



**Government  
of South Australia**

Department of Planning,  
Transport and Infrastructure

**TRAINEE GUIDE**

**FOR**

**LIGHT AND MEDIUM RIGID VEHICLES**

**(LR & MR)**

**COMPETENCY BASED TRAINING**

**AND**

**ASSESSMENTS**

---

**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**

#### **Instructor Authorisation**

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

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) LR/MR

Student Name:.....Permit Number:.....

Instructor No:.....Instructor Name:.....

( PLEASE PRINT NAME )

TASK No.	CBT & A TASKS	MDI No.	START DATE	DATE ASSESSED
	<b>INTRODUCTION TO THE VEHICLE</b>			
1.01	Entering and Leaving Driver's Cab			
1.02	In Cab Preparation			
1.03	Knowledge of Basic Controls			
	<b>DRIVING THE VEHICLE</b>			
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			
	<b>MANOEUVRES</b>			
3.01	Reverse – To the Left			
3.02	Reverse – Straight Line			
3.03	Reverse – Parallel Park			
3.04	U Turn Exercise (LR only)			
	<b>MISCELLANEOUS</b>			
4.01	Pre-Departure 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.

## TRAINING AND ASSESSMENT RECORD

DATE	TRAIN & ASSESS HOURS	TOTAL HOURS	INSTRUCTORS NAME COMMENTS

**The training and assessment hours recorded in the column above must only be the hours for the client who is issued with this book, for instance. If working with two clients to one Instructor ratio and the total hours for both clients were 6 hours, the hour recorded in the column above would be 3 hours.**

## STANDARDS CLARIFICATION

**ON TWO (2) CONSECUTIVE, BUT SEPARATE OCCASIONS MEANS:**

If you successfully demonstrate a task on the first occasion, the Instructor must do some other training not related to that task or may assess another task, but a minimum period of twenty (20) minutes must elapse before a second request of the original task is made to you. After that request, if you perform a further accurate demonstration of the original task without any additional training or assistance in that task, the Instructor will sign the task off. If the second request is unsuccessful, the task must be re-assessed from the beginning (i.e. on two (2) consecutive, but separate occasions).

## **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 any training and assessments being applied by your Instructor meets 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 I. D. at a Customer Service Centre, your driver's 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 '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](mailto: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)** If used will only affect the driver training, **not** the assessment procedure.

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## 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.

I.e. anything which will either cause you or have the potential to cause you to change speed or direction.

## FEATURE OF THE SYSTEM

### **THE APPROACH**

<b>NAME</b>	<b>OBJECT</b>
1. Course Selected	To determine the course to be taken to negotiate the hazard.
2. Mirrors/ and signal	To check for following traffic and overtaking traffic and to signal intention to other road users.
3. Brake	To reduce speed to <b>a safe rate of approach</b> 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 check for following and overtaking traffic and blindspots.
5. Evasive Action	To take evasive action if necessary eg. Horn warning. This is a very rare occurrence.
6. Normal Acceleration	To leave the hazard safely having regard to the <b>road surface</b> and <b>traffic conditions</b> .

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 be **registered**, in good condition and roadworthy.

The CBT&A may be conducted in either the Instructor's or the client's vehicle.

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

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

### DANGEROUS GOODS VEHICLES

- 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 the 'Registration and Licensing Section', DTEI and a current permit issued.

### 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

### TRAINING AND ASSESSMENTS IN A LADEN VEHICLE

- **The assessment on class LR may be conducted in a laden or unladen vehicle.**
- **The assessment on class MR must be conducted 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 LR

- **A two axle rigid vehicle more than 4.5 tonnes Gross Vehicle Mass (GVM) but not exceeding 8 tonnes GVM.**
- **A bus designed to carry more than 12 seated adult persons (including the driver) with a GVM not exceeding 8 tonnes**

#### CLASS MR

- **A two axle rigid vehicle more than 8 tonnes GVM.**

## **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 training or assessment sessions.

All vehicles used for CBT&A training and assessments must be in good condition and roadworthy.

### ***VEHICLE CHECKLIST***

#### **REGISTRATION**

- The assessment vehicle 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 ) and clean.
- Brake, turn signal lights must work.

#### **SIGNS**

- 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.

