

Competency Based Training & Assessment (HR & HC)

Learner Guide

October 2025



Government of South Australia
Department for Infrastructure
and Transport

**Build.
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V1.0	2019	Update
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Approvals record

Approvers	Position	Date	Signature

We acknowledge the Traditional Custodians of the Country throughout South Australia and recognise their continuing connection to land and waters. We pay our respects to the diversity of cultures, significance of contributions and to Elders past, present and emerging.



For the Applicant

Please read

This information is to ensure that you have a clear understanding of the qualifications of the Motor Driving Instructor or Authorised Examiner delivering training or assessment.

Instructor endorsements

Colours	Authorised Examiner
Yellow Endorsement	Conduct CBT&A
Red Endorsement	Conduct Vehicle on Road Tests (VORT)

All Motor Driving Instructors and Authorised Examiners must display their MDI Licence when either training or assessing. This will either be the actual licence or a digital version. For more information on the digital version visit <https://my.sa.gov.au>. The MDI Licence 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 a Licence without a yellow or red-coloured endorsement can only train in the class of driver's licence that they hold.

As an MDI they cannot sign off any task in the CBT&A course or conduct any VORT.

With a yellow authorised examiner endorsement

A Motor Driving Instructor, who has a Licence with a yellow-coloured endorsement, can train and assess tasks for the CBT&A course for the licence classes shown.

With a red authorised examiner endorsement

A Motor Driving Instructor who has a Licence with a red-coloured endorsement is authorised to conduct VORT for the licence classes shown.

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Summary of Tasks HR/HC (To be completed by Authorised Examiners only)

Applicant Name: _____

Licence Number: _____

Examiner No: _____

Examiner Name: _____

Task	CBT & A Tasks	AE No.	AE Signature	Date Completed
No.	Transmission type:			
	Introduction to the Vehicle			
1.01	Entering and Leaving Driver's Cab			
1.02	In Cab Preparation (Cab Drill)			
1.03	Knowledge of Basic Controls			
No.	Driving the Vehicle			
2.01	Starting the Engine			
2.02	Shutting Down the Engine			
2.03	Changing and Selection of Gears			
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			
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			
2.16	Hills and Open Road Drive			
2.17	Final Drive			
No.	Manoeuvres			
3.01	Couple the Trailer to the Prime Mover			
3.01A	Couple the Trailer to the Heavy Rigid Vehicle			
3.02	Uncouple the Trailer from the Prime Mover			
3.02A	Uncouple the Trailer from the Heavy Rigid Vehicle			
3.03	Reversing to the Left (HC)			
3.03A	Reversing to the Left (HR)			
3.04	Reversing – Straight Line			
No.	Miscellaneous			
4.01	Secure Load			
4.02	Pre-Departure Check			
4.03	Check Stop Inspection			
4.04	Simulated Vehicle Breakdown			
4.05	Post-Operation Check			
No.	Theory Course			
5.01	Theory Exam			

- The name and number of the examiner must not be placed at the top of this page until after all tasks have been successfully assessed.
- The column marked AE No. is to be filled out only by the examiner who has assessed the appropriate task or tasks.

About this Learner Guide

This Learner Guide will be a record of your assessment during the CBT&A program and also the time taken.

The guide is your property; it must be given to your examiner at the beginning of each driving lesson and should be returned to you at the end of each session.

The information in this Learner Guide is there to give you an understanding of the requirements that you will have to demonstrate for each task before it can be signed off.

Your examiner will explain these requirements at the beginning of each new task for which you are being trained and assessed. All tasks will be assessed at 100% compliance to all legal requirements.

Assessments will not be conducted without the Learner Guide.

At any time during the training, you must produce it, on request, to an Authorised Person¹.

Occasionally, an Authorised Person may ride with you during a training and assessment session with your examiner. The Authorised Person is looking at how your examiner is training and assessing your driving. This ensures that all training and assessments being applied by your examiner meet the Registrar of Motor Vehicles (the Registrar) standards required for licensing.

Once you have completed your training and all the tasks have been assessed to the Registrar's standard, the examiner will issue you with a Certificate of Competency.

Upon presentation of the certificate and the appropriate identification at a Service SA Customer Service Centre, your driver's licence will be upgraded.

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

You may retain the remainder of the Learner 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 dit.licensingbookings@sa.gov.au

Notes for the Authorised Examiner

1. This Learner Guide must be issued to the applicant before any CBT&A may commence.
2. The tasks in this Learner Guide must be signed off by the Authorised Examiner during or at the end of each session. The Learner Guide must reflect the current status of the standard of competency that the applicant has achieved for any task.
3. RPL does not apply for CBT&A. All assessments must be conducted as specified.

1 Authorised Person means a public service employee as defined by the Public Sector Act 2009 or a police officer engaged in the administration of the Act.

The system of vehicle control

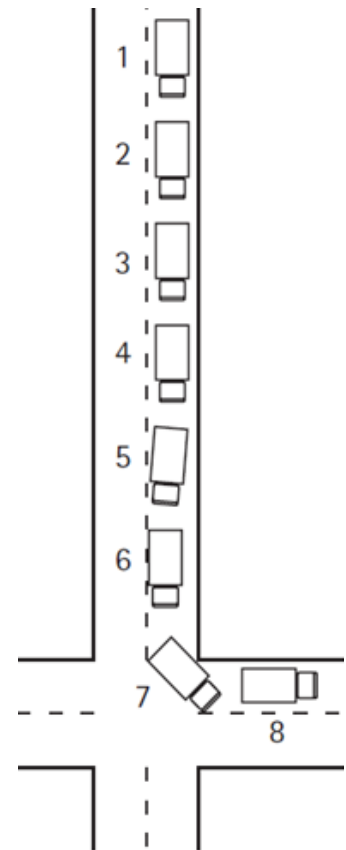
A series of features which are to be applied by the driver when approaching and negotiating any hazard – e.g. anything which will either cause you, or has the potential to cause you, to change speed or direction.

When negotiating intersections, roundabouts, and other potential hazards such as road works, railway crossings and lane changes, it is important to control the vehicle's speed and sideways cornering forces before entering the hazard.

Drivers following the system of vehicle control will be able to concentrate on potential trouble spots, while still being fully aware of the situation around them and maintaining full control of the vehicle.

By applying the following steps, your intentions will be clear to other road users.

1. **Course** To determine the course to be taken to negotiate the hazard.
2. **Mirrors** Check behind the vehicle and along both sides.
3. **Signal** Signal your intentions to give sufficient warning prior to any manoeuvre.
4. **Brake** Adjust your road speed early so you can downshift.
5. **Gears** Change down, so that you are in the appropriate gear before entering the hazard.
6. **Mirrors** Check your mirrors again for safety.
7. **Manoeuvre** Negotiate the hazard, monitoring the position of the rear wheels as applicable.
8. **Accelerate** To leave the hazard safely, having regard to the road surface and traffic conditions.



When performing a manoeuvre such as a lane change, you will generally not include steps 4 and 5. All other steps however need to be done in sequence to ensure safety.

Long vehicles often need to use more space approaching a turn. Greater emphasis will need to be placed on road position and mirror checks through the turn.

Following the system of vehicle control produces a controlled, deliberate driving style that reduces risks. This is particularly so at roundabouts, where three directional changes can occur. Vehicles with a high centre of gravity or “live” loads can easily rollover and a very cautious approach is necessary.

Vehicles and loads required for CBT&A

Vehicle requirements

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

Only **one type** of transmission and configuration of vehicle is to be used throughout the entire CBT&A process including the final drive assessment.

E.g. if training is being undertaken in an articulated bus, a rigid truck cannot be substituted for the manoeuvres.

CBT&A may be conducted in a vehicle supplied by either the examiner or the applicant. If the vehicle is supplied by the examiner or is a Driving School vehicle, it must have seating for a minimum of three people.

