

Competency Based Training & Assessment (MC)

Learner Guide

October 2023



Government of South Australia
Department for Infrastructure
and Transport

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V1.0	2019	Update
V2.0	2023	Update and branding change

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 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 classes shown.

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Summary of Tasks MC (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			
1.03	Knowledge of Basic Controls			
	Driving the Vehicle			
2.03	Gear & Automatic (Manual Mode) 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			
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 plus Review			
2.17	Final Drive and Review			
	Manoeuvres			
3.01B	Couple B Trailer to Prime Mover and A Trailer			
3.02B	Uncouple the B Trailer from the Towing Unit			
3.02C	Couple Prime Mover and Trailer to Dolly			
3.02D	Uncouple Dolly from the Towing Trailer			
3.04	Reversing - Straight Line			
	Miscellaneous			
4.01	Secure Load			
4.02	Pre-Departure Check			
4.05	Post-Operation Check			
	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.

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- The training and assessment hours recorded in the column above must only be the hours spent ‘behind the wheel’ (see definition in Authorised Examiner manual).
- If the examiner is working with two applicants together, the hours recorded in the column above must be split between both.
- The record of hours undertaken by applicants must reflect actual hours of training and assessment to the nearest quarter of an hour. This is irrespective of the number of hours booked.
- Any training delivery by motor driving instructors must also be included.

About this Learners 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 the summary sheet and 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*

Task Requirements

Task No	CBT & A Tasks	Minimum Requirements
	Introduction To The Vehicle	
1.03	Knowledge of Basic Controls	To be demonstrated once.
	Driving The Vehicle	
2.03	Gear Changing	To be demonstrated once.
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	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	
2.16	Hills and Open Road Drive plus Review	To be demonstrated once plus, reviews, if any.
2.17	Final Drive and Review	
	Manoeuvres	
3.01B	Couple B Trailer to Prime Mover & A Trailer	To be demonstrated twice.
3.02B	Uncouple the B Trailer from the Towing Unit.	
3.02C	Couple Prime Mover & Trailer to Dolly.	
3.02D	Uncouple Dolly from the towing Trailer.	
3.04A	Reversing Straight Line	
	Miscellaneous	
4.01	Secure Load	To be demonstrated once.
4.02	Pre-Departure Check	
4.05	Post-Operation Check	
	Theory Course	
5.01	Multi-Combination Theory Exam.	Successfully pass the exam

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 demonstrations of the original task with no additional training given before the second attempt 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).

The system of vehicle control

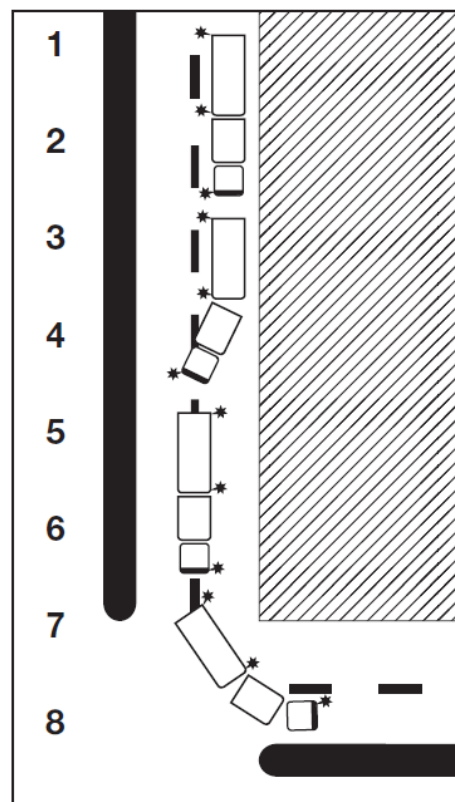
A series of features which are to be considered by the driver when approaching and negotiating any hazard – e.g., anything which will either cause you, or has the potential to cause you, to change speed or direction.

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 concentrating on potential trouble spots, not on the brakes and shift lever.

