



**Government
of South Australia**

Department of Planning,
Transport and Infrastructure

TRAINEE GUIDE

FOR THE

**MULTI-COMBINATION
COURSE**

COMPETENCY BASED TRAINING

AND

ASSESSMENTS

Trainee's Name

FOR THE TRAINEE

PLEASE READ

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

INSTRUCTOR ENDORSEMENTS

COLOURS

Instructor Authorisation

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

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

WITHOUT A COLOURED ENDORSEMENT

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

WITH A YELLOW AUTHORISED EXAMINER ENDORSEMENT

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

WITH A RED AUTHORISED EXAMINER ENDORSEMENT

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

SUMMARY SHEET
MULTI COMBINATION (MC)
COMPETENCY BASED TRAINING COURSE TASKS
 (To be completed by the Accredited Instructors only)

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

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

TASK NO	CBT & A TASKS	MDI No.	START DATE	DATE ASSESSED
	INTRODUCTION TO THE VEHICLE			
1.01	Entering and Leaving Driver's Cab			
1.02	In Cab Preparation			
1.03	Knowledge of Basic Controls			
	DRIVING THE VEHICLE			
2.01	Starting Up Procedure			
2.02	Shut Down Procedure			
2.03	Gear Changing			
2.06	Kerb Stop Procedure – Uphill			
2.07	Moving Off Procedure – Uphill			
2.08	Kerb Stop Procedure – Downhill			
2.09	Moving Off Procedure – Downhill			
2.10	Driving straight ahead at Controlled Intersections and Pedestrian Crossings			
2.11	Turning the Vehicle, to the Left			
2.12	Turning the Vehicle, to the Right			
2.13	Gear Changing – Events			
2.14	Changing Lanes, apply system			
2.15	Safe Driving Strategies			
2.16	Hills and Open Road Drive plus Review			
2.17	Final Drive and Review			
	MANOEUVRES (DA)			
3.01	Couple Prime Mover & 'A' Trailer to 'B' Trailer			
3.02	Uncouple the 'B' Trailer from the Towing Unit.			
	MANOEUVRES (RT)			
3.03	Couple Prime Mover & Trailer to Dolly.			
3.04	Uncouple Dolly from the towing Trailer.			
3.05	Reversing Straight Line (DA only)			
	MISCELLANEOUS (DA)			
4.01	Pre-Departure Check			
4.02	Post-Operation Check			
	THEORY COURSE			
5.01	Multi-Combination Theory Exam.			

Notes:

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

TRAINING AND ASSESSMENT RECORD

DATE	TRAIN & ASSESS HOURS	TOTAL HOURS	INSTRUCTOR'S NAME & NO.

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

STANDARDS CLARIFICATION

ON 2 CONSECUTIVE, BUT SEPARATE OCCASIONS MEANS:

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

ABOUT THIS TRAINEE GUIDE

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

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

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

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

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

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

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

You may retain the remainder of the Trainee Guide.

Enquiries and complaints

If your enquiry or complaint involves the standard of training or the assessment of tasks in the CBT&A course, please forward your complaint in writing to: dpti.licensingbookings@sa.gov.au

All sections of this course including the Theory session and Exam, practical training and assessments and the Final Drive must be completed within a period of twelve months from starting the course.

Notes for the Accredited Instructor:

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

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MULTI-COMBINATION REQUIREMENTS

