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A guide to Heavy Vehicle Competency Based Assessment

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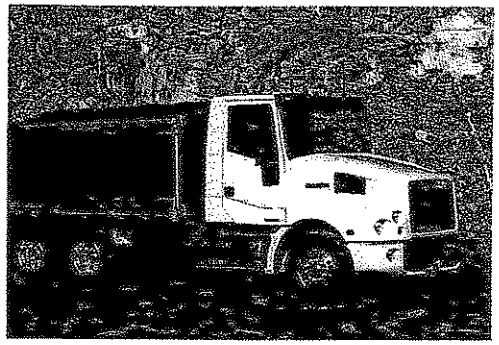

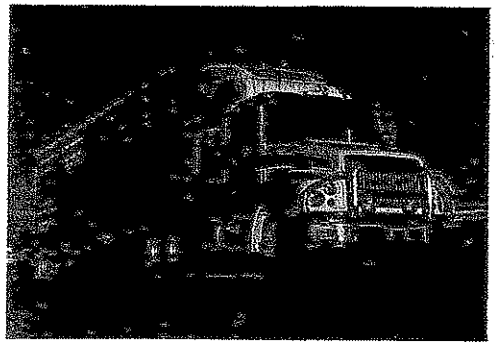

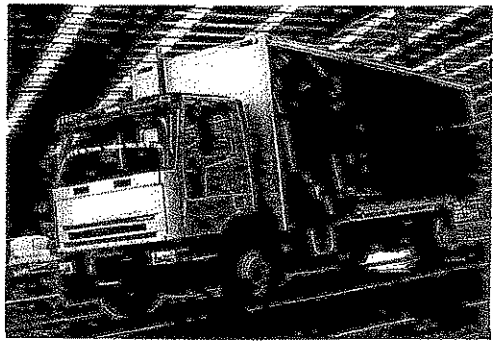

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A guide to Heavy Vehicle Competency Based Assessment

Bribery is against the law

Most people involved with issuing and obtaining a licence are honest.

You are reminded that you must not offer your assessor money, gifts or other favours and that your assessor must not ask you for money, gifts or favours in order to gain a heavy vehicle driver licence without fully demonstrating your driving ability to the competency requirements.

These practices are illegal

Penalties are severe and include fines and imprisonment. All cases of corruption will be investigated and strong action will be taken against all those involved. If you know or believe that anyone has got or is about to get a heavy vehicle driver licence by offering or responding to a request for a bribe - or if you suspect or know of any other corruption involving another applicant, driving instructor or assessor, telephone:

- the Roads and Traffic Authority (RTA) on 1800 043 642 (this is a free call); or
- the Independent Commission Against Corruption (ICAC) on (02) 9318 5999.

Table of contents

NSW ICAC EXHIBIT

	Competency	Page
Welcome to Heavy Vehicle Competency Based Assessment (HVCBA)		4
Introduction		4
Important information		4
The people who may teach you to drive		6
Information on assessments		7
Issuing your Heavy Vehicle Driver licence		9
Vehicles and loads required for HVCBA assessments		9
General information when using the HVCBA system		11
Vehicle check list		12
Check Sheets (to be used by your assessor)		**15**
Progress check sheet		16
Intermittent check sheet		18
Heavy vehicle driving competencies		**21**
Identify controls	1	22
Pre-driving adjustments	2	24
Start and stop engine	3	25
Leave and return to kerb	4	26
Steering control	5	27
Braking	6	28
Indicate	7	29
Controlled intersections	8	30
Pedestrian awareness	9	31
Lane positions	10	32
Left intersections	11	33
Right intersections	12	34
Change gears	13	35
Observation	14	36
Safe cushion	15	37
Anticipation	16	38