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

Vehicles and loads that are not suitable and must not be used

- Vehicles approved for the carriage of dangerous goods.
- Vehicles loaded with livestock.
- Vehicles such as fork-lifts, tractors, and mobile cranes etc. which are not able to sustain normal road speed limits, or any over-width or over-height vehicles.

Training and assessments in a loaded vehicle

- Assessments must be conducted in a loaded vehicle (except for buses or motorhomes).
- All loads must be positioned and secured in compliance with the National Transport Commission guidelines and standards.
- The loaded vehicle must have a mass that is at least 75% of the GVM for rigid vehicles or 75% of the GCM for combinations. If the registered GVM or GCM is greater than the statutory axle weight limits, the lower mass limit applies.
- For compliance purposes, a weighbridge docket and photograph taken at the same time may be required.
- The GCM of the towing vehicle must not be exceeded.

Transmission type – to be recorded where nominated

Manual transmission

Manual transmissions feature a driver-operated clutch and a movable gear lever. For all tasks, appropriate use of the clutch will be required. Clutch-less gear changes are not permitted.

Automatic transmissions

An automatic transmission is the one that changes gears by itself according to the requirements without any action by the driver. A manual-style transmission, (e.g., Eaton Fuller Auto Shift), where gear changes are operated by computer with no input from the driver will be regarded as an automatic transmission for licensing purposes.

Assessment Vehicles

Class HR

- A three or more axle rigid vehicle, with a GVM exceeding 15,000 kg.
- Any three axle bus,

Class HC

- Prime mover with tandem drive and a minimum Gross Combination Mass (GCM) of 24,000 kg.
- Semi-trailer with tandem or tri-axles and a minimum length of 11 metres; or
- A three or more axle heavy rigid vehicle towing a trailer with at least two axles and a GVM of 12,000 kg or more, and an overall length of combination (truck and trailer) of no less than 16 metres.

Assessment clarification

On two consecutive, but separate occasions

- After sufficient training and practice, you will be required to demonstrate what you have learned. Some tasks will need to be accurately demonstrated more than once. You will be able to take as many times as you need to get it correct.
- When you have demonstrated the task correctly, the examiner will do some unrelated training or assessment of another task.
- There will need to be a gap of at least ten minutes between the first demonstration of the task (with no additional training given), before the second demonstration can commence.
- If the second demonstration is correct, this will show that the task requirement has been learned and also retained. The task will then be signed off.

However, if the second demonstration is unsuccessful, the task must be re-assessed from the beginning (i.e., on two consecutive, but separate occasions).

Basic Vehicle Roadworthy Check

Vehicle check

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

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

Registration

- Proof of registration must be verified.

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 in a band running continuously -
 - a) across at least 75% of the tyre width that normally comes into contact with the road; and
 - b) around the whole circumference of the tyre.
- Dual tyres must not be touching.

Lights

- Lights must be complete (not broken or missing), clean and in good working order.
- Brake lights and turn signal lights must work.

Signs

- All vehicles must be fitted with the appropriate Rear Marker Plates (where applicable).
- 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 examiner's vision.
- Windscreen wipers must work effectively if needed in wet weather.

Warning device

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

Bodywork

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

Mirrors

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

Load & equipment

- The load and any equipment which would normally be carried must be correctly restrained.

Posture & leaks

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

Driver's cabin

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

Seat belts

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

Portable warning triangles

- Any vehicle with a GVM more than 12000 kg must carry at least three portable reflective triangles.

Gear changing requirements

Gear changing events – manual transmissions only

A gear changing event occurs at a location where gear changes are required.

One event will generally consist of several gear changes. The following items are three examples that would be classified as locations at which gear changing would be required.

- Turning the vehicle to the left or right at an intersection.
- Entering and leaving a restricted speed zone (road works, school zone).
- Approaching and leaving a Stop or Give Way sign.

A gear changing event must be assessed on the approach and the exit of a hazard until normal speed is attained. This will be classified as one event. It may require moving and stopping on several occasions to negotiate the hazard fully.

A gear changing event must only be assessed at a place where, in the opinion of the examiner, a gear change or changes are necessary.

If the gear shifter position does not change, **using the splitter only** must not be recorded as changing gears when assessing a gear changing event.

Not Applicable for automatic transmissions

Progress Check List

Heavy Rigid & Heavy Combination Vehicles CBT&A

Task No.	Description	Page No.	Class	
			HR	HC
	Introduction to the Vehicle			
1.01	Entering and Leaving Driver's Cab	15	✓	✓
1.02	In Cab Preparation (Cab Drill)	16	✓	✓
1.03	Knowledge of Basic Controls	17	✓	✓
	Driving the Vehicle			
2.01	Starting the Engine	18	✓	✓
2.02	Shutting Down the Engine	19	✓	✓
2.03	Changing and Selection of Gears	20	✓	✓
2.04	Kerb Stop Procedure – Level Ground	21	✓	✓
2.05	Moving Off Procedure – Level Ground	22	✓	✓
2.06	Kerb Stop Procedure – Uphill	23	✓	✓
2.07	Moving Off Procedure – Uphill	24	✓	✓
2.08	Kerb Stop Procedure – Downhill	25	✓	✓
2.09	Moving Off Procedure – Downhill	26	✓	✓
2.10	Driving Straight Ahead	27	✓	✓
2.11	Turning the Vehicle to the Left	28	✓	✓
2.12	Turning the Vehicle to the Right	29	✓	✓
2.13	Gear Changing Events	30	✓	✓
2.14	Changing Lanes	31	✓	✓
2.16	Hills and Open Road Drive	32	✓	✓
2.17	Final Drive	34	✓	✓

Task No.	Description	Page No.	Class	
			HR	HC
	Manoeuvres			
3.01	Couple the Trailer to the Prime Mover	36	✗	✓
3.01A	Couple the Trailer to the HR Vehicle	37	✗	✓
3.02	Uncouple the Trailer from the Prime Mover	38	✗	✓
3.02A	Uncouple the Trailer from the HR Vehicle	39	✗	✓
3.03	Reversing to the Left (HC)	40	✗	✓
3.03A	Reversing to the Left (HR)	41	✓	✗
3.04	Reversing – Straight Line	42	✓	✓
	Miscellaneous			
4.01	Secure Load	43	✓	✓
4.02	Pre-Departure Check	44	✓	✓
4.03	Check Stop Inspection	45	✓	✓
4.04	Simulated Vehicle Breakdown	46	✓	✓
4.05	Post-Operation Check	47	✓	✓
	Theory course			
5.01	Theory Exam		✓	✓

Task Name: Entering and Leaving the Driver's Cab
Task Number: 1.01

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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 examiner to be in a position where clear vision of the applicant's performance can be monitored.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate entering and leaving the driver's cab in a safe manner, in full compliance with the conditions and performance criteria.

Performance Criteria

Part A

When entering the driver's cab, the applicant will

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

Use the steps, footholds, and grab handles, if fitted to the vehicle – maintain 3 points of contact.

Do not use the steering wheel for leverage.

Part B

When leaving the driver's cab, the applicant will

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

Use the steps, footholds, and grab handles, if fitted to the vehicle – maintain 3 points of contact.

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.

Task Name: In Cab Preparation (Cab Drill)
Task Number: 1.02

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Parked and secured.
- Applicant in driver's seat.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the in cab preparation in full compliance with the conditions and performance criteria.

Performance Criteria

The applicant will:

- Close and secure all doors.
- Check the parking brake is on.
- Adjust seat for posture, comfort, and ability **to reach operational controls.** (Notes)
- Adjust mirrors for effective vision. (Notes)
- Locate operational controls.
- Fasten and adjust seat belts.
- Perform all steps above in sequence.

Notes

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

Task Name: Knowledge of Basic Controls
Task Number: 1.03

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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.