#### **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

### VEHICLE CHECKLIST ( *CONTINUED* )

#### MIRRORS

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

#### LOAD

- Check the vehicles load is properly restrained.
- If not secured have it secured.

#### 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.

#### 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 changing gears when assessing a gear changing event.

# **PROGRESS CHECK LIST**

(To be used by your Assessor)

**PROGRESS CHECK LIST**  
**TASKS TO BE PERFORMED**

TASK No.	DESCRIPTION	PAGE No.	CLASS	
			LR	MR
	<b>INTRODUCTION TO THE VEHICLE</b>			
1.01	Entering and Leaving Driver's Cab	11	✓	✓
1.02	In Cab Preparation	12	✓	✓
	<b>DRIVING THE VEHICLE</b>			
2.01	Starting Up Procedure	14	✓	✓
2.02	Shut Down Procedure	15	✓	✓
2.03	Gear Changing ( Basic )	16	✓	✓
2.04	Kerb Stop Procedure - Level Ground	17	✓	✓
2.05	Moving Off Procedure - Level Ground	18	✓	✓
2.06	Kerb Stop Procedure - Uphill	19	✓	✓
2.07	Moving Off Procedure - Uphill	20	✓	✓
2.08	Kerb Stop Procedure - Downhill	21	✓	✓
2.09	Moving Off Procedure - Downhill	22	✓	✓
2.10	Driving straight ahead at controlled Intersections and Pedestrian Crossings	23	✓	✓
2.11	Turning the Vehicle to the Left	24	✓	✓
2.12	Turning the Vehicle to the Right	25	✓	✓
2.13	Gear Changing Events	26	✓	✓
2.14	Changing Lanes, apply system	27	✓	✓
2.15	Safe Driving Strategies	28	✓	✓
2.16	Hills and Open Road Drive plus - review	29	✓	✓
2.17	<b>Final Drive and Review</b>	31	✓	✓

TASK No.	DESCRIPTION	PAGE No.	CLASS	
			LR	MR
	<b>MANOEUVRES</b>			
3.01	Reverse – To the Left	32	✓	✓
3.02	Reverse – Straight Line	33	✓	✓
3.03	Reverse – Parallel Park	34	✓	✓
3.04	U Turn Exercise	35	✓	✘
	<b>MISCELLANEOUS</b>			
4.01	Pre-Departure Check	36	✓	✓

**Task Name: Entering and Leaving the Driver's Cab**

**Task Number: 1.01**

**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 two (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

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SIGNATURES  
Trainee

Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**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**

**Licence Class: LR and MR**

**Task Number: 1.02**

**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 two (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

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**SIGNATURES**

Trainee

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Accredited Instructor

..... Inst No. ....

**Criteria Applications As Per Conditions**

**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**

**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 two (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 two (2) items.
- 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.**
3. The Accredited Instructor will nominate each control listed in the 'Performance Criteria'.

Date task achieved by the Trainee

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**SIGNATURES**

Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**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 / selector (all positions including neutral / park).

All lighting systems internal / external.

Others (as applicable to assessment vehicle).

Please tick box on completion

**Task Name: Starting the Engine**

**Task Number: 2.01**

**Learning Outcome:**

The trainee will be able to start the engine in accordance with the manufacturer's guidelines and start up procedure. Understand function and correct action when abnormal readings appear on various gauges.

**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.

After engine start up, operational gauges to check, may include:

- \* Oil pressure.                          Electrical charging.
- \* Coolant temperature.                  Coolant level.
- \* Air brake pressure.                      Ancillary monitors.
- \* Tachometer ( if fitted )

**Standard :**

The trainee will on two (2) consecutive but on separate occasions and without any assistance demonstrate the starting procedure in sequence without any assistance, in full compliance with the 'Conditions' and items listed in the 'Performance Criteria'.

**Note:**

1. The starting up procedure could change depending on the type of vehicle or the manufacturer's specification.

Date task achieved by the Trainee

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SIGNATURES

Trainee

Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Starting procedure / sequence. (Note)

Check that the parking brake is on.

Check that the gear lever is in neutral / park position.

Switch on ignition.

Check all operational gauges and warning devices.