Table of contents continued

	Competency	Page
System driving	17	39
Curves and bends	18	40
Speed	19	41
Vision blockout	20	42
Enter and exit vehicle	21	43
Roundabouts	22	44
Position in traffic	23	45
Safe gaps	24	46
Intersections in traffic	25	47
Manage controls in traffic	26	48
Brake - open road	27	49
Accelerate - open road	28	50
Hills and bends	29	51
Open highway	30	52
Drive positively	31	53
Breakdown	32	54
Loading bay	33	55
Stop and start on inclines	34	56
Reversing	35	57
Pre-departure check	36	58
Pre-departure check report trucks and buses		59
Check stop inspection	37	61
Parallel reverse park	38	62
U (three point) turn	39	63
Bus stop	40	64
Securing the load *[LR, MR, HR and HC trucks only]*	41	66
Uncouple semi-trailer *[HC Only]*	42	67
Couple semi trailer *[HC Only]*	43	68
Uncouple truck and trailer *[HC Only]*	44	70
Couple truck and trailer *[HC Only]*	45	71
Final competency assessment *(FCA)*	46	72

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Welcome to Heavy Vehicle Competency Based Assessment (HVCBA)

Introduction

This Guide contains all the information that you need to know about getting your heavy vehicle driver licence under HVCBA. It tells you what you will be expected to do, and also what you should expect from your assessor. It contains important information on your rights, so make sure you read it before you go for any assessments.

Important information

This is a list of the most important points about HVCBA. They are explained in detail later in this Guide.

- You can choose your own assessor.
- You can learn and be assessed in your own vehicle if you choose.
- You should keep your Log Book at all times until you get your licence.
- You arrange appointment times directly with the assessor that you choose.
- You can go to a motor registry at any time and find out which competencies have not yet been entered into the RTA computer.
- You can change assessors at any time.
- You do not have to take a driving test.

Getting started

We recommend that you carefully read the latest *Heavy Vehicle Drivers' Handbook* before you start HVCBA. This is because the road rules may have changed since you last learnt to drive. Handbooks are available for a fee from any motor registry.

This Guide tells you which tasks you need to perform to complete each competency, and how well you need to do each task. Make sure that you read this Guide, understand what is required for each competency, and practise beforehand if necessary.

As well as this Guide you will also have been given a *Heavy Vehicle Competency Based Assessment Learner's Log Book*. This Log Book is the official record of your progress. If you lose it you will be charged a fee for a replacement. Do not let your assessor or anyone else keep your Log Book as it has been issued to you. You can find more details on how to use your Log Book in your Log Book.

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The people who may teach you to drive

You may learn to drive with:

- a family member
- a friend
- a licensed driving instructor
- an RTA accredited assessor

Whoever teaches you must hold the class of licence for the heavy vehicle to be driven, or the higher class of driver licence for one year or more.

You must not pay anybody to teach you unless they hold a current RTA driving instructor's licence of the same class, or a higher class, as you wish to attain, and they have it in the cabin of the vehicle in full view while they are instructing you.

You may also learn with an assessor. All assessors are also driving instructors. Assessors must have their instructor's licence card in the vehicle while they are assessing you.

Information on assessments

You can have an assessment at any time you think you are ready. Normally you should not have to wait more than one week for an assessor to be available, and at the most two weeks. Under HVCBA you are not necessarily restricted to being assessed during normal business hours.

Arranging an assessment

When you want to be assessed you must contact an RTA accredited assessor. These are the only people authorised by the RTA to sign off competencies.

The appointment times, length of sessions and fees are arranged between you and your assessor.

Learning from an assessor

Training and assessment can be conducted during the one session if you are learning with an assessor, however the time taken to train during that period must be deducted from any time which is counted toward the minimum assessment time. This means you could be assessed for one competency while being trained in another. This could speed up the assessment process for you.

If you are learning and are being assessed with an RTA accredited assessor, you will have to wait a minimum of one hour after training for a particular competency before you can be assessed in that competency. If you are not successful in your assessment you will have to wait one hour before that competency can be assessed again. If you require more training, you will have to wait a further hour after the training before that competency can be re-assessed.

What happens in an assessment?