Standard

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

Notes

1. The applicant to be assessed according to the controls fitted to the vehicle. If necessary, the examiner may question the applicant on a maximum of two items.

Performance Criteria

Ignition switch.

Signals.

Hazard lights switch.

Washers / wipers.

Air conditioning / heating / demisters.

All operational gauges and warning devices.

All braking systems.

Clutch and clutch pedal positions.

Gear lever / shift console positions.

All lighting systems internal / external.

Others (as applicable to assessment vehicle).

Task Name: Starting the Engine

Task Number: 2.01

Licence Class: HR and HC

Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to safely start the engine in accordance with the performance criteria and safety procedures. This may vary, depending on the vehicle type or transmission used. When abnormal readings appear on various gauges, understand the reason why and the correct action to be taken.

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 operate according to manufacturer's specification and safety rules.

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

- Oil pressure
- Coolant temperature
- Air brake pressure
- Tachometer
- Electrical charging
- Coolant level
- Ancillary monitors
- Fuel gauge.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the starting the engine procedure in sequence, in full compliance with the conditions and performance criteria.

Performance Criteria

Manual Transmission

Starting procedure:

- Check that the park brake is on. If it is not on, correctly apply it.
- Check that the gear lever is in neutral.
- Switch on ignition.
- Check all operational gauges and warning devices.
- Clutch pedal down (unless air-assisted).
- Start the engine.
- Check all operational gauges and warning devices again.
- Release clutch pedal slowly.

Automatic Transmission

Starting procedure:

- Check that the park brake is on. If it is not on, correctly apply it.
- Turn ignition ON and allow AutoShift to power up.
- Check that the transmission is in neutral (in some cases this step can be done before turning the ignition on, depending on a design of the controls).
- Check all operational gauges and warning devices.
- Depress clutch pedal (if applicable).
- Engine cranking is to be delayed until the transmission power-up is complete and the gear indicator shows a solid "N" (if applicable).
- Start the engine.
- Check all operational gauges and warning devices again.
- Release the clutch pedal slowly to register proper input shaft speed (if applicable).

Task Name: Shutting Down the Engine

Task Number: 2.02

Licence Class: HR and HC

Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to safely shut down the engine of the vehicle, in accordance with the performance criteria 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 operate according to manufacturer's specification and safety rules.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the shutting down the engine procedure in sequence, in full compliance with the conditions and performance criteria.

Notes

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

Performance Criteria

Manual Transmission

Shut down procedure / sequence. (Note 1)

- Apply the park brake.
- Move gear lever into neutral.
- Release brake pedal. (Note 2)
- Release clutch pedal slowly. (Note 2)
- Check operational gauges.
- Switch off ignition (Note 3)

Operational gauges to check (may include)

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

Automatic Transmission

Shut down procedure / sequence. (Note 1)

- Apply the park brake.
- Select neutral on the shift console.
- If gear display does not show solid "N", neutral has not yet been obtained.
- Release brake pedal. (Note 2)
- Release clutch pedal slowly. (Note 2)
- Check operational gauges.
- Switch off ignition. (Note 3)

Operational gauges to check (may include)

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

Task Name: Changing and Selection of Gears
Task Number: 2.03

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Road and traffic conditions which place slight demand on the applicant, with light to medium traffic.
- Intersections requiring stopping, slowing, or turning.
- Level ground or with minimal gradient.

Standard

The applicant will on one 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.

Notes

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

Performance Criteria

Manual Transmission

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

Change down progressively through each gear excluding first gear (no splitter).

Minimum requirement: two sets.

Select the appropriate gear for variable road speeds (skip change).

Minimum requirement: three sets.

Skip change - suggested speeds.

80 - 50 km/h and 60 - 25 km/h.

Maintain smooth transition in gear changing.

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

Comply with rules of braking / steering.

Maintain complete vehicle control.

Automatic Transmissions

(manual mode must be selected) (Notes 4 & 5)

Demonstrate manual mode upshifts (three sets).

Demonstrate manual mode downshifts (three sets).

Explanation of over speed protection (if applicable).

Maintain smooth transition when changing gears.

All shifts must be demonstrated without audible warning occurring.

Comply with rules of braking / steering.

Maintain complete vehicle control.

Task Name: Kerb Stop Procedure – Level Ground
Task Number: 2.04

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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 applicant, with medium to heavy traffic requiring interaction with other road users.
- Reasonably level ground.
- Left lane with kerb or distinct edge.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the kerb stop procedure in sequence, bringing the vehicle to a stop in a suitable position, reasonably parallel to and no wider than 500 mm from the kerb or kerb line, in full compliance with the conditions and performance criteria.

Notes

1. Items marked (Note 1) in the Performance Criteria may be performed 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.

Performance Criteria

Stopping procedure (items):

- Select the stopping place (check for tree branches, sign posts etc.).
- Check both external mirrors.
- Signal intention.
- Apply foot brake to slow the vehicle.
- Clutch pedal down (if applicable) when engine speed is at near idle speed, while maintaining pressure on the brake pedal.
- When the vehicle has stopped apply park brake.
- Move the gear lever/shift console to the neutral position.
- Cancel signal. (Note 1)
- Release the clutch pedal (if applicable). (Note 1)
- Release the brake pedal. (Note 1)
- Open the passenger door (bus only).

Task Name: Moving Off Procedure – Level Ground
Task Number: 2.05

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- Reasonably level ground.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least two shifts from initial gear, in full compliance with the conditions and performance criteria.

Notes

1. Slipping the clutch to excess is not acceptable

Performance Criteria

Moving off procedure (items):

- Close the passenger door (bus only).
- Check mirrors for approaching traffic.
- Signal in the appropriate direction (for a minimum of five seconds).
- Clutch pedal down (if applicable).
- Select the appropriate gear without crunching.
- Apply appropriate power.
- Release clutch to friction point and hold (if applicable). (Note 1)
- Check the appropriate blind spot areas, if clear:
- Recheck the left mirror.
- Release the park brake / trailer brake.
- Release the clutch pedal slowly (if applicable) and:
- Increase power as required.
- Cancel the signal.
- Maintain forward momentum.
- Comply with all legal requirements.

Task Name: Kerb Stop Procedure – Uphill
Task Number: 2.06

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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 applicant, with medium to heavy traffic requiring interaction with other road users.
- Road with suitable uphill gradient.
- Left lane with kerb or distinct edge.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the kerb stop procedure in sequence, bringing the vehicle to a stop in a suitable position, reasonably parallel to and no wider than 500 mm from the kerb or kerb line, in full compliance with the conditions and performance criteria.

Notes

1. Items marked (Note 1) in the Performance Criteria may be performed 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.

Performance Criteria

Stopping procedure (items):

- Select the stopping place (check for tree branches, sign posts etc.).
- Check both external mirrors.
- Signal intention.
- Apply foot brake to slow the vehicle.
- Clutch pedal down (if applicable) when engine speed is at near idle speed, while maintaining pressure on the brake pedal.
- When the vehicle has stopped apply park brake.
- Move the gear lever/shift console to the neutral position.
- Cancel signal. (Note 1)
- Release the clutch pedal (if applicable). (Note 1)
- Release the brake pedal. (Note 1)
- Open the passenger door (bus only).

Task Name: Moving Off Procedure – Uphill
Task Number: 2.07

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- Road with suitable uphill gradient.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least two shifts from initial gear, in full compliance with the conditions and performance criteria.

Notes

1. Slipping the clutch to excess is not acceptable
2. An appropriate gear for moving off uphill is usually a gear lower than the gear used for moving off on a flat ground.