Press stop-button to start position. (if applicable)

Clutch pedal down, unless air assisted \*.

Start the engine.

Check all operational gauges and warning devices again.

Release clutch pedal slowly \*.

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 two (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 could change depending on the type of vehicle or the manufacturers' 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 could apply.

Date task achieved by the Trainee

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Shut down procedure / sequence. (Note 1)

Apply the park brake.

Move gear lever into neutral / park position.

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):

- Electrical (discharging).
- Coolant (engine temperature).

Please tick box on completion



**Task Name: Changing and Selection of Gears**

**Task Number: 2.03**

**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.

**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, class MR only. For information refer to page 7.**

**Standard :**

The Trainee will on one (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 three (3) mischanged gears provided they are effectively managed.
2. Clutchless gear changing is not acceptable.
3. No unnecessary force placed on the gear lever.

Date task achieved by the Trainee

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Change up progressively through each gear **including** splitters (if applicable). **Minimum requirement, three (3)sets.**

Change down progressively through each gear **excluding** first gear. **Minimum requirement, three (3) sets.**

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

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, class MR only. For information refer to page 7.**
- Level ground or with minimal gradient.
- Left lane with kerb or distinct edge.

**Standard :**

The trainee will on two (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

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Stopping Procedure: (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 \*.

When the vehicle has stopped apply parking brake.

Move the gear lever to the neutral / park position.

Cancel Signal. (Note 1)

Release the brake pedal. (Note 1)

Release the clutch pedal \*. (Note 1)

Open the passenger door. ( bus only )

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, class MR only. For information refer to page 7.**
- Level ground or with minimal gradient.

**Standard :**

The trainee will on two (2) consecutive but on separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least two (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

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SIGNATURES  
Trainee

.....

Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Moving Off Procedure: (sequence)

Check that the park brake is on.

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

Check mirrors for approach traffic.

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

Clutch pedal down \*.

Select the appropriate gear.

Apply the appropriate power.

Release clutch to friction point and hold \*. (Note 1)

Check the appropriate blind spot areas, if clear;

Recheck the left mirror.

Release the park brake.

Release the clutch pedal slowly \* and;

Increase power as required.

Check that the signal has cancelled.

Maintain forward momentum.

Comply with all legal requirements.

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, class MR only. For information refer to page 7.**
- Road with a suitable uphill gradient.
- Left lane with kerb or distinct edge.

**Standard :**

The trainee will on two (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

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Stopping Procedure: (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 \*.

When the vehicle has stopped apply parking brake.

Move the gear lever to the neutral / park position.

Cancel Signal. (Note 1)

Release the brake pedal. (Note 1)

Release the clutch pedal \*. (Note 1)

Open the passenger door. ( bus only )

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, class MR only. For information refer to page 7.**
- Road with a suitable uphill gradient.

**Standard :**

The trainee will on two (2) consecutive but on separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least two (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

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Moving Off Procedure: (sequence)

Check that the park brake is on.

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

Check mirrors for approach traffic.

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

Clutch pedal down \*.

Select first gear.

Apply the appropriate power.

Release clutch to friction point and hold \*. (Note 1)

Check the appropriate blind spot areas, if clear;

Recheck the left mirror.

Release the park brake.

Release the clutch pedal slowly \* and;

Increase power as required.

Check that the signal has cancelled.

Maintain forward momentum.

Comply with all legal requirements.

Please tick box on completion

**Task Name: Kerbside Stop – Downhill Gradient**

**Task Number: 2.08**

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**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, class MR only. For information refer to page 7.**
- Road with a suitable downhill gradient.
- Left lane with kerb or distinct edge.

**Standard :**

The trainee will on two (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

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**Performance Criteria:**

Stopping Procedure: (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 \*.

When the vehicle has stopped apply parking brake.

Move the gear lever to the neutral / park position.

Check that the signal has cancelled. (Note 1)

Release the brake pedal. (Note 1)

Release the clutch pedal \*. (Note 1)

Open the passenger door. ( bus only )

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, class MR only. For information refer to page 7.**
- Road with a suitable downhill gradient.

**Standard :**

The trainee will on two (2) consecutive but on separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least two (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

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SIGNATURES  
Trainee

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Accredited Instructor

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**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Moving Off Procedure: (sequence)

Check that the park brake is on.