TASK NO	CBT & A TASKS	MINIMUM REQUIREMENTS
	INTRODUCTION TO THE VEHICLE	To be demonstrated twice
1.01	Entering and Leaving Driver's Cab	
1.02	In Cab Preparation	
1.03	Knowledge of Basic Controls	
	DRIVING THE VEHICLE	
2.01	Starting Up Procedure	
2.02	Shut Down Procedure	
2.03	Gear Changing	To be demonstrated once
2.06	Kerb Stop Procedure - Uphill	To be demonstrated twice
2.07	Moving Off Procedure - Uphill	
2.08	Kerb Stop Procedure - Downhill	
2.09	Moving Off Procedure - Downhill	
2.10	Driving straight ahead at Controlled Intersections and Pedestrian Crossings	To be demonstrated twice Use first assessment route, then second assessment route.
2.11	Turning the Vehicle, to the Left	
2.12	Turning the Vehicle, to the Right	
2.13	Gear Changing - Events	
2.14	Changing Lanes, apply system	
2.15	Safe Driving Strategies	
2.16	Hills and Open Road Drive plus Review	To be demonstrated once plus reviews, if any
2.17	Final Drive and Review	
	MANOEUVRES (DA)	To be demonstrated once
3.01	Couple Prime Mover & 'A' Trailer to 'B' Trailer	
3.02	Uncouple the 'B' Trailer from the Towing Unit.	
	MANOEUVRES (RT)	
3.03	Couple Prime Mover & Trailer to Dolly.	
3.04	Uncouple Dolly from the towing Trailer.	
3.05	Reversing Straight Line (DA only)	
	MISCELLANEOUS	
4.01	Pre-Departure Check	
4.02	Post-Operation Check	
	THEORY COURSE	Successfully pass the exam
5.01	Multi-Combination Theory Exam.	

THE SYSTEM OF VEHICLE CONTROL

Definition

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

HAZARD

Definition

A hazard may be any physical feature (such as traffic lights, roundabouts, intersections, bends or crests) or any potentially dangerous traffic situation developing ahead.

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

FEATURE OF THE SYSTEM

THE APPROACH

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

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

DECISION POINT – STOP OR GO?

DECISION TO GO

4. Gears and Mirror (s) (Look all around)	To select an appropriate gear for flexible control and to check for following and overtaking traffic and blind spots.
5. Evasive Action	To take evasive action if necessary e.g. Horn warning. This is a very rare occurrence.
6. Normal Acceleration	To leave the hazard safely having regard to the road surface and traffic conditions .

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

VEHICLES AND LOADS REQUIRED FOR CBT&A

VEHICLE REQUIREMENTS

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

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

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

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

DANGEROUS GOODS VEHICLE

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

LIVESTOCK TRANSPORT VEHICLES

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

FEDERAL INTERSTATE REGISTERED VEHICLES

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

TRAINING AND ASSESSMENTS IN A LADEN VEHICLE

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

ASSESSMENT VEHICLE

CLASS MC

ASSESSMENT AND TRAINING VEHICLE (NATIONAL STANDARD)

- Prime Mover, road train or B double rated with Bogie Drive.
- Trailers with Bogie or Tri - Axles on each trailer in B double configuration.
- The combination must be at least 22 metres in length.

BASIC VEHICLE ROADWORTHINESS CHECK FOR CBT&A

VEHICLE CHECK

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

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

VEHICLE CHECKLIST

REGISTRATION

- The Prime Mover and Trailers must be registered and each must display current inspection labels.

WHEELS & TYRES

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

LIGHTS

- Lights must be complete (not broken or missing) and clean.
- Brake, indicator lights must work.

SIGNS

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

WINDSCREEN & WINDOWS

- Windows must be clean, open correctly and must not be broken or cracked.
- Windscreens must be clean, and must not be broken or cracked so as to obscure the driver's or the assessor's vision.

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.
- All mirrors should be properly secured.

BASIC VEHICLE ROADWORTHINESS CHECK FOR CBT&A

VEHICLE CHECKLIST (*CONTINUED*)

LOAD

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

POSTURE & LEAKS

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

DRIVER'S CABIN

- Cabin should be clean.
- Seats should be in good condition, clean and adjustable.
- Cabin should be sealed from the engine and fuel areas.

SEAT BELTS

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

GEAR CHANGING EVENTS

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

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

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

NOTE:

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

Hills and Open Road Drive

Before the commencement of the drive the student must be informed that, throughout the drive, the appropriate gear changes must be made to negotiate the various gradients and bends.

The Instructor **must terminate the Hills Drive if:**

- The student decides to select only one or two gears throughout the drive and it is obvious to the Instructor that other gears should be used.
- The student brings the vehicle to a stop, caused by, failing to change gears when necessary or fails to recover a missed gear, impeding or embarrassing other road users.
- The student brings the vehicle to a stop more than once, caused by, failing to change gears when necessary or fails to recover a missed gear.