Performance Criteria

Moving off procedure (items):

- Close the passenger door (bus only).
- Check mirrors for approaching traffic.
- Signal in the appropriate direction (for a minimum of five seconds).
- Clutch pedal down (if applicable).
- **Manuals** – Select the appropriate gear without crunching. (Note 2)
- **Automatics** – Select the desired mode and starting gear on the shift console, depending on load and gradient.
- Apply appropriate power.
- Release clutch to friction point and hold (if applicable). (Note 1)
- Check the appropriate blind spot areas, if clear:
- Recheck the left mirror.
- Release the park brake / trailer brake.
- Release the clutch pedal slowly (if applicable) and:
- Increase power as required.
- Cancel the signal.
- Maintain forward momentum.
- Comply with all legal requirements.

Task Name: Kerb Stop Procedure – Downhill
Task Number: 2.08

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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 applicant, with medium to heavy traffic requiring interaction with other road users.
- Road with suitable downhill gradient.
- Left lane with kerb or distinct edge.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the kerb stop procedure in sequence, bringing the vehicle to a stop in a suitable position, reasonably parallel to and no wider than 500 mm from the kerb or kerb line, in full compliance with the conditions and performance criteria.

Notes

1. Items marked (Note 1) in the Performance Criteria may be performed 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.

Performance Criteria

Stopping procedure (items):

- Select the stopping place (check for tree branches, sign posts etc.).
- Check both external mirrors.
- Signal intention.
- Apply foot brake to slow the vehicle.
- Clutch pedal down (if applicable) when engine speed is at near idle speed, while maintaining pressure on the brake pedal.
- When the vehicle has stopped apply park brake.
- Move the gear lever/shift console to the neutral position.
- Cancel signal. (Note 1)
- Release the clutch pedal (if applicable). (Note 1)
- Release the brake pedal. (Note 1)
- Open the passenger door (bus only).

Task Name: Moving Off Procedure – Downhill
Task Number: 2.09

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- Road with suitable downhill gradient.

Standard

The applicant will on two consecutive but separate occasions and without any assistance demonstrate the moving off procedure in sequence, and progressive gear changing for at least two shifts from initial gear, in full compliance with the conditions and performance criteria.

Notes

1. Slipping the clutch to excess is not acceptable.
2. After moving off, gear changes relative to the terrain will be required.

Performance Criteria

Moving off procedure (items):

- Close the passenger door (bus only).
- Check mirrors for approaching traffic.
- Signal in the appropriate direction (for a minimum of five seconds).
- Clutch pedal down (if applicable).
- Select the appropriate gear without crunching.
- Apply appropriate power.
- Release clutch to friction point and hold (if applicable). (Note 1)
- Check the appropriate blind spot areas, if clear:
- Recheck the left mirror.
- Release the park brake / trailer brake.
- Release the clutch pedal slowly (if applicable) and:
- Increase power as required.
- Cancel the signal.
- Maintain forward momentum.
- Comply with all legal requirements.

Task Name: Driving Straight Ahead
Task Number: 2.10

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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, regulatory signs and roundabouts.

The applicant 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 un-laned or multi-laned road. The applicant will be able to 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 applicant, with medium to heavy traffic requiring interaction with other road users.
- Level ground or with minimal gradient.
- Minimum requirements per each occasion with at least one from each item below where an actual decision relating to other traffic is made
- Traffic lights (2) • Roundabouts (1)

Standard

The applicant will on two consecutive, but separate occasions and without any assistance negotiate various intersections, in full compliance with the conditions and performance criteria.

Notes

1. If any elements cannot be assessed due to location, they must be substituted by the next more difficult item (e.g. if there are no traffic lights, then that number of events must be made at roundabouts until the minimum requirement for the missing item has been met).
2. Changing down through each gear on the approach to the hazard should be avoided.

Performance Criteria

Apply forward planning and anticipation techniques.

On the approach the vehicle is slowed down sufficiently prior to negotiating the hazard safely obeying the system of vehicle control.

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.

Maintain a safe following distance of minimum three to four seconds, depending on the situation (i.e. vehicle, load, traffic, weather and road conditions).

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 and to the sides.
- Regularly monitor left and right mirrors.
- Check blind spot areas when required.

Check both external mirrors in merge situations.

Maintain correct vehicle position.

Comply with all legal requirements.

Task Name: Turning the Vehicle to the Left
Task Number: 2.11

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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.

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- Level ground or with minimal gradient.
- Minimum requirements per each occasion (With at least one 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)
 - Intersections - narrow road onto multi-lane road (1)
 - multi-lane road into narrow road (1)
 - roundabouts (1)

Standard

The applicant will on two consecutive, but separate occasions and without any assistance turn the vehicle to the left at various types of intersections, in full compliance with the conditions and performance criteria.

Notes

1. If any elements cannot be assessed due to location, they must be substituted by the next more difficult item (e.g. if there are no traffic lights, then that number of turns must be made onto or off multi-lane roads until the minimum requirement for the missing item has been met).
2. Changing down through each gear on the approach to the hazard should be avoided.

Performance Criteria

- The correct course is selected.
- The mirror, signal, approach and observation are in line with the system of vehicle control.
- **The vehicle is slowed down sufficiently (and the correct gear is 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 observation, 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.

Task Name: Turning the Vehicle to the Right
Task Number: 2.12

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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.

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- Level ground or with minimal gradient.
- Minimum requirements per each occasion (With at least one 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)
 - Intersections - narrow road onto multi-lane road (1)
 - multi-lane road into narrow road (1)
 - roundabouts (1)

Standard

The applicant will on two consecutive, but separate occasions and without any assistance turn the vehicle to the right at various types of intersections, in full compliance with the conditions and performance criteria.

Notes

1. If any elements cannot be assessed due to location, they must be substituted by the next more difficult item (e.g. if there are no traffic lights, then that number of turns must be made onto or off multi-lane roads until the minimum requirement for the missing item has been met).
2. Changing down through each gear on the approach to the hazard should be avoided.

Performance Criteria

- The correct course is selected.
- The mirror, signal, approach and observation are in line with the system of vehicle control.
- **The vehicle is slowed down sufficiently (and the correct gear is selected and engaged prior to negotiating the turn).**
- Check 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 observation, 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.

Task Name: Gear Changing Events
Task Number: 2.13

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to demonstrate smooth and efficient gear changing and gear selection appropriate to road and traffic conditions, in a safe manner.

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- Intersections requiring stopping, slowing, or turning.
- Level ground or with minimal gradient.

Standard

The applicant will on two consecutive, but separate occasions 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.

Notes

1. For information on gear changing events refer to page 12.
2. Clutch-less gear changing is not acceptable.
3. No unnecessary force placed on the gear lever when engaging a gear.
4. Automatic/Auto-Shift transmissions – gear changing events not applicable.

Performance Criteria

The examiner will record all gear changing events throughout any assessment period to a minimum requirement of 20 successive gear changing events (see Note 4).

- Change gears smoothly and efficiently, demonstrating appropriate clutch use.
- Select step or skip gear changes according to road and traffic situations.
- Always be in an appropriate gear (for the road speed, terrain, traffic, as well as engine speed and engine efficiency).
- Not coast in neutral or in gear (i.e. with the clutch disengaged).
- Apply progressive gear changing when required.

Task Name: Changing Lanes
Task Number: 2.14

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- Level ground or with minimal gradient.
- A minimum of three lane changes to the left and three to the right.

Standard

The applicant will on two consecutive, but separate occasions and without any assistance change lanes to the left and right, in full compliance with the conditions and performance criteria.

Performance Criteria

- Apply forward planning techniques.
- Select gaps that are safe and do not slow down or impede other traffic.
- Check left and right external mirrors for approaching traffic.
- Signal intention.
- Check blind spot area. If clear, then:
 - Complete the lane change in safety
 - Cancel signal
 - Maintain the correct vehicle position
 - Comply with all legal requirements.

Task Name: Hills and Open Road Drive
Task Number: 2.16

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to demonstrate, without any assistance, a safe and efficient drive in line with the conditions and performance criteria and in compliance with all legal requirements and the system of vehicle control.