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

Check mirrors for approach traffic.

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

Clutch pedal down \*.

Select the appropriate gear.

Apply the appropriate power.

Release clutch to friction point and hold \*. (Note 1)

Check the appropriate blind spot areas, if clear;

Recheck the left mirror.

Release the park brake.

Release the clutch pedal slowly \* and;

Increase power as required.

Check that the signal has cancelled.

Maintain forward momentum.

Comply with all legal requirements.

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, class MR only. For information refer to page 7.**
- Level ground or with minimal gradient.
- Minimum requirements per each occasion with at least one (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 two (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 to 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

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SIGNATURES

Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**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 to 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.

Apply basic give way rules.

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, class MR only. For information refer to page 7.**
- Level ground or with minimal gradient.
- **Turning the vehicle on minimal gradient must be included.**
- **Minimum requirements per each occasion ( With at least one (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 two (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 to 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

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SIGNATURES  
Trainee

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Accredited Instructor

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**Licence Class: LR and MR**

**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.

Apply basic give way rules.

**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, class MR only. For information refer to page 7.**
- Level ground or with minimal gradient.
- **Turning the vehicle on minimal gradient must be included..**
- **Minimum requirements per each occasion (With at least one (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 two (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 to 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

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**SIGNATURES**

Trainee

Accredited Instructor

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**Licence Class: LR and MR**

**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.

Apply basic give way rules.

**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.
- **Vehicle laden, class MR only. For information refer to page 7.**
- Road conditions allowing speeds up to 60 - 80 kph.
- Intersections requiring stopping, slowing or turning.
- Road with suitable gradient.

**Standard :**

The trainee will on two (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 9.
2. Clutchless gear changing is not acceptable.
3. No unnecessary force placed on the gear lever when engaging a gear.

Date task achieved by the Trainee

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

The Accredited Instructor will record all gear changing events throughout any assessment period to a minimum requirement of 20 successive gear changing events.

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).

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**

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**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, class MR only. For information refer to page 7.**
- Level ground or with minimal gradient.
- A minimum of three (3) lane changes to the right and three (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 two (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 to the 'System of Vehicle Control'.

**Performance Criteria:**

Apply forward planning techniques.

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

Check mirrors for approaching traffic.

Signal intention.

Check blind spot area. If clear, then:

Complete the lane change in safety.

Cancel signal.

Apply basic give way rules.

Maintain the correct vehicle position.

Comply with all legal requirements.

Please tick box on completion

Date task achieved by the Trainee

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**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, class MR only. For information refer to page 7.**
- 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 two (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 to the 'System of Vehicle Control'.

Date task achieved by the Trainee

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SIGNATURES  
Trainee

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Accredited Instructor

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**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Maintain a safe following distance (minimum 3 to 4 seconds).

Maintain a safe 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.

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 the appropriate mirrors in merge situations.

Maintain correct vehicle position.

Comply with all legal requirements.

Apply basic give way rules.

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.
- **Vehicle laden, class MR only. For information refer to page 7.**
- 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.
- 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 one (1) occasion and without any assistance demonstrate as directed, a safe, efficient and competent drive, in full compliance with the 'Conditions' and 'Performance Criteria'. For 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 to:

- The 'System of Vehicle Control'
- Safe Driving Strategies.
- Gear Changing (as per the procedure)

Date task achieved by the Trainee

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SIGNATURES  
Trainee

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Accredited Instructor

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**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.
  - Not place any wheel on the kerb.
  - Comply with basic Give Way rules.
  
- 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 three (3) down changes of gears (excluding splitters – half gears) when ascending steep gradients.
  - Engage the appropriate gear before descending.
  - 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.
  - Not straddle lane lines.
  - Apply forward observation.
  - Maintain the correct position when being overtaken.
  
- Driving through curves and bends:
  - Apply observation techniques.
  - Adjust to an appropriate speed and gear prior to entering the curve or bend.
  - Maintain the correct vehicle position through the curves and bends.