TASKS

AND

MANOEUVRES

ENTERING AND LEAVING THE DRIVER'S CAB

PERFORMANCE CRITERIA:

When entering the driver's cab the Trainee will:

- * Approach the drivers cab door from the front of the vehicle, being aware of approaching traffic.
- * Use the steps, footholds and grab handle, if fitted to the vehicle.
- * Not use the steering wheel for leverage.

When leaving the drivers cab the Trainee 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.
- * 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.

STANDARD:

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

CAB DRILL

PERFORMANCE CRITERIA: CAB DRILL SEQUENCE

- * Close and secure all doors.
- * Check the parking brake is on.
- * Adjust seat for posture, and able to reach the operational controls.
- * Adjust mirrors for effective vision.
- * Locate operational controls. (Verbal)
- * Fasten and adjust seat belt.
- * Comply with all items in the range statement.

STANDARD:

The Trainee will on 2 consecutive but on separate occasions and without assistance demonstrate the “in cab preparation” in sequence in full compliance with the ‘Conditions’ and ‘Performance Criteria’.

NOTE:

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

KNOWLEDGE OF BASIC CONTROLS

PERFORMANCE CRITERIA:

- * Ignition switch.
- * Starter button. (If applicable)
- * Stop button. (If applicable)
- * Indicators.
- * Washers/wipers.
- * Air conditioning / Heating / Demisters.
- * All operational gauges and warning devices.
- * All braking systems. (Applicable to the vehicle type)
- * Clutch and clutch pedal position.
- * Clutch brake (if applicable)
- * Gear lever (all gear positions including neutral).
- * All lighting systems internal/external.
- * Others (as appropriate to the assessment vehicle.)
- * Comply with all items in the range statement.

STANDARD:

The Trainee will on 2 consecutive but on separate occasions and without any assistance locate, and describe the operation and function of all items listed in the Performance Criteria, in full compliance with the 'Conditions' and 'Performance Criteria'.

Note:

The Trainee to be assessed according to the controls fitted to the vehicle, If necessary, the assessor may prompt the Trainee on a maximum of 2 items.

STARTING THE ENGINE

PERFORMANCE CRITERIA: STARTING UP PROCEDURE (SEQUENCE)

- * Check that the parking brake is on.
- * Check that the gear lever is in neutral position.
- * Switch on ignition.
- * Check all operational gauges and warning devices.
- * Press stop button to start position. (If applicable)
- * Clutch pedal down. (Unless air assisted)
- * Start the engine.
- * Check all operational gauges and warning devices again.
- * Release clutch pedal slowly.
- * Comply with all items in the range statement.

STANDARD:

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

NOTE:

1. The starting up procedure could change depending on the type of vehicle or the manufacture's specification.
2. After engine start up, operational gauges to check may include:
 - * Oil pressure.
 - * Coolant temperature.
 - * Air brake pressure.
 - * Tachometer
 - Electrical charging.
 - Coolant level.
 - Ancillary monitors.

ENGINE SHUT DOWN

PERFORMANCE CRITERIA: SHUT DOWN PROCEDURE (SEQUENCE)

- * Apply the parking brake.
- * Move gear lever into neutral position.
- * Release clutch pedal slowly.
- * Check operational gauges
- * Pull out stop button and lock in OFF position (if applicable) (Note 2)
- * Switch off ignition. (Note 2)
- * Comply with all items in the range statement.

STANDARD:

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

NOTE:

1. The shut down procedure could change depending on the type of vehicle or the manufacturer's specification.
2. Before switching off the engine a cool down procedure could apply.