By considering 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. However, all other steps need to be done 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. MC class vehicles require substantial planning when approaching and negotiating turns. More often than not, multiple lanes will need to be used – sometimes even the opposite side of the road.

Following the system of vehicle control produces a controlled, deliberate driving style that reduces risk. 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 have proof of registration, be roadworthy and in a suitable condition for training. The registration requirement does not apply to the converter dolly.

CBT&A may be conducted in a prime mover 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.

All vehicles 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.

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 that are over-width or over-height vehicles.

Training and assessments in a loaded vehicle

- Assessments for class MC must be conducted with loaded trailers.
- 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 GCM of the prime mover.
- For compliance purposes, the examiner may be required to provide a weighbridge docket and photograph taken at the same time.
- Trailers must not exceed the GCM of the towing vehicle

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. If a non-synchromesh transmission (e.g., Eaton Fuller Roadranger) is used, it is recommended to double-declutch when making lever shifts.

Automatic transmissions

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

Training and Assessment Vehicle

- Prime Mover - B double rated with tandem drive.
- Trailers with tandem or triaxles on each trailer, in B-double configuration, and .
- An overall length of at least 22 metres.

Basic Vehicle Roadworthy Check

Vehicle check

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

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

Registration

- The prime mover and trailers must be registered, and each must display a current inspection label.

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 at all times.

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 may be 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

Tasks and Manoeuvres

Multi-Combination Vehicles CBT&A

Task No.	Description	Page No.	Class	
			HR	HC
	Introduction to the Vehicle			
1.01	Entering and Leaving Driver's Cab	16	✓	✓
1.02	In Cab Preparation	17	✓	✓
1.03	Knowledge of Basic Controls	18	✓	✓
	Driving the Vehicle			
2.01	Starting Up Procedure	19	✓	✓
2.02	Shut Down Procedure	20	✓	✓
2.03	Gear Changing (Basic)	21	✓	✓
2.04	Kerb Stop Procedure - Level Ground	22	✓	✓
2.05	Moving Off Procedure - Level Ground	23	✓	✓
2.06	Kerb Stop Procedure - Uphill	24	✓	✓
2.07	Moving Off Procedure - Uphill	25	✓	✓
2.08	Kerb Stop Procedure - Downhill	26	✓	✓
2.09	Moving Off Procedure - Downhill	27	✓	✓
2.10	Driving Straight Ahead	28	✓	✓
2.11	Turning the Vehicle to the Left	29	✓	✓
2.12	Turning the Vehicle to the Right	30	✓	✓
2.13	Gear Changing Events	31	✓	✓
2.14	Changing Lanes	32	✓	✓
2.16	Hills and Open Road Drive plus Review	33	✓	✓
2.17	Final Drive and Review	35	✓	✓

Task No.	Description	Page No.	Class	
			HR	HC
	Manoeuvres			
3.01	Couple Trailer to Prime Mover	37	✗	✓
3.01A	Couple Trailer to Heavy Rigid Vehicle	38	✓	✗
3.02	Uncouple Trailer from Prime Mover	39	✗	✓
3.02A	Uncouple Trailer from Heavy Rigid	40	✓	✗
3.03	Reversing - To the Left (HC)	41	✗	✓
3.03A	Reversing - To the Left (HR)	42	✓	✗
3.04	Reversing - Straight Line	43	✓	✓
	Miscellaneous			
4.01	Secure Load	44	✓	✓
4.02	Pre-Departure Check	45	✓	✓
4.03	Check Stop Inspection	46	✓	✓
4.04	Breakdown Procedure	47	✓	✓
4.05	Post-Operation Check	48	✓	✓
	Theory course			
5.01	Theory Exam		✓	✓

Task Name: Knowledge of Basic Controls
Task Number: 1.03

Licence Class: MC
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.
- Engine not running.

Standard

The applicant will locate, identify, and describe the operation and function of all items listed in the performance criteria without any assistance.

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.
2. The examiner will nominate each control listed in the performance criteria.

Performance Criteria

Ignition switch.

Signals.

Hazard switch.

Washers / wipers.

Air conditioning / heating / demisters.