Please tick box on completion

**Task Name: Hills and Open Road Drive and Review**

**Task Number: 2.16 - Continued**

**Licence Class: LR and MR**

**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 warning to other vehicles.
  - Comply with basic Give Way rules.
  
- General Drive Component:
  - Adopt safe driving practices.
  - Maintain adequate progress throughout the drive taking opportunities when they arise that are safe.
  - Maintain a safe distance from parked vehicles.
  - Maintain a safe following distance behind the vehicle directly in front.
  - Apply all observation techniques:
    - Look well ahead.
    - Frequently check external mirrors.
    - Maintain awareness all round the vehicle.
    - Check blind spot areas when applicable.
  - Comply with system of vehicle control.
  - Comply with all Road Rules.
  - Comply with all legal requirements.

**Notes :**

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 two (2) satisfactory demonstrations.
3. All other components of the drive must be assessed at 80% accurate compliance to the 'System of Vehicle Control', and be re-assessed as per the required standard.

Date task achieved by the Trainee

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SIGNATURES  
Trainee

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Accredited Instructor

..... Inst No. ....

**STANDARD COMPLIANCE**

**APPLICABLE TO TASKS 2.16 and 2.17**

**( 80% applies to system only )**

**%**

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

**GENERAL DRIVE COMPONENT**

- Observation techniques.....80
- System of vehicle control.....80
- Comply with all Road Rules.....100
- Comply with all legal requirements.....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, class MR only. For information refer to page 7.**
- 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 9.
- All tasks in this 'Trainee Guide' must be successfully completed before the assessment of this task.

**Minimum Requirements** (with at least one (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 one (1) occasion and without any assistance demonstrate as directed a safe, efficient and competent drive, in full compliance with the 'Conditions' and 'Performance Criteria'. For 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 to:

- The 'System of Vehicle Control'.
- Safe Driving Strategies.
- Gear Changing Events (as per the procedure)

**Licence Class: LR and MR**

**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 distance from parked vehicles or other traffic.
  - Maintain correct vehicle position on carriageway.
- Apply observation and planning techniques:
  - Look well ahead.
  - Regularly monitor left and right mirrors.
  - Maintain adequate progress.
- Complete all items listed under 'Minimum Requirements'.
- Comply with all road law requirements.
- Comply with all give way 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: Reverse to the left**

**Task Number: 3.01**

**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.
- **Vehicle laden, class MR only. For information refer to page 7.**
- Clear of pedestrian activity.

**Standard :**

The trainee will on two (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'

**NOTE:**

1. Coasting (clutch disengaged) is not acceptable.
2. When attempting this manoeuvre you must ensure that the corner selected is safe, and that the vehicle is clearly visible to any other vehicles that may be approaching.
3. When measuring the distance between the vehicle and the kerb or kerb line, the left most extremity of the vehicle body (e.g. edge of the tray) is the point from where the measurement is taken

Date task achieved by the Trainee

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**SIGNATURES**

Trainee .....

Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**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 \*.

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: Reverse Straight Line**

**Task Number: 3.02**

**Learning Outcome:**

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

**Conditions :**

- Straight level road with kerb, kerb-line or clearly visible straight edge of at least three (3) vehicle lengths.
- Nil or minimal traffic.
- **Vehicle laden, class MR only. For information refer to page 7.**
- Clear of pedestrian activity.
- This manoeuvre can be combined with Task 3.01 if the area selected is suitable to conduct both tasks.

**Standard :**

The trainee will on two (2) consecutive but on separate occasions and without any assistance reverse the vehicle in a straight line for at least three (3) vehicle lengths staying within 500 mm of the kerb or kerb line, in full compliance with the 'Conditions' and 'Performance Criteria'.

Date task achieved by the Trainee

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

SIGNATURES  
Trainee

.....

Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

Position the vehicle parallel to and within 500 mm of the kerb or kerbline.

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

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

Apply observation techniques including use of mirrors.

Maintain full vehicle control.

Maintain smooth clutch and accelerator control \*.

Comply with all legal requirements.

Complete the whole manoeuvre in one movement.

Please tick box on completion

**Task Name: Reverse Parallel Park**

**Task Number: 3.03**

Learning Outcome:

The trainee will be able to drive the vehicle forward out of a defined parking bay to an off set position, and then reverse back into the bay in a safe and competent manner.