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- 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 transmission.
- The assessment must be conducted over a minimum period of 40 minutes of continuous driving.
- The assessment route must be developed by the examiner to allow for a comprehensive assessment covering all items in the performance criteria.
- The applicant 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 and signed off, before the assessment of task 2.17 may commence.

Standard

The applicant will on one occasion and without any assistance demonstrate a safe, efficient and competent drive, in full compliance with the conditions and performance criteria. For any item where the applicant has not achieved the standard required, a review of those items must be completed within the same training session, otherwise the whole assessment must be conducted again in another training session. This task must be assessed at 100% compliance with the road law and no less than 80% accurate compliance with:

- The system of vehicle control
- Gear changes (if a synchro-box is used, the minimum compliance is 90%)
- Automatic/Auto-Shift transmissions – gear changes not applicable.

Performance Criteria

The applicant will, when:

Turning the vehicle to the left or right:

- Apply the system of vehicle control.
- Not place any wheel on the kerb.

Driving through hills:

- Regularly monitor left and right mirrors.
- Maintain adequate progress.
- Competently and efficiently operate all controls.
- Effectively use the gears.
- Demonstrate at least three down changes of gears (excluding splitters) when ascending steep gradients.
- Engage the appropriate gear before descending.
- Automatic transmissions – manual / hold mode must be used, and appropriate gear selected prior to descent.
- Use the method of skip changing when appropriate.
- Use the auxiliary braking systems when necessary (ie engine brakes, exhaust brakes, retarders, intarders, etc).

Driving on un-laned and laned roads:

- Maintain the correct position.
- Not straddle lane lines.
- Apply forward observation.
- Maintain the correct position when being overtaken.
- Interact appropriately with other road users.

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.
- Monitor the appropriate mirror at the apex of each curve or bend.

Task Name: Hills and Open Road Drive
Task Number: 2.16 – Continued

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Standard Compliance

Applicable To Compliance Sheets 2 & 2A, and Tasks 2.16 and 2.17
 (80% applies to the system of vehicle control only)

- Turning the vehicle left/right 80%
- Driving through hills 80%
- Driving on laned / un-laned roads 80%
- Driving through curves/bends 80%
- Observation techniques 80%
- System of vehicle control 80%
- Entering and leaving high speed roads 80%
- Comply with all legal requirements 100%

Notes

1. After the primary assessment and feedback, retraining and reassessments (max 2) may be conducted, so long as they take place within the same training session.
2. All road law faults identified during the assessment must be reassessed by two satisfactory demonstrations.
3. All other components of the drive must be assessed at 80% accurate compliance with the system of vehicle control and be re-assessed as per the required standard.

Performance Criteria (Continued)

Entering and leaving higher speed roads:

- Maintain a safe speed for entering and leaving.
- Apply observation techniques.
- Give adequate signal to other vehicles.

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 around the vehicle.
 - Check blind spot areas when applicable.
- Comply with the system of vehicle control.
- Comply with all legal requirements.

Task Name: Final Drive
Task Number: 2.17

Licence Class: HR and HC

Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to demonstrate, without any assistance, a safe and efficient drive in line with the conditions and performance criteria and in compliance with all legal requirements and the system of vehicle control.

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- The assessment and review of this task must be conducted in accordance with Procedure 4.4 recorded in the examiner’s manual; the minimum duration of a primary assessment is 45 minutes.
- The assessment route must be developed by the examiner to allow for a comprehensive assessment covering all items listed in the performance criteria.
- The applicant 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.
- All other required tasks in this Learner Guide must be successfully completed (and signed-off) before the assessment of this task.

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

	Left	Right	Straight Ahead
Traffic Lights:			(1)
Single Turn Lanes	(2)	(2)	(-)
Multi Turn Lanes	(1)	(1)	(-)
Multi-lane road turns:			
Onto (from a narrow street)	(2)	(2)	(-)
Off (into a narrow street)	(2)	(2)	(-)
Roundabouts	(1)	(1)	(1)
Lane Changes	(2)	(2)	(-)

Performance Criteria

Apply appropriate safety margins:

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

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 legal requirements.
- Gear changing events must be assessed as a separate item throughout the assessment period as per the procedure.
- Negotiate left and right turns as per task criteria at traffic lights; off multi-lane roads and onto multi-lane roads without traffic lights; roundabouts; intersections with stop or give way signs as per Tasks 2.10, 2.11, 2.12. Refer to the recording sheet for standard compliance.
- Perform all gear changing events as per Task 2.13.
- Perform all lane changes as per Task 2.14.

Task Name: Final Drive
Task Number: 2.17 Continued

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Standard

The applicant will on one occasion and without any assistance demonstrate a safe, efficient and competent drive, in full compliance with the conditions and performance criteria. For any item where the applicant has not achieved the standard required, a review of those items must be completed within the same training session, otherwise the whole assessment must be re-booked and conducted again in another training session.

This task must be assessed at 100% compliance with the road law and no less than 80% accurate compliance with:

- The system of vehicle control.
- Gear changing events (if a synchro-box is used, the minimum compliance is 90%)
- Automatic transmissions – gear changing events not applicable

Notes

1. After the primary assessment and feedback, retraining and reassessment (max 1) may be conducted, so long as it takes place within the same training session.
2. All road law faults identified during the assessment must be reassessed by two satisfactory demonstrations.
3. All other components of the drive must be assessed at 80% accurate compliance with the system of vehicle control and be re-assessed as per the required standard.

Task Name: Couple the Trailer to the Prime Mover
Task Number: 3.01

Licence Class: HC Only
Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to demonstrate the correct procedure for coupling the trailer to the prime mover in a safe and competent manner.

Conditions

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

Standard

The applicant will on two consecutive but separate occasions and without any assistance couple the trailer to the prime mover in a safe and efficient manner, in full compliance with the conditions and performance criteria.

Notes

1. The procedure could change depending on the vehicle's equipment or the actual vehicle configuration. **The main emphasis must be placed on safety.**
2. For prime movers fitted with springs rather than air bags, ensure there is clearance between the top of the turntable and the bottom of the semitrailer. Once the turntable is in position with the kingpin located within the "V" of the turntable, the legs will need to be wound up until they are 1-2 cm off the ground. Then it will be safe to couple the two units.

Performance Criteria

- Reverse the prime mover towards and align with the trailer
- Stop just before reaching the front of the trailer (i.e. when, looking from the cabin, the rear mudguards appear in line with the front of the trailer)
- Lower/deflate the airbags (Note 2)
- Check the turntable's jaws are open and whether enough grease is present on the turntable (if applicable)
- Check the alignment of the turntable against the kingpin
- Check there will be sufficient clearance (gap) between the top of the turntable and the skid plate; if not, adjust the trailer legs accordingly
- Reverse the prime mover until the turntable is under the skid plate and stop before reaching the kingpin (i.e. when, looking from the cabin, the front mudguards appear in line with the front of the trailer)
- Check that the kingpin will reach the 'V' of the turntable (side-to-side adjustment)
- Raise/inflate the airbags (Note 2)
- Raise the legs of the trailer so they are just above the ground (approx. 1-2 cm off the ground); this will ensure the weight of the trailer is taken by the turntable and will also allow for some sideways movement of the trailer when the kingpin reaches the 'V' of the turntable
- Reverse the prime mover slowly until the kingpin locks in the turntable
- Check the kingpin has locked correctly by applying the tug test (by attempting to move forward)
- Visually check the turntable is locked correctly
- Raise the trailer legs fully and stow the handle away securely
- Connect and secure the air lines and the electrical lead
- Check all the trailer lights for operation, cleanliness and condition
- Supply air to the trailer using appropriate controls (red button, taps, etc)
- Release the park brake, engage the trailer brake and conduct a secondary tug test
- Conduct a rolling tug test (stopping the vehicle with trailer brake).