All operational gauges and warning devices.

All braking systems.

Clutch and clutch pedal positions.

Clutch brake.

Gear lever / shift console positions.

All lighting systems internal / external.

Others (as applicable to assessment vehicle).

Task Name: Changing and Selecting Gears
Task Number: 2.03

Licence Class: MC
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 places 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.
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 Low Mode is essential if engine is not fitted with over speed protection (if applicable).

Maintain smooth transition when shift changing.

All shifts must be demonstrated without audible warning occurring.

Comply with rules of braking / steering.

Maintain complete vehicle control.

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

Licence Class: MC
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 demonstrate the stopping procedure, 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, without assistance.

Notes

1. Whilst the steps may be performed out of sequence, the park brake must be applied as the first item after stopping.
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 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 (note 1).
- Move the gear lever/shift console to the neutral position.
- Cancel signal.
- Release the brake pedal.
- Release the clutch pedal (if applicable).

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

Licence Class: MC
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 demonstrate the moving off procedure, and progressive gear changing for at least two shifts from first gear, in full compliance with the conditions and performance criteria, without assistance.

Notes

1. Slipping the clutch to excess is not acceptable
2. For vehicles fitted with a non-synchromesh transmission, the clutch will need to be depressed for at least 5 seconds before attempting to select the gear to allow the clutch brake to have effect.
3. After moving off, gear changes relative to the terrain will be required.

Performance Criteria

Moving off procedure (items)

- Check mirrors for approaching traffic.
- Signal in the appropriate direction (for a minimum of five seconds).
- Clutch pedal down (if applicable) (note 2)
- Select first gear.
- **Automatics** – Select the desired mode and starting gear on the shift console depending on load and gradient.
- Apply the appropriate power.
- Release clutch to friction point and hold (if applicable) (note 1).
- Check the appropriate blind spot areas, if clear
- Recheck the left mirror.
- Release the park brake / trailer brake.
- Release the clutch pedal slowly (if applicable) and.
- Increase power as required.
- Check that the signal has cancelled.
- Maintain forward momentum.
- Comply with all legal requirements

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

Licence Class: MC
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 without any assistance demonstrate the stopping procedure, 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.

Notes

1. Whilst the steps may be performed out of sequence, the park brake must be applied as the first item after stopping.
2. The measurement will be taken from the left extremity of the vehicle.

Performance Criteria**Stopping procedure (items)**

- Select the stopping place.
- 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 (note 1).
- Move the gear lever/shift console to the neutral position.
- Cancel signal.
- Release the brake pedal.
- Release the clutch pedal (if applicable).

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

Licence Class: MC
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 without any assistance demonstrate the moving off procedure, and progressive gear changing for at least two shifts from first gear, in full compliance with the conditions and performance criteria.

Notes

1. Slipping the clutch to excess is not acceptable.
2. For vehicles fitted with a non-synchromesh transmission, the clutch will need to be depressed for at least 5 seconds before attempting to select the gear to allow the clutch brake to have effect.
3. After moving off, gear changes relative to the terrain will be required.

Performance Criteria

Moving off procedure (items)

- Check mirrors for approaching traffic.
- Signal in the appropriate direction (for a minimum of five seconds).
- Clutch pedal down (if applicable) (note 2).
- Select first gear.
- Apply the appropriate power.
- Release clutch to friction point and hold (if applicable) (note 1).
- Check the appropriate blind spot areas, if clear
- Recheck the left mirror.
- Release the park brake / trailer brake.
- Release the clutch pedal slowly (if applicable) and.
- Increase power as required.
- Check that the signal has cancelled.
- Maintain forward momentum.
- Comply with all legal requirements

Task Name: Driving Straight Ahead
Task Number: 2.10

Licence Class: MC
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-lane 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.

Standard

The applicant will on two consecutive, but separate occasions negotiate various intersections, in full compliance with the conditions and performance criteria. This task must be assessed at no less than 80% accurate compliance to the system of vehicle control.