**Conditions :**

- Exercise to start with the vehicle inside the bay so as to drive out and then reverse in.
- A clearly visible straight edge or line of cones in a safe area.
- **Vehicle laden, class MR only. For information refer to page number 7.**
- Nil Traffic or minimal traffic area.
- Clear of pedestrian activity.
- Marker cones to be available.
- Movements are within limits of the vehicle and road dimensions.
- Observation patterns are maintained throughout the manoeuvre (mirrors only).

**Standard :**

The trainee will on two (2) consecutive but on separate occasions and without any assistance safely drive the vehicle forward out of a defined parking bay to an off set position, then reverse back into the parking bay without touching the marker cones kerb or kerb line. In full compliance with the 'Conditions' and 'Performance Criteria'.

Date task achieved by the Trainee

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

SIGNATURES

Trainee

.....

Accredited Instructor

..... Inst No. ....

**Licence Class: LR and MR**

**Criteria Applications As Per Conditions**

Performance Criteria:

Position the vehicle within the bay and parallel to the kerb.

Apply the moving off procedure mirrors, signal and areas not covered by mirrors.

Position vehicle outside and forwards of the bay.

Before reversing the vehicle into the parking bay check for other approaching traffic.

Maintain appropriate observation patterns whilst reversing into parking the bay.

Reverse the vehicle into the parking bay without touching the poles, driving between the poles and kerb, or touching the kerb with any wheel.

Complete the manoeuvre with no more than two changes of direction.

On completion the vehicle must be:

- Parallel to the kerb.
- The left most extremity of the vehicle body (e.g. edge of the tray), is within 300 mm of the kerb or kerb line.
- Centrally positioned between the poles.

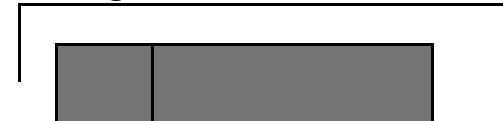
**Note:**

The poles must be placed at a distance of 1.5 metres from each end of the vehicle giving a total of 3 metres.

Please tick box on completion

**DIAGRAM OF THE PARKING BAY LAYOUT**

**Poles ⊕ Length of vehicle + 3 metres ⊕ Poles**



**Distance from the kerb = Width of vehicle + 300 mm**

---

**Kerb or Gutter**

**Task Name: "U" Turn Exercise**

**Task Number: 3.04**

**Learning Outcome:**

The trainee will be able to turn the vehicle around in the width of the road, with full steering control, a safe, legal and competent manner.

**Conditions :**

- Road and traffic condition which will place a high demand on the trainee, with medium to heavy traffic.
- The exercise must be conducted in an area where an actual decision relating to other traffic is made.
- **Vehicle Laden or unladen.**
- Level ground or with minimal gradient.

**Standard :**

The trainee will on two (2) consecutive but on separate occasions and without any assistance, safely complete the task, in full compliance with the 'Conditions' and 'Performance Criteria'.

**Note :**

1. If the trainee chooses to abort the 'U' Turn because of changed traffic conditions and the Assessor believes the decision is correct, a successful demonstration should be recorded. If the Assessor believes the decision is incorrect, an unsuccessful demonstration should be recorded.
2. If the vehicle mounts the kerb, the re-assessment must be conducted as a law point.

If another vehicle which is not required to give way under the Give Way Rules is impeded by the 'U Turn', the re-assessment must be conducted as a law point.

Date task achieved by the Trainee

.../.../...

**SIGNATURES**

Trainee .....

Accredited Instructor

..... Inst No. ....

**Licence Class: LR only**

**Criteria Applications As Per Conditions**

**Performance Criteria:**

**The trainee will:**

- Select a safe and suitable location to start the U' Turn;
- Check the mirrors. and signal intention in a reasonable time;
- Position the vehicle appropriately, safely and legally prior to and on completion of the turn;
- Completes the turn without reversing or striking the kerb;
- Does not unduly inconvenience other road users;
- Check the traffic in the appropriate directions at the appropriate time ( eg blind spots if applicable )
- Maintain full control of the steering throughout the turn.

Please tick box on completion

**Task Name: Pre-Departure Check**

**Task Number: 4.01**

**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, class MR only. For information refer to page number 7.**
- 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 two (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. ....