KERBSIDE STOP

PERFORMANCE CRITERIA: STOPPING PROCEDURE (SEQUENCE)

- * Select the stopping place.
- * Check both external mirrors.
- * Signal intention (left signal).
- * Apply foot brake to slow the vehicle; a downshift through a gear may be required.
- * Clutch pedal down when engine speed is at near idle speed while maintaining pressure on the brake pedal.
- * When the vehicle has stopped apply the park brake.
- * Move gear lever to the neutral position.
- * Check that the signal has cancelled. (Note 1)
- * Release the brake pedal. (Note 1)
- * Release the clutch pedal. (Note 1)

STANDARD:

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

NOTE:

1. Items marked (Note 1) in the criteria may be conducted out of sequence.
2. The measurement will be taken from the left extremity of the vehicle.

MOVING AWAY FROM THE KERB

PERFORMANCE CRITERIA: MOVING OFF PROCEDURE (SEQUENCE)

- * Check that the park/trailer brake is on.
- * Check external mirrors for approaching traffic; when clear,
- * Signal in the appropriate direction (usually right)
- * Clutch pedal down
- * Select appropriate gear
- * Apply appropriate power (if required)
- * Release clutch to friction point and hold (refer Note 1)
- * Check the appropriate blind spot areas, if clear;
- * Release the park or trailer brake
- * Release the clutch pedal slowly, and
- * Increase power as required
- * Check that the signal has cancelled
- * Maintain forward momentum
- * Comply with all legal requirements

STANDARD:

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

Note:

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

TURNING THE VEHICLE TO THE LEFT OR RIGHT

PERFORMANCE CRITERIA:

- * The correct course is selected.
- * The mirror, signal, approach and observation are correct to the system of vehicle control.
- * **The vehicle is slowed down sufficiently and the correct gear selected and engaged prior to negotiating the turn.**
- * Check appropriate mirrors during the turn.
- * The vehicle is stable throughout the turn.
- * Maintain the correct position throughout the turn.
- * Comply with rules of braking and steering.
- * Stop the vehicle in the correct position when faced with a stop line or sign.
- * Slow, stop and accelerate smoothly where necessary.
- * Select gaps that are safe and do not slow or impede the flow of traffic.
- * Apply basic Give Way Rules.

COUPLE THE PRIME MOVER & “A” TRAILER TO “B” TRAILER

PERFORMANCE CRITERIA COUPLING PROCEDURE (Refer Note)

- * Align prime mover and “A” trailer to the “B” trailer; turntable to be within 30cm of skid plate.
- * Check turntable jaws are open and aligned with the kingpin.
- * Check height of the trailer skid plate.
- * Reverse the prime mover combination until the turntable is under the skid plate and stop before the coupling is complete.
- * Raise landing legs clear of the ground (approximately 1-cm).
- * Connect the “B” trailer by reversing the Prime Mover combination.
- * Check trailer security by applying **tug test**.
- * Raise landing gear to full extent, lock mechanism and secure handle.
- * Connect air lines and electrical lead (turn air taps to “on position”)
- * Check operation of all lights and indicators on the trailers and prime mover.
- * Comply with all items in the range statement.

Note:

The Coupling and Uncoupling exercise must be completed within 10 minutes, which conforms to the National Standard.

UNCOUPLE THE “B” TRAILER FROM THE TOWING UNIT

PERFORMANCE CRITERIA: UNCOUPLING PROCEDURE.

- * Check the trailer is positioned on level and firm ground.
- * Apply the park brakes on the prime mover.
- * Switch off emergency shut off valve, (if applicable).
- * Disconnect air lines and electrical lead.
- * Lower the landing gear and support as required.
- * Release turntable jaws from the kingpin.
- * Raise the trailer until significant weight is raised off the suspension (approximately 40 turns in low gear).
- * Drive the vehicle slowly forward until the two units are separated.
- * Comply with all items in the range statement.

Note:

Care should be taken when disconnecting the electrical leads, a firm grip around the adaptor is acceptable; pulling on the lead is not.

COUPLE THE PRIME MOVER & TRAILER TO THE DOLLY

PERFORMANCE CRITERIA COUPLING PROCEDURE

- * Align prime mover and trailer combination to the dolly.
- * Align trailer coupling to dolly drawbar coupling.
- * Ensure trailer coupling is unlocked.
- * Ensure the drawbar is at the correct height.
- * Reverse trailer and complete the coupling.
- * Apply the park brakes.
- * Connect airlines, electrical lead and safety chains.
- * Perform visual checks to ensure that the coupling is secure and locked.
- * Check that all lights are operating.
- * Secure the drawbar support leg.