Notes

1. 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 (minimum three to four seconds depending on 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: MC
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.
- **Turning the vehicle on minimal gradient must be included.**

Standard

The applicant will on two consecutive, but separate occasions turn the vehicle to the left at the various types of intersections, in full compliance with the conditions and performance criteria. This task must be assessed at no less than 80% accurate compliance to the system of vehicle control.

Notes

1. 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 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).**
- The need for appropriate lane straddling is recognised.
- Check left external mirror just prior to the rear wheels reaching the apex of the turn.
- The vehicle is stable throughout the turn.
- Maintain the correct position throughout the turn.
- Comply with rules of braking and steering.
- Stop the vehicle in the correct position when faced with a stop line or sign.
- Slow, stop and accelerate smoothly where necessary.
- Selection of gaps which are safe and do not slow or impede the traffic flow.
- Apply basic give way rules

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

Licence Class: MC
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.
- **Turning the vehicle on minimal gradient must be included.**

Standard

The applicant will on two consecutive, but separate occasions turn the vehicle to the right at the various types of intersections, in full compliance with the conditions and performance criteria. This task must be assessed at no less than 80% accurate compliance to the system of vehicle control.

Notes

1. 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 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).**
- The need for appropriate lane straddling is recognised.
- 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 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 Event

Task Number: 2.13

Licence Class: MC

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, on level, uphill and downhill gradients.

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 conditions allowing speeds up to 60 - 80 km/h.
- Intersections requiring stopping, slowing, or turning.
- Road with suitable gradient.

Standard

The applicant will on two consecutive, but separate occasions demonstrate smooth 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 13**.
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 shifts according to road and traffic situations.
- Always be in an appropriate gear (for the road speed, terrain, traffic and engine speed, and engine efficiency).
- Not coast in neutral or in gear (i.e., with the clutch disengaged).
- Apply progressive gear changing when required.

Task Name: Changing Lanes
Task Number: 2.14

Licence Class: MC
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.

Standard

The applicant will on two consecutive, but separate occasions change lanes to the left and right, in full compliance with the conditions and performance criteria. This task must be assessed at no less than 80% accurate compliance to the system of vehicle control.

Performance Criteria

- Apply forward planning techniques.
- Select gaps that are safe and do not slow down or impede other traffic
- 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 Review
Task Number: 2.16

Licence Class: MC
Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- The assessment route used must be developed by the regulator to allow for a comprehensive assessment covering all items in the performance criteria.
- 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.

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 requirement, a review of those items must be completed within the same assessment period, otherwise the whole assessment must be reassessed in full. This task must be assessed at no less than 80% accurate compliance with:

- The system of vehicle control
- Safe driving strategies.
- Gear changing (as per the procedure)
- 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 retarders when necessary.
- **Note: if the requirements of ARR108 are not followed when required to do so, the assessment must be terminated.**

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 Review
Task Number: 2.16 - Continued

Licence Class: MC
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/right80%
- Driving through hills80%
- Driving on laned / un-laned roads80%
- Driving through curves/bends80%
- Observation techniques80%
- System of vehicle control80%
- Entering and leaving high speed roads100%
- Comply with all legal requirements100%

Notes

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

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 system of vehicle control
- Comply with all legal requirements.

The examiner must terminate the hills drive if:

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

Task Name: Final Drive and Review

Task Number: 2.17

Licence Class: MC

Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- Road and traffic conditions which will place a high demand on the applicant, with medium to heavy traffic requiring interaction with other road users.
- The assessment and reassessment of this task must be conducted in accordance with the procedures recorded in the examiner's manual.
- The assessment route must be developed by the regulator 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.
- All tasks in this Learner Guide must be successfully completed before the assessment of this task.

Standard

The applicant will on one occasion and without any assistance demonstrate as directed a safe, efficient and competent drive, in full compliance with the conditions and performance criteria. For any item where the applicant has not achieved the standard requirement, a review of those items must be completed within the same assessment period, otherwise the whole assessment must be re-assessed in full.