Task Name: Couple the Trailer to the Heavy Rigid Vehicle
Task Number: 3.01A

Licence Class: HC Only
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

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

Standard

The applicant will on two consecutive but separate occasions and without any assistance couple the trailer to the heavy rigid vehicle in a safe and efficient manner, in full compliance with the conditions and performance criteria.

Notes

1. Whilst the nominated performance criteria relate to a Ringfeder style coupling device, the equipment used may also be a pintle hook / towing eye or ball-type trailer hitch. Therefore, the procedure could change depending on the vehicle's equipment or the actual vehicle configuration and size.
2. **The main emphasis must be placed on safety.**

Performance Criteria

- Reverse the truck towards and correctly align with the trailer
- Stop close to, but before reaching the drawbar
- Open the coupling
- Check the condition of both the coupling and the drawbar, particularly the bush on the drawbar
- Check that the drawbar will reach the flange of the coupling (side-to-side adjustment)
- Check and – if necessary – adjust the height of the drawbar, so it's aligned with the lower part of the guide flange on the coupling (the drawbar will get slightly lifted during the coupling process, ideally lifting the support leg off the ground at the same time)
- Reverse the truck slowly until the drawbar locks in the coupling
- Check the drawbar has locked correctly by applying the tug test (by attempting to move forward)
- Visually check the coupling to ensure it has locked correctly (i.e. the handle in a locked position, etc – coupling dependent)
- Raise and securely stow away the drawbar support leg
- Connect and secure the air lines and the electrical lead
- Open the taps on both air lines
- Check all the trailer lights for operation, cleanliness and condition
- Supply air to the trailer using appropriate controls (i.e. red button, etc)
- Release the park brake, engage the trailer brake and conduct a secondary tug test
- Conduct a rolling tug test (stopping the vehicle with trailer brake).

Task Name: Uncouple the Trailer from the Prime Mover
Task Number: 3.02

Licence Class: HC Only
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

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

Standard

The applicant will on two consecutive but separate occasions and without any assistance uncouple the trailer from the prime mover in a safe and competent manner, in full compliance with the conditions and performance criteria

Notes

1. **The procedure could change depending on the vehicle's equipment or the actual vehicle configuration. The main emphasis must be placed on safety.**
2. Care should be taken when disconnecting the electrical leads; a firm grip around the adaptor is acceptable, pulling on the lead is not.
3. If no airbags are fitted, a further raising of the trailer legs is required at this step, until sufficient clearance between the turntable and the skid plate is obtained.
4. The lack of clearance once the airbags are fully deflated indicates that the trailer legs are most likely sinking into the soft ground and some packing is required to be placed under the legs before going any further with uncoupling.

Performance Criteria

- Apply the park brake and isolate the air supply to the trailer by using appropriate controls for the vehicle being used (i.e. red button, etc)
- Wind down the trailer legs as appropriate
- Disconnect and securely stow the air lines and the electrical lead (Note 2)
- Open the turntable jaws by firmly pulling the handle
- Move the prime mover slowly forward by about 30 cm
- Check the turntable is clear of the kingpin
- Lower/deflate the prime mover's airbags (Note 3)
- Once the airbags have lowered/deflated, check for sufficient clearance between the turntable and the skid plate (Note 4)
- Slowly drive the prime mover forward until the rear of the prime mover is in front of and clear of the trailer
- Raise/inflate the airbags
- Drive the prime mover forward until the two units are separated by no less than ten metres and offset by no less than 1.5 m.

Task Name: Uncouple the Trailer from the HR Vehicle
Task Number: 3.02A

Licence Class: HC Only
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

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

Standard

The applicant will on two consecutive but separate occasions and without any assistance uncouple the trailer from the heavy rigid vehicle in a safe and competent manner, in full compliance with the conditions and performance criteria.

Notes

1. Whilst the nominated performance criteria relate to a Ringfeder style coupling device, the equipment used may also be a pintle hook / towing eye or ball-type trailer hitch. Therefore, the procedure could change depending on the vehicle's equipment or the actual vehicle configuration and size.
2. **The main emphasis must be placed on safety.**

Performance Criteria

- Apply the park brake and isolate the air supply to the trailer by using appropriate controls for the vehicle being used (i.e. red button, etc)
- Lower the drawbar support leg so it reaches the ground
- Close the taps on both air lines
- Disconnect and securely stow the air lines and the electrical lead
- Open the coupling by firmly pulling the handle
- Drive the truck forward until the two units are separated by no less than ten metres and offset by no less than 1.5 m.

Task Name: Reversing to the Left (HC)

Task Number: 3.03

Licence Class: HC Only

Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- A straight wide kerbed or kerb-lined road with suitable and safe opening to the left, which will enable the applicant to complete the reversing requirements as per standard.
- Nil or minimal traffic.
- Clear of pedestrian activity.
- Movements are within limits of the vehicle and road dimensions.

Standard

The applicant will on two consecutive but separate occasions and without assistance safely reverse the vehicle to the left into a limited opening, no more than five metres wide. The final position of the vehicle will be wholly within the bay or roadway, parallel to and within one metre from the kerb or kerb line, in full compliance with the conditions and performance criteria.

Notes

1. Coasting with the clutch fully disengaged is not acceptable.
2. Riding the clutch is slight dis-engagement and re-engagement of the clutch.
3. When attempting this manoeuvre, ensure that the corner selected is safe, and clearly visible to any other vehicles that may be approaching.
4. Prior to reversing, the prime mover must not be positioned at such an angle that will allow the vehicle to be on the incorrect side of the road (unless the manoeuvre is conducted at an off road location, or on a narrow unsealed road in a country town).
5. An allowance of two forward movements by no more than the length of the prime mover/truck or three attempts by moving back (from the start position) in one movement are allowed to achieve each successful demonstration.
6. Stopping is permitted if required (ie to give way to traffic).

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.

Controlled use of clutch and accelerator. Riding the clutch may be required through the change of direction to control the vehicle's speed.

Comply with all legal requirements.

Able to accurately steer the vehicle.

Complete the reversing in accordance with the standard.

Reversing Requirements

Start position: rear of the vehicle no less than five metres and no more than 20 metres from the opening on the left, reasonably parallel to the kerb (or kerb line).

Use of the locking pin on dog trailers is not permitted.

Task Name: Reversing to the Left (HR)
Task Number: 3.03A

Licence Class: HR only
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- A straight kerbed or kerb-lined road with suitable and safe opening to the left, which will enable the applicant to complete the reversing requirements as per standard.
- Nil or minimal traffic.
- Clear of pedestrian activity.
- Movements are within limits of the vehicle and road dimensions.

Standard

The applicant will on two consecutive but separate occasions and without assistance safely reverse the vehicle to the left into a limited opening, no more than five metres wide. The final position of the vehicle will be wholly within the bay or roadway, parallel to and within one metre from the kerb or kerb line, in full compliance with the conditions and performance criteria.

Notes

1. Riding the clutch or coasting with the clutch fully disengaged is not acceptable.
2. When attempting this manoeuvre, 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 is the point from where the measurement is taken.

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.

Controlled use of clutch and accelerator (if applicable).

Comply with all legal requirements.

Able to accurately steer the vehicle.

Complete the whole manoeuvre in one movement (i.e. without the need to move forward; stopping is permitted if required).

Complete the reversing in accordance with the standard.

Reversing Requirements

Start position: rear of the vehicle no less than five metres and no more than 20 metres from the opening on the left, reasonably parallel to the kerb (or kerb line).

Task Name: Reversing – Straight Line

Task Number: 3.04

Licence Class: HR and HC

Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to reverse the vehicle in a straight line within a given limited space in a safe and competent manner.

Conditions

- Straight level road with kerb, kerb line or clearly visible straight edge of at least three vehicle lengths.
- Nil or minimal traffic.
- Clear of pedestrian activity.
- This manoeuvre can be combined with Task 3.03 / 3.03A if the area selected is suitable to conduct both tasks.

