		
AT TRAFFIC LIGHTS:						
Single turning lane	L (2)					
	R (2)					
Multiple turning lanes	L (1)					
	R (1)					
	Straight (1)					
AT 'T' INTERSECTIONS:						
Onto Multi-lane Roads	L (2)					
	R (2)					
Off Multi-lane Roads	L (2)					
(into a side street)	R (2)					
AT OTHER CONTROLLED OR UNCONTROLLED INTERSECTIONS:						
	L					
	R					
	Straight					
AT ROUNDABOUTS:						
	L (1)					
	R (1)					
	Straight (1)					
CHANGING LANES:						
	L (2)					
	R (2)					
OTHERS:						
At Stop Signs:	(1)	To be included in any of the items list above.				
At Give Way Signs:	(1)					
SAFE DRIVING STRATEGIES Std. 80%						
1. Adequate Progress		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Forward Observation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Road Position		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Safe Distance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Vehicle Control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Total		
ROAD LAW ASSESSMENT: (Standard Required 100%)				Notes		
BREACH		REASSESSMENT (2 X 100%)		ASSESSMENT RESULT (Circle) COMPETENT NOT COMPETENT		
Others						
				Examiner Signature	Number	