This task must be assessed at no less than 80% accurate compliance with:

- The system of vehicle control.
- Safe driving strategies.
- Gear changing events (as per the procedure).
- Automatic transmissions – gear changing events not applicable.

Performance Criteria

Apply safe driving strategies

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

Apply observation and planning techniques

- Look well ahead.
- Regularly monitor left and right mirrors.
- Maintain adequate progress.
- Check right and left before entering any hazards.
- 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, and to be recorded in conjunction with the assessment of the items listed in the range statement, under minimum requirements.
- Negotiate successive left and right turns as per task criteria at traffic lights; off major roads and onto major roads without traffic lights; roundabouts; intersections with stop or give way signs as per Tasks 2.10, 2.11, 2.12. Refer recording sheet for standard compliance.
- Performing all lane changes as per Task 2.14.

Task Name: Couple B Trailer to Prime Mover and A Trailer

Task Number: 3.01B

Licence Class:

MC

Criteria Applications: As Per Conditions

Learning Outcome

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

Conditions

- A location that has been approved by the regulator.
- A safe area of hard standing which is reasonably level with minimal or no traffic.
- Prior to the commencement, ensure the B trailer is safely secured and the prime mover and A trailer are positioned forwards of the B trailer by no less than 10 metres.
- Safe pedestrian access around the vehicle.
- The applicant to notify the examiner when the task is complete.

Standard

The applicant will demonstrate the manoeuvre on two consecutives but on separate occasions and without assistance.

Notes

The procedure may alter if the trailers are fitted with air bag suspension.

Performance Criteria

- Align towing unit to the B trailer; turntable to be within 30cm of the skid plate.
- Check turntable jaws are open and aligned with the kingpin.
- Check height of trailer skid plate and adjust as necessary.
- Reverse the towing unit until the turntable is under the skid plate and stop before the coupling is complete.
- Raise the landing gear clear of the ground (approximately 2 cm).
- Connect the B trailer by reversing the towing unit.
- Check the trailer security by applying the tug test and a visual check of the release handle.
- Raise landing gear to the full extent and secure the handle.
- Connect air lines and electrical lead (turn air taps to the 'on' position).
- Supply air and perform a roadworthiness check.
- Ensure correct signage and accreditation is displayed.

Task Name: Uncouple B Trailer from the Towing Unit**Task Number: 3.02B****Licence Class:****MC****Criteria Applications: As Per Conditions****Learning Outcome**

The applicant will be able to couple the B trailer safely and efficiently to the prime mover / A trailer towing unit.

Conditions

- A location that has been approved by the regulator.
- A safe area of hard standing which is reasonably level with minimal or no traffic.
- Prior to the commencement, ensure the combination is coupled as a unit.
- The unit to be parked and secured in a straight line.
- Safe pedestrian access around the vehicle.
- Landing gear support packing to be available (if required).
- The applicant to notify the examiner when the task is complete.

Standard

The applicant will demonstrate the manoeuvre on two consecutive but separate occasions without any assistance.

Notes

The procedure may alter if the trailers are fitted with air bag suspension.

Performance Criteria

- Apply the park brakes on the prime mover.
- Shut off the air supply to the trailers.
- Turn the air taps to the 'off' position.
- Disconnect the airlines and electrical lead correctly.
- Lower the landing gear and support as needed.
- Release the turntable jaws from the kingpin.
- Raise the trailer until significant weight is raised off the suspension of the A trailer (approximately 40 turns in low gear).
- Drive slowly forward until the two units are separated.

Task Name: Couple Prime Mover & Trailer to Dolly
Task Number: 3.02C

Licence Class: MC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to couple the converter dolly safely and efficiently to the prime mover / trailer towing unit.

Conditions

- A location that has been approved by the regulator.
- A safe area of hard standing which is reasonably level with minimal or no traffic.
- Prior to the commencement, ensure the dolly is safely secured, and the prime mover and trailer positioned forwards of the dolly by no less than 10 metres.
- Safe pedestrian access around the vehicle.
- The applicant to notify the examiner when the task is complete.

Standard

The applicant will on two consecutive but on separate occasions demonstrate the manoeuvre without any assistance.