In an assessment you will have competencies assessed to make sure that your driving is both safe and consistent. Some competencies are required to be assessed more than once. This is to make sure that you have developed good driving habits. The number of competencies required varies for each licence class. For example, to obtain an HR licence you will need to demonstrate 40 competencies. Normally, during an assessment, your assessor will be looking at several competencies at the same time.

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Your assessor should use your copy of the Guide for scoring your progress during your assessment. This scoring should include marking off, in any competency statement, what you did, or did not, perform correctly. The Guide, because it has been scored during your assessment session, will give you details of the successful competencies and also if and where you had problems. You should also get your assessor to explain any problems to you.

After each session, your assessor will 'sign off' each successful competency in your Log Book. This is normally done at the end of your session. Then you will only need to concentrate on completing any outstanding competencies.

For any competency to be signed off, you must demonstrate it without any errors.

The final assessment is to demonstrate the core skills you have learned during previous assessments which are necessary to drive a heavy vehicle safely and competently. The assessment will normally be conducted by your assessor however on occasions it may be conducted by an RTA auditor as part of normal audit procedures.

You may want to be assessed for any competency without taking any driving lessons with an assessor before your assessment. If you are being assessed in the assessor's vehicle, you are allowed up to 30 minutes of driving to become familiar with the vehicle. This is not counted as instruction.

Recording of competencies with the RTA

Your assessor will report completed competencies directly to the RTA. You will only be able to upgrade your licence when all the required competencies in your Log Book have been signed off, and have been reported to the RTA by your assessor.

To check that your assessor is up-to-date in reporting all your completed competencies, you may go to any motor registry and ask for a "competency progress report". The report shows which competencies have not yet been reported. This service is free of charge.

If you believe that you have completed some competencies that have not been reported, you should discuss the matter with your assessor.

Issuing your Heavy Vehicle Driver Licence

When your Log Book has been completed for all the competencies for your licence class, you can go to any motor registry for the issue of your licence. The RTA will keep your Log Book. Remember, you do not need to take a driving test.

A fee will be charged to upgrade your licence.

Vehicles and loads required for HVCBA assessments

Vehicle requirements

A heavy vehicle driving assessor will have a vehicle for you to use for your assessments. You may also use your own vehicle if you choose.

The vehicle that you use must be the right type for the class of licence for which you are applying. (For more information see the *Heavy Vehicle Drivers' Handbook*.)

Whichever vehicle you are driving, make sure it is in good condition and is roadworthy. A Vehicle Check is given further in this Guide.

Most vehicles will be suitable for HVCBA assessments, however some may have restrictions placed on them as follows:

Dangerous goods vehicles

Dangerous goods vehicles may not be used for HVCBA assessments.

Federal interstate registered vehicles

These vehicles may only be used for HVCBA assessments when travelling on journeys between prescribed places within the meaning of the Interstate Road Transport Act, 1985, as described on statutory declaration form 135A, which is available from RTA motor registries.

Livestock transport vehicles

May not be used for HVCBA assessments when carrying livestock.

Buses, coaches and motor homes

All buses coaches and motor homes are exempt from carrying a load. Assessments must not be carried out in these vehicles when carrying paying passengers.

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Assessments in a loaded vehicle

To check your ability to drive a loaded truck some competencies require the vehicle to be loaded.

All loads must be fully secured and covered where appropriate.

The loaded vehicle must have a mass which is at least 75% of the maximum mass allowable for the vehicle to be driven on public roads. This is at least 75% of either the Legal Mass Limit, Gross Vehicle Mass (GVM) for rigid vehicles or Gross Combination Mass (GCM), for articulated or heavy trailer combinations, whichever is the lowest.

For example, if a rigid truck has a legal mass limit of 10 tonnes when it is fully loaded, it must weigh at least 7.5 tonnes for the assessments which require a loaded vehicle.

So if the vehicle weighs four tonnes unladen, it will need a load of at least 3.5 tonnes to make the 7.5 tonnes required.