Note:

Coupling and uncoupling the dolly must be completed within 10 minutes; otherwise the tasks must be retrained if required and re-assessed in full.

UNCOUPLE THE DOLLY FROM THE TRAILER

PERFORMANCE CRITERIA UNCOUPLING PROCEDURE

- * Position the vehicle with the trailer and dolly aligned on firm level ground.
- * Apply the parking brake.
- * Chock and secure the dolly wheels (if applicable)
- * Ensure the drawbar support leg is in place.
- * Disconnect the supply of air to the dolly.
- * Ensure that the brake air lines, safety chains and electrical lines are disconnected.
- * Release the locking mechanism.
- * Release the towing pin.
- * Drive the vehicle slowly forward until the two units are separated.

STEERING THE VEHICLE IN REVERSE. (STRAIGHT LINE)

PERFORMANCE CRITERIA

- * Position the vehicle no less than 70 metres forwards of the bay
- * **Reverse the vehicle for a continuous distance of at least 70 metres.**
- * Apply observation techniques, use of both external mirrors only.
- * Maintain full vehicle control.
- * Maintain smooth clutch and accelerator control.
- * Comply with all legal requirements.
- * Complete the manoeuvre with no more than two forward movements.
- * Complete the manoeuvre within 7 minutes. **(National Standard)**

Note:

This task must be conducted at an approved off road location.

PRE-DEPARTURE CHECK SHEET

CLIENT NAME:.....DATE.....

Visible Fluid Leaks

Oil

Fuel

Water/Coolant

Hydraulic oils

Audible Air Leaks

Registration - Prime Mover and Trailer/s

Current

Attached/Visible

Tyres

Pressure

Tread

Lights/Reflectors including Trailer/s

All lights working

All lenses intact

All reflectors intact/clean

Windscreen

No damage

Clean

Windscreen Wipers & Washers Serviceable

Fuel

Sufficient fuel for task

Fault Reporting Book

In vehicle

Panels and Bodywork

All panels and readily visible structural members secure

Panels for damage

Loads secured

Vehicle signs

Signs appropriate for the task are fitted (e.g. "L" plates, Road Train)

Wheels

Security

Trailers only

Landing legs up

Air lines securely coupled

Trailer electronics coupled and secure

Mirrors

Secure

Clean

Air Tanks

Drained of all moisture

Gauges

Oil pressure

Air pressure

Low Air Warning Light

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

Tug Test

It is advisable that if:

Faults found which cannot be rectified immediately are recorded in a Fault Report Book.

Any fault found which compromises safety of the vehicle is to be reported immediately to the Operations Manager and the vehicle is not to be moved unless authorised by the Operations Manager.

POST OPERATION CHECK SHEET

CLIENT NAME:..... DATE:.....

CHECK FOR OIL LEAKS

- Engine
- Gear Box
- Differential
- All Axle and Bearing Heat

CHECK TYRES FOR:

- Condition (Inflation)
- Tread Lifting

CHECK FOR AIR LEAKS

- On Trailer
- Prime Mover

CHECK LIGHTS ARE WORKING

- Head Lights
- Tail Lights
- Brake Lights
- Clearance Lights
- Indicators

GENERAL

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

TASKS 1.01 TO 2.09

ASSESSMENT COMPLIANCE SHEET No. 1

NAME.....