Notes

1. Either the A or B trailer may be fitted with the trailer coupling for this task.
2. Any other type of trailer may not be substituted for the dolly.

Performance Criteria

- Align prime mover and trailer combination to the converter dolly.
- Align trailer coupling to dolly drawbar coupling and check the condition of both.
- Ensure trailer coupling is unlocked.
- Ensure the drawbar is at the correct height.
- Reverse trailer and complete the coupling.
- Perform the tug test.
- Apply the park brakes.
- Perform visual checks to ensure that the coupling is secure and locked.
- Connect air lines and electrical lead.
- Secure the drawbar support leg.
- Check that all lights are operating / signs are fitted.
- Applicant to describe air tap positions and use of the yard release valve.

Task Name: Uncouple Dolly from Towing Trailer
Task Number: 3.02D

Licence Class: MC
Criteria Applications: As Per Conditions

Learning Outcome

The applicant will be able to safely and efficiently uncouple the converter dolly from the prime mover / trailer towing unit.

Conditions

- A location that has been approved by the regulator.
- A safe area of hard standing which is reasonably level with minimal or no traffic.
- Prior to the commencement, ensure the combination is coupled as a unit.
- The unit to be parked and secured in a straight line.
- Safe pedestrian access around the vehicle.
- Support packing to be available (if required).
- The applicant to notify the examiner when the task is complete.

Standard

The applicant will demonstrate the manoeuvre on two consecutive but separate occasions without any assistance.

Performance Criteria

- Apply the parking brake.
- Ensure the drawbar support leg is in place.
- Shut off the supply of air to the dolly.
- Disconnect the airlines and electrical lead.
- Release the locking mechanism.
- Drive the vehicle slowly forward until the two units are separated.
- Apply the parking brake.
- Check the trailer coupling is in the closed position.

Task Name: Reverse Straight Line

Task Number: 3.04

Licence Class: MC

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 from the kerb or kerb line in a safe and competent manner.

Conditions

- A location that has been approved by the regulator with at least 100 meters of available space.
- Nil or minimal traffic.
- Clear of pedestrian activity.

Standard

The applicant will demonstrate the manoeuvre on two consecutive but separate occasions and without any assistance.

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. Each successful demonstration to take no more than 7 minutes.

Performance Criteria

- Position the vehicle no less than 70 metres forward of the bay / final position.
- Reverse the vehicle for a continuous distance of at least 70 metres.
- Apply observation techniques, use of external mirrors only.
- Maintain full vehicle control.
- Maintain smooth clutch and accelerator control.
- Comply with all legal requirements.
- Complete the reversing with no more than two forward movements for each successful demonstration.

Task Name: Secure Load

Task Number: 4.01

Licence Class: MC

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 describe the appropriate method for securing various loads and the suitability of different load restraint types in relation to the load being carried. The applicant will also demonstrate safe and appropriate methods of storage of the various load restraint items when not in use

Conditions

- Vehicle parked and secured in a level non-traffic area with safe pedestrian access to all sides.
- Engine not running.
- Load placed on vehicle but not secured.
- Each individual item of load to be at least one metre in height.
- Sufficient equipment to demonstrate at least one of each required type of 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.
- Applicant to have access to the Load Restraint Guide for reference.
- Applicant to demonstrate various load restraint methods on request of the examiner, 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 the rating and suitability of each, in full compliance with the conditions and performance criteria. All criteria must be demonstrated.