If you are being assessed in your own vehicle, make sure that you check the load requirements with your assessor beforehand, so that there are no problems at the time of the assessment.

To further assess your driving skills in a loaded vehicle the centre driving mirror must be offset for:

- all competencies requiring a loaded vehicle
- competency numbers 33, 35, 38 and 39

General information when using the HVCBA system

When having training or assessments, always carry your:

- Driver licence
- HVCBA Guide
- HVCBA Log Book

Wear your glasses if required.

Always wear suitable footwear when driving a heavy vehicle.

If you are unhappy with your assessor, or you are having any problems with HVCBA, then please let the RTA know and we will help you. Also, if you are pleased with the service provided by your assessor, we would like to know that too. To contact the RTA, telephone 132213 or call into any motor registry.

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Vehicle check list

All vehicles used for HVCBA assessments must be in good condition and roadworthy.

The following is a basic pre-assessment checklist. For more detailed information on vehicle roadworthiness, please refer to the *Heavy Vehicle Driver's Handbook*.

Registration

- The vehicle must be registered and must display a current registration label.

Wheels and tyres

- Wheel nuts or lugs must not be missing.
- Tyres must have at least 1.5 mm tread depth on 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 and all other lights must work.

Signs

- Vehicles with a Gross Vehicle Mass (GVM) of more than 12 tonnes must be fitted with the appropriate marking plates at the rear of the vehicle.
- All number plates must be visible, undamaged and clean.

Windscreen and windows

- Windows must be clean and 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 assessor's vision.

Bodywork

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

Mirrors

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

Posture and Leaks

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

Cabin

- Cabin should be clean.
- Seats should be in good condition, clean and adjustable.
- Cabin should be sealed from 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.
- Seat belts must be retractable lap sash.

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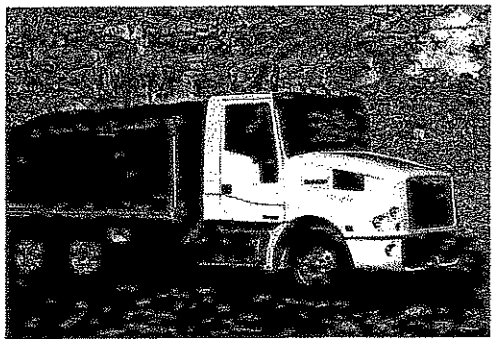
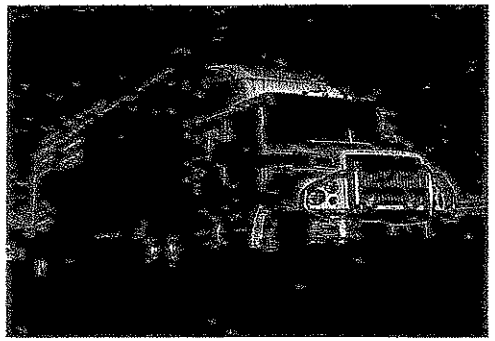
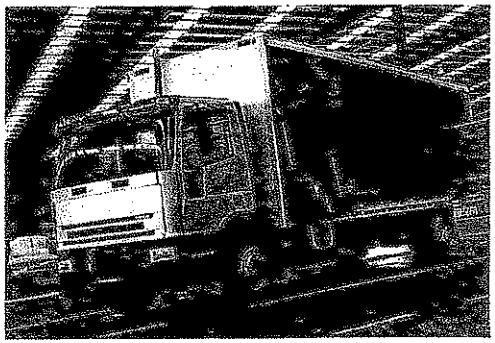
Check Sheets
to be used by your assessor







Progress Check Sheet

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Driver ready to drive

1. Identify controls (stationary)
2. Pre-driving adjustments (stationary)

Basic Driving Skills

3. Start and stop engine
4. Leave and return to kerb
5. Steering control (3km minimum)
6. Braking (from 20km/h and 40km/h)

Apply road rules

7. Indicate (20 consecutive signals)
8. Controlled intersections
9. Pedestrian awareness (5km minimum)
10. Lane positions