Standard

The applicant will on two consecutive but separate occasions and without any assistance reverse the vehicle in a straight line for at least three vehicle lengths with a deviation not exceeding 500mm, in full compliance with the conditions and performance criteria.

Notes

1. Riding the clutch or coasting with the clutch disengaged is not acceptable.
2. When attempting this manoeuvre, ensure that the vehicle is clearly visible to any other vehicles that may be approaching.
3. **For truck and dog trailer combinations only:**
 - One forward movement by no more than the length of the truck is allowed.
 - Use of the locking pin is not permitted.

Performance Criteria

Position the vehicle parallel to the kerb or kerb line.

Reverse the vehicle in a straight line for at least three complete vehicle lengths with a deviation not exceeding 500mm.

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 (i.e. without the need to move forward; stopping is permitted if required). (Note 3).

Task Name: Secure Load
Task Number: 4.01

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to demonstrate the common methods of securing a load which will confirm the ability to check and, if necessary, adjust load restraints.

The applicant will be able to demonstrate and explain the appropriate method to restrain the type of load on the vehicle (or training aid) being used. The applicant will also demonstrate and explain the appropriate storage method of the load restraint equipment.

Conditions

- Vehicle parked and secured in a level non-traffic area with safe pedestrian access to all sides.
- Engine not running.
- Load placed on the vehicle but not secured.
- Each individual item of load to be at least one metre in height.
- Sufficient equipment to demonstrate the appropriate selection and use of the required load restraint.
- Visual inspection of all ropes, chains, tensioners, and straps prior to use to ensure they are free from damage which may limit operating capability.
- Personal protective equipment to be used if required.
- Applicant to have access to the Load Restraint Guide for reference.
- Applicant to demonstrate a load restraint method most appropriate for a given load, describing component selection and suitability as necessary.
- The examiner to assist under the direction of the applicant if required.
- Following load restraint, the vehicle is visually inspected to ensure it is safe for operation.

Standard

The applicant will on one occasion secure the load in a competent manner as detailed in the National Transport Commission Load Restraint Guide, stating the restraint items used and their rating and suitability, in full compliance with the conditions and performance criteria.

Performance Criteria

The applicant will:

Demonstrate the appropriate selection and use of **one** load restraint method.

- Ropes – clove hitch and truckies hitch
- Chains and tensioners – turnbuckle style (**not over-centre dogs**)
- Webbing straps – truck mounted, or hand ratchet winches may be used

(Circle the restraint used)

Discussion must also occur between the applicant and examiner relative to load placement, unladen mass, gross vehicle mass and gross combination mass to show that the applicant has a good understanding of each.

Notes

1. Synthetic ropes should only be used for lightweight load restraint. They have low strength, cannot be tensioned sufficiently and should be a last resort.
2. This task may be performed on the vehicle or by using a separate training aid.

Task Name: Pre-Departure Check
Task Number: 4.02

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant 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. In the workplace, if a malfunction has been identified, notify your Manager (as applicable) and repair the vehicle as soon as possible. Make sure records of the maintenance are kept, vehicle maintenance book or log has been updated and double check the fault has been fixed.

Conditions

- Vehicle parked and secured in a level non-traffic area with safe pedestrian access to all sides of the vehicle.
- Wiping cloth, bar, gloves to be on hand.
- A pre-departure check list and pen.
- The checklist (page 48) to be filled-out either by the applicant, or by the examiner on direction from the applicant.
- 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 examiner to state the area of inspection and question component identification where necessary.
- The examiner to assist with the inspection under the direction of the applicant.

Standard

The applicant will on two consecutive but 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.

Performance Criteria

The applicant will:

Conduct a systematic vehicle check covering all items recorded on the pre-departure check sheet (page 48):

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

Task Name: Check Stop Inspection

Task Number: 4.03

Licence Class: HR and HC

Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Secured in a suitable area with safe access to all sides of the vehicle.

Standard

The applicant will on two consecutive but separate occasions and without any assistance identify and inspect certain areas of the vehicle and load and explain the reason for that inspection, in full compliance with the conditions and performance criteria.

Performance Criteria

Areas of inspection:

- Tyres
- Wheels
- Wheel Nuts
- Wheel Bearings
- Fluid Leaks
- Air Leaks
- Couplings (hoses and connections)
- Loose / missing / broken fittings and/or panels
- Vehicle Posture
- Load security
- All lights and reflectors are clean and intact
- No evidence of windscreen damage.

Task Name: Simulated Vehicle Breakdown
Task Number: 4.04

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to describe the safety procedures for a simulated breakdown.

Conditions

- Open road, truck yard or other suitable location.
- Limited traffic.
- Firm ground, preferably sealed to the side of the road.
- An area that will not cause an obstruction.

Standard

The applicant will on two consecutive but separate occasions and without any assistance, on notification from the examiner that a breakdown has occurred (e.g., tyre blow out), verbally explain the steps to be undertaken (including the application of Australian Road Rule 227), in full compliance with the conditions and performance criteria.

Notes

1. The requirement for placement of portable reflectors can also be if the vehicle is parked and is not visible to other road users.

Performance Criteria

The applicant to verbally describe the following:

- Placement of portable reflectors as per the requirements of Australian Road Rule 227 when the speed limit is
 - Less than 80 km/h
 - 80 km/h or more

Task Name: Post-Operation Check
Task Number: 4.05

Licence Class: HR and HC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Vehicle parked, secured in a level non-traffic area with safe pedestrian access to all sides of the vehicle.
- A cool down procedure could apply.
- Wiping cloth to be on hand.
- A post operation check list and pen.
- The checklist (page 49) to be filled-out either by the applicant, or by the examiner on direction from the applicant.
- All components of the vehicle, which are listed in the criteria, are checked to ensure they are free from damage, leaks and obstruction which may limit operating capability. All areas of inspection must be completed.
- The examiner to state the area of inspection and question component identification where necessary.
- The examiner to assist with the inspection under the direction of the applicant.

Standard

The applicant will on two consecutive but separate occasions and without any assistance complete the vehicle check in a competent manner and will locate, identify, inspect and state the required condition of all items listed in the post operation check sheet, in full compliance with the conditions and performance criteria.

Performance Criteria

The applicant will:

Conduct a systematic vehicle check covering all items recorded on the post-operation check sheet (page 49):

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

Pre-Departure Check Sheet

Overhead Clearance

Posture / Suspension

Visible Fluid Leaks Capacity Check

- Oil
- Clutch
- Coolant
- Power steering

Air System

- Tanks drained of moisture
- Audible leaks

Registration

- Current
- Mass limits

Windscreen

- No damage
- Clean

Windscreen Wipers & Washers

- Serviceable

Wheels

- Security
- Hubs

Tyres

- Dual tyres separated
- Condition/Inflation
- Tread

Lights / Reflectors

- All lights working
- All lenses intact
- All reflectors intact/not missing

Panels and Bodywork

- All panels and readily visible structural members secure
- Panels for damage
- Loads secured

Rear Axle Leaks

Vehicle Signs

- Required signage is fitted

Fuel

- Sufficient for task
- Three methods for checking

Batteries / Isolator

Cab / Bull Bar

- Operating mechanism
- Secured

Fault Reporting Book

Mirrors

- Secure
- Clean

Gauges

- Oil pressure
- Air pressure
- Low air warning light

Portable reflective triangles

Notes

Post-Operation Check Sheet

Check for leaks:

- Cooling System
- Engine
- Transmission
- Differentials
- All Axle and Bearing Heat

Check tyres for:

- Condition/Inflation
- Tread Lifting

Check for air leaks:

- Truck/Prime mover
- Trailer

Check all lights and reflectors for:

- Damage
- Cleanliness

General:

- Vehicle Posture
- Load Properly Secured
- Windscreen Damage
- Clean Windows
- Clean Mirrors