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: MC

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.
- Engine not running.
- Wiping cloth, bar, gloves to be on hand.
- A blank pre-departure check list and pen.
- The examiner to fill in the check list 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 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:

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

Task Name: Post Operation Check

Task Number: 4.05

Licence Class:

MC

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 and shut down 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 blank post operation check list and pen.
- The examiner to fill in the check list 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 complete the vehicle check in a competent manner without any assistance 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

Item	Ok	Ok	Comments
Check For Leaks			
Cooling System			
Engine			
Transmission			
Differential			
All axles and bearing heat			
Check Tyres For			
Condition			
Inflation			
Tread lifting			
Check Lights & Reflectors			
For Damage			
Check For Air Leaks			
Truck			
General			
Vehicle posture			
Load security			
Windscreen damage			
Mirror security			

Task 4.02 - Pre Departure Check Sheet

Overhead Clearance ☐**Posture / Suspension** ☐**Visible Fluid Leaks / Capacity Check**Oil ☐Transmission ☐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 ☐Pressure ☐Tread ☐**Lights / Reflectors**All lights working ☐All lenses intact ☐All reflectors intact ☐**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 ☐**Trailers**Air and electrical leads ☐Hitch secured ☐Landing gear retracted ☐**Portable reflective triangles** ☐

Task 4.05 - Post Operation Check Sheet

Check for leaks

- Cooling System ☐
- Engine ☐
- Transmission ☐
- Differential ☐
- All Axle and Bearing Heat ☐

Check tyres for

- Condition (Inflation) ☐
- Tread Lifting ☐

Check for air leaks

- Prime Mover ☐
- Trailers ☐

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 ☐

HC Competencies – to be used when upgrading from HR to MC ONLY

Name _____ Transmission type _____

Pre Departure Check Sheet**Task 4.02****Overhead Clearance** ☐**Posture / Suspension** ☐**Visible Fluid Leaks / Capacity Check**Oil ☐Transmission ☐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 ☐Pressure ☐Tread ☐**Lights / Reflectors**All lights working ☐All lenses intact ☐All reflectors intact ☐**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 ☐**Trailer**Air and electrical leads ☐Hitch secured ☐Landing gear retracted ☐**Portable reflective triangles** ☐

HC Competencies – to be used when upgrading from HR to MC ONLY

Name _____ Transmission type _____

Post Operation Check Sheet**Task 4.05****Check for leaks**

- Cooling System ☐
- Engine ☐
- Transmission ☐
- Differential ☐
- All Axle and Bearing Heat ☐

Check tyres for

- Condition (Inflation) ☐
- Tread Lifting ☐

Check for air leaks

- Prime Mover ☐
- Trailer ☐

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 ☐

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HC Competencies – to be used when upgrading from HR to MC only – Tasks 1.01 – 2.09											Date
Name		Licence No									
Registration		Class									
Enter Driver's Cab											
Leave Driver's Cab											
Driver Cab Drill											
Knowledge / Controls											
Starting The Engine											
Shut Down Engine											
Changing Gears											
Manual											
Up Through Gears											
Down Through Gears											
Skip Changing											
Automatic shift											
Up Through Gears											
Down Through Gears											
Kerb Stop											
Level Ground											
Uphill Gradient											
Downhill Gradient											
Moving Off											
Level Ground											
Uphill Gradient											
Downhill Gradient											
Notes											

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HC Competencies – to be used when upgrading from HR to MC only. Tasks 2.10 – 2.14										Date			
Name					Licence No					Start Time			
Registration					Class					Finish Time			
Primary Assessment										Score ▼	Reassessment	Score ▼	
Gear Changing Events (Tick Box) ☐ Non-Synchro – Minimum 80% ☐ Synchro – Minimum 90% ☐ Automatic – not applicable													
On Road Assessments Performed (Minimum Standard 80%)													
Turning Left													
T/Lights Single Lane													
T/Lights Multi Lane													
Controlled Intersection													
Uncontrolled Intersection													
Onto Multi-lane Roads													
Off Multi-lane Roads													
Roundabouts													
Turning Right													
T/Lights Single Lane													
T/Lights Multi Lane													
Controlled Intersection													
Uncontrolled Intersection													
Onto Multi-lane Roads													
Off Multi-lane Roads													
Roundabouts													
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													

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HC Competencies – to be used when upgrading from HR to MC Only