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

Tasks 2.10 – 2.15		COMPLIANCE SHEET 2				DATE:.....					
NAME:.....LICENCE NO.....					TIME COMPLETED:						
Minimum Compliance		FIRST OCCASION			Total	REVIEW (If Required)			Total		
TASK 2.13 GEAR CHANGING EVENTS: (Crash box - Std at least 80%) (Synchro - Std at least 90%)											
TASK 2.10 DRIVING STRAIGHT AHEAD AT: Std.80%					Total %	Std.80%			Total %		
Traffic Lights											
Roundabouts											
Others											
TASK 2.11 TURNING LEFT AT: Std.80%					Total %	Std.80%			Total %		
T/Lights Single Lane											
T/Lights Multi Lane											
Controlled Intersection											
Uncontrolled Intersection											
Onto Multi-lane Roads											
Off Multi-lane Roads (into a side street)											
Roundabouts											
Others											
TASK 2.12 TURNING RIGHT AT: Std.80%					Total %	Std.80%			Total %		
T/Lights Single Lane											
T/Lights Multi Lane											
Controlled Intersection											
Uncontrolled Intersection											
Onto Multi-lane Roads											
Off Multi-lane Roads (into a side street)											
Roundabouts											
Others											
NEGOTIATE THE FOLLOWING:											
Stop Sign											
Give Way Sign											
Pedestrian Crossings											
TASK 2.14 CHANGING LANES: Std.80%					Total %	Std.80%			Total %		
Left											
Right											
TASK 2.15 SAFE DRIVING STRATEGIES: Std.80%					Total %	Std.80%			Total %		
1. Adequate Progress											
2. Forward Observation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Road Position											
4. Safe Distance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Vehicle Control											

Tasks 2.10 – 2.15		COMPLIANCE SHEET 2A				DATE:.....			
NAME:.....		LICENCE NO.:.....				START TIME OF ASSESS.....			
Minimum Compliance		SECOND OCCASION				Total		SPARE SECTION	
TASK 2.13 GEAR CHANGING EVENTS: (Crash box - Std at least 80%) (Synchro - Std at least 90%)									
TASK 2.10 DRIVING STRAIGHT AHEAD AT:		Std.80%		Total %					
Traffic Lights									
Roundabouts									
Others									
TASK 2.11 TURNING LEFT AT:		Std.80%		Total %					
T/Lights Single Lane									
T/Lights Multi Lane									
Controlled Intersection									
Uncontrolled Intersection									
Onto Multi-lane Roads									
Off Multi-lane Roads									
<i>(into a side street)</i>									
Roundabouts									
Others									
TASK 2.12 TURNING RIGHT AT:		Std.80%		Total %					
T/Lights Single Lane									
T/Lights Multi Lane									
Controlled Intersection									
Uncontrolled Intersection									
Onto Multi-lane Roads									
Off Multi-lane Roads									
<i>(into a side street)</i>									
Roundabouts									
Others									
NEGOTIATE THE FOLLOWING:									
Stop Sign									
Give Way Sign									
Pedestrian Crossings									
TASK 2.14 CHANGING LANES:		Std.80%		Total %					
Left									
Right									
TASK 2.15 SAFE DRIVING STRATEGIES:		Std.80%		Total %					
1. Adequate Progress									
2. Forward Observation									
3. Road Position									
4. Safe Distance									
5. Vehicle Control									

DATE:.....

ASSESSMENT COMPLIANCE SHEET 3

NAME:.....

MANOEUVRES AND MISCELLANEOUS ITEMS:	(C)	C = Min. Compliance per occasion												
		FIRST OCCASION											SECOND OCCASION	
Couple Prime Mover To The "B" Trailer	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Uncouple "B" Trailer	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Couple Combination To The Dolly	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Uncouple The Dolly From The Combination	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Reversing - Straight Line	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Pre Departure Check	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Post Operation Check	(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Notes

DATE:.....

ASSESSMENT COMPLIANCE SHEET No 4

(TASK 2.16 HILLS AND OPEN ROAD DRIVE)

NAME:.....

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

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

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

NON-COMPLIANCE TO ROAD LAW	RE-ASSESSED	RESULT
Breach		
.....		
.....		
.....		

SATISFACTORY / UNSATISFACTORY

Points

DATE:.....

ASSESSMENT COMPLIANCE REVIEW SHEET No 4A

(TASK 2.16 HILLS AND OPEN ROAD DRIVE)

NAME:.....

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

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

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

NON-COMPLIANCE TO ROAD LAW	RE-ASSESSED	RESULT
Breach		
.....		
.....		

SATISFACTORY / UNSATISFACTORY Points

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

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