Notes

Tasks 1.01 – 2.09

Compliance Sheet 1

Name

Licence No

Registration

Class

		First Occasion	Second Occasion
Enter Driver's Cab		<input type="checkbox"/>	<input type="checkbox"/>
Leave Driver's Cab		<input type="checkbox"/>	<input type="checkbox"/>
Driver Cab Drill		<input type="checkbox"/>	<input type="checkbox"/>
Knowledge/Controls		<input type="checkbox"/>	<input type="checkbox"/>
Starting The Engine		<input type="checkbox"/>	<input type="checkbox"/>
Shut Down Engine		<input type="checkbox"/>	<input type="checkbox"/>
Changing Gears			
Manual			
Up Through Gears		<input type="checkbox"/>	<input type="checkbox"/>
Down Through Gears		<input type="checkbox"/>	<input type="checkbox"/>
Skip Changing		<input type="checkbox"/>	<input type="checkbox"/>
Automatic shift			
Up Through Gears		<input type="checkbox"/>	<input type="checkbox"/>
Down Through Gears		<input type="checkbox"/>	<input type="checkbox"/>
Kerb Stop			
Level Ground		<input type="checkbox"/>	<input type="checkbox"/>
Uphill Gradient		<input type="checkbox"/>	<input type="checkbox"/>
Downhill Gradient		<input type="checkbox"/>	<input type="checkbox"/>
Moving Off			
Level Ground		<input type="checkbox"/>	<input type="checkbox"/>
Uphill Gradient		<input type="checkbox"/>	<input type="checkbox"/>
Downhill Gradient		<input type="checkbox"/>	<input type="checkbox"/>

Notes

Tasks 2.10 – 2.14		Compliance Sheet 2				Date								
Name		Licence No				Start Time								
Registration		Class				Finish Time								
First Occasion						Score	Reassessment				Score			
Gear Changing Events (Tick Box) <input type="checkbox"/> Non-Synchro – Minimum 80% <input type="checkbox"/> Synchro – Minimum 90% <input type="checkbox"/> Automatic – not applicable														
On Road Assessments Performed (Minimum Standard 80%)														
Turning Left														
T/Lights Single Lane														
T/Lights Multi Lane														
Onto Multi-lane Roads														
Off Multi-lane Roads														
Roundabouts														
Controlled Intersection														
Uncontrolled Intersection														
Turning Right														
T/Lights Single Lane														
T/Lights Multi Lane														
Onto Multi-lane Roads														
Off Multi-lane Roads														
Roundabouts														
Controlled Intersection														
Uncontrolled Intersection														
Changing Lanes														
Left														
Right														
Driving Straight Ahead														
Traffic Lights														
Roundabouts														
Pedestrian Crossings														
Other														
Other														
<i>For Other: 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control</i>														
A minimum of one Stop Sign and one Give Way Sign must be included in any of the item's list above.						Score					Score			
Non-Compliance with Road Rules						Reassessment								
Competent / Not Competent														

Tasks 2.10 – 2.14						Compliance Sheet 2A						Date	
Name						Licence No						Start Time	
Registration						Class						Finish Time	
Second Occasion						Score		Reassessment				Score	
Gear Changing Events: (Tick Box) <input type="checkbox"/> Non-Synchro – Minimum 80% <input type="checkbox"/> Synchro – Minimum 90% <input type="checkbox"/> Automatic – not applicable													
On Road Assessments Performed: (Minimum Standard 80%)													
Turning Left													
T/Lights Single Lane													
T/Lights Multi Lane													
Onto Multi-lane Roads													
Off Multi-lane Roads													
Roundabouts													
Controlled Intersection													
Uncontrolled Intersection													
Turning Right													
T/Lights Single Lane													
T/Lights Multi Lane													
Onto Multi-lane Roads													
Off Multi-lane Roads													
Roundabouts													
Controlled Intersection													
Uncontrolled Intersection													
Changing Lanes													
Left													
Right													
Driving Straight Ahead													
Traffic Lights													
Roundabouts													
Pedestrian Crossings													
Other													
Other													
<i>For Other: 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control</i>													
A minimum of one Stop Sign and one Give Way Sign must be included in any of the item's list above.						Score						Score	
Non-Compliance with Road Rules								Reassessment					
Competent / Not Competent													

Task 2.16 Hills and Open Road Drive – Compliance Sheet 4											Date	
Name					Licence No					Start Time		
Registration					Class					Finish Time		
Gear Changes – (Minimum Standard – Non-Synchro 80%, Synchro 90%)											Total	Faults
All changes												
Gear changes when required on uphill gradients (minimum of 3)											Score	
System – (Minimum Standard 80%)											Total	Faults
Bends												
Turns												
Other												
<i>For Other: 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control</i>												
Non-Compliance with Road Rules											Reassessment	
Breach												
Competent / Not Competent												
Roads used for training and assessment												

Task 2.16 Hills and Open Road Drive – Compliance Sheet 4A												Date	
Name						Licence No						Start Time	
Registration						Class						Finish Time	
Gear Changes – (Minimum Standard – Non-Synchro 80%, Synchro 90%)												Total	Faults
All changes													
Gear changes when required on uphill gradients (minimum of 3)												Score	
System – (Minimum Standard 80%)												Total	Faults
Bends													
Turns													
Other													
<i>For Other: 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control</i>													
Non-Compliance with Road Rules												Reassessment	
Breach													
.....													
.....													
.....													
Competent / Not Competent													
Roads used for training and assessment													

Tasks 2.17						Final Drive Assessment						Date	
Name				Licence No				Start Time					
Registration				Class				Finish Time					
Primary Assessment						Score ▼		Reassessment				Score ▼	
Gear Changing Events: (Tick Box)													
<input type="checkbox"/> Non-Synchro - Minimum 80%													
<input type="checkbox"/> Synchro - Minimum 90%													
<input type="checkbox"/> Automatic - not applicable													
On Road Assessments Performed:						<i>(Minimum Standard 80%)</i>							
Turning Left													
T/Lights Single Lane													
T/Lights Multi Lane													
Onto Multi-lane Roads													
Off Multi-lane Roads													
Roundabouts													
Other													
Other													
Turning Right													
T/Lights Single Lane													
T/Lights Multi Lane													
Onto Multi-lane Roads													
Off Multi-lane Roads													
Roundabouts													
Other													
Other													
Changing Lanes													
Left													
Right													
Driving Straight Ahead													
Traffic Lights													
Roundabouts													
Pedestrian Crossings													
Other													
Other													
<i>For Other: 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control</i>													
A minimum of one Stop Sign and one Give Way Sign must be included in any of the item's list above.						Score		Score					
Non-Compliance with Road Rules								Reassessment					
Competent / Not Competent													

Tasks 2.17		Final Drive Assessment (Extra Sheet)				Date		
Name		Licence No				Start Time		
Registration		Class				Finish Time		
Primary Assessment					Score	Reassessment	Score	
Gear Changing Events: (Tick Box) <input type="checkbox"/> Non-Synchro - Minimum 80% <input type="checkbox"/> Synchro - Minimum 90% <input type="checkbox"/> Automatic - not applicable								
On Road Assessments Performed: (Minimum Standard 80%)								
Turning Left								
T/Lights Single Lane								
T/Lights Multi Lane								
Onto Multi-lane Roads								
Off Multi-lane Roads								
Roundabouts								
Other								
Other								
Turning Right								
T/Lights Single Lane								
T/Lights Multi Lane								
Onto Multi-lane Roads								
Off Multi-lane Roads								
Roundabouts								
Other								
Other								
Changing Lanes								
Left								
Right								
Driving Straight Ahead								
Traffic Lights								
Roundabouts								
Pedestrian Crossings								
Other								
Other								
For Other : 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control								
A minimum of one Stop Sign and one Give Way Sign must be included in any of the item's list above.					Score	Score		
Non-Compliance with Road Rules					Reassessment			
Competent / Not Competent								