Name

Licence No

Registration

Class

**Manoeuvres and
Miscellaneous
Items**

Class

Couple Trailer

HC

Uncouple Trailer

HC

Reversing -
to the Left

HC

Reversing -
Straight Line

HC

Secure Load

HC

Pre Departure
Check

HC

Check Stop
Inspection

HC

Breakdown
Procedure

HC

Post Operation
Check

HC

Notes

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HC Competencies – to be used when upgrading from HR to MC Only Task 2.16 Hills and Open Road Drive		Date	
Name		Licence No	
Registration		Class	
		Start Time	
		Finish Time	
Gear Changes – (Minimum Standard – Synchro 90%, Non-Synchro 80%)		Total	Faults
All changes			
		Score	
System – (Minimum Standard 80%)		Total	Faults
Bends			
Turns			
Other			
		Score	
For Other : 1. Adequate Progress; 2. Forward Observation; 3. Road Position; 4. Safe Distance; 5. Vehicle Control			
Non-Compliance with Road Rules		Reassessment	
Breach			
Competent / Not Competent			
Roads used for training and assessment			

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Tasks 1.01 – 2.09		Compliance Sheet 1	
Name		Licence No	
Registration		Class	
Knowledge / Controls	☐	☐	☐
Changing Gears			
Manual			
Up Through Gears	☐	☐	☐
Down Through Gears	☐	☐	☐
Skip Changing	☐	☐	☐
Automatic shift			
Up Through Gears	☐	☐	☐
Down Through Gears	☐	☐	☐
Kerb Stop			
Uphill Gradient	☐	☐	☐
Downhill Gradient	☐	☐	☐
Moving Off			
Uphill Gradient	☐	☐	☐
Downhill Gradient	☐	☐	☐
Notes			

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Tasks 2.10 – 2.14		Compliance Sheet 2		Date	
Name		Licence No		Start Time	
Registration		Class		Finish Time	
Second Occasion			Score ▼	Reassessment	Score ▼
Gear Changing Events: (Tick Box) ☐ Non-Synchro – Minimum 80% ☐ Synchro – Minimum 90% ☐ Automatic – not applicable					
On Road Assessments Performed: (Minimum Standard 80%)					
Turning Left					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
Turning Right					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
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					

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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) ☐ Non-Synchro – Minimum 80% ☐ Synchro – Minimum 90% ☐ Automatic – not applicable					
On Road Assessments Performed: (Minimum Standard 80%)					
Turning Left					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
Turning Right					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
Changing Lanes					
Left					
Right					
Driving Straight Ahead					
Traffic Lights					
Roundabouts					
Pedestrian Crossings					
Stop sign					
Give way sign					
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			Score	Score	
Non-Compliance with Road Rules				Reassessment	
Competent / Not Competent					

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Compliance Sheet 3

Name		Licence No	
Registration		Class	
Manoeuvres and Miscellaneous Items	Class	First Occasion	Second Occasion
Couple B Trailer to Prime Mover and A Trailer	MC	☐	☐
		☐	☐
Uncouple B Trailer from The Towing Unit	MC	☐	☐
		☐	☐
Couple Combination to the Dolly	MC	☐	☐
		☐	☐
Uncouple the Dolly From the Combination	MC	☐	☐
		☐	☐
Reversing - Straight Line	MC	☐	☐
		☐	☐
Secure Load	MC	☐	☐
		☐	☐
Pre Departure Check	MC	☐	☐
		☐	☐
Post Operation Check	MC	☐	☐
		☐	☐
Theory Exam	MC	☐	☐
		☐	☐
Notes			

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

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

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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) ☐ Crash box - Minimum 80% ☐ Synchro - Minimum 90% ☐ Automatic - not applicable					
On Road Assessments Performed: (Minimum Standard 80%)					
Turning Left					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
Turning Right					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
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					

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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) ☐ Crash box - Minimum 80% ☐ Synchro - Minimum 90% ☐ Automatic - not applicable					
On Road Assessments Performed: (Minimum Standard 80%)					
Turning Left					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
Turning Right					
T/Lights Single Lane					
T/Lights Multi Lane					
Controlled Intersection					
Uncontrolled Intersection					
Onto Multi-lane Roads					
Off Multi-lane Roads					
Roundabouts					
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					