**Licence Class: LR and MR**

**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.

# 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"/>

## 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"/>
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## Audible Air Leaks

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

## Wheels

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

## Registration - Prime Mover and Trailer/s

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

## Tyres

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

## Mirrors

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

## Air Tanks

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

## Windscreen

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

## Windscreen Wipers & Washers Serviceable

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

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

## Fuel

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

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

## Fault Reporting Book

In vehicle	<input type="checkbox"/>	<input type="checkbox"/>
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**TASKS 1.01 TO 2.09 ASSESSMENT COMPLIANCE SHEET No. 1**

**NAME.....**

	(C)	C = Min. Compliance per occasion																			
		<b>FIRST OCCASION</b>										<b>SECOND OCCASION</b>									
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"/>	<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"/>
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"/>	<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"/>
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"/>	<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"/>
<b>CHANGING GEARS</b>																					
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"/>										
Down 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"/>										
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"/>										
<b>KERB STOP ON :</b>																					
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"/>	<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"/>
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"/>
<b>MOVING OFF ON :</b>																					
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"/>	<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"/>
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"/>

Tasks 2.10 – 2.15		COMPLIANCE SHEET 2				DATE: .....							
NAME:.....					PERMIT 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%)		(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													
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		<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"/>	
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													



Tasks 2.10 – 2.15		COMPLIANCE SHEET 2A					DATE: .....									
NAME:.....							PERMIT 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%)		(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 (into a side street)	(1)															
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 (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 %									
Left	(3)															
Right	(3)															
TASK 2.15 SAFE DRIVING STRATEGIES: Std.80%							Total %									
1. Adequate Progress																
2. Forward Observation																
3. Road Position																
4. Safe Distance																
5. Vehicle Control																
Notes																

DATE: .....

**ASSESSMENT COMPLIANCE SHEET 3**

NAME: .....

MANOEUVRES AND MISCELLANEOUS ITEMS:	CLASS	(C)	C = Min. Compliance per occasion		
			<u>FIRST OCCASION</u>		<u>SECOND OCCASION</u>
PARALLEL PARK	LR/MR	(1)			
U TURN	LR	(1)			
COUPLE TRAILER	HC	(1)			
UNCOUPLE TRAILER	HC	(1)			
REVERSING - TO THE LEFT	ALL	(1)			
REVERSING - STRAIGHT LINE	ALL	(1)			
PRE DEPARTURE CHECK	ALL	(1)			
CHECK STOP INSPECTION	HR/HC	(1)			
BREAKDOWN PROCEDURE	HR/HC	(1)			
POST OPERATION CHECK	HR/HC	(1)			

**Notes**


**DATE:** ..... **ASSESSMENT COMPLIANCE SHEET No 4**  
**(TASK 2.16 HILLS AND OPEN ROAD DRIVE)**  
**NAME:**.....

GEAR CHANGES Standard compliance - Synchro 90%, Non-Synchro 80%.		Total	Faults
All gear changes To be recorded			
Gear changes when required on gradients			

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

SAFE DRIVING STRATEGIES	Total	Faults
1. Adequate Progress 2. Forward Observation 3. Road Position 4. Safe Distance 5. Vehicle Control 6. Others _____	<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"/>	

NON-COMPLIANCE TO 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:**.....

<b>GEAR CHANGES Standard compliance - Synchro 90%, Non-Synchro 80%.</b>												<b>Total</b>	<b>Faults</b>	
All gear changes To be recorded														
<b>Gear changes</b> when required on gradients														

<b>SYSTEM – Standard compliance 80%</b>												<b>Total</b>	<b>Faults</b>	
<b>Bends</b>														
<b>Turns</b>														
<b>Merging</b>														
<b>Lane Driving</b>														

<b>SAFE DRIVING STRATEGIES</b>												<b>Total</b>	<b>Faults</b>
1. Adequate Progress													
2. Forward Observation													
3. Road Position	<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"/>			
4. Safe Distance													
5. Vehicle Control													
6. Others													

<b>NON-COMPLIANCE TO ROAD LAW</b>	<b>RE-ASSESSED</b>	<b>RESULT</b>
Breach		

**SATISFACTORY / UNSATISFACTORY** Points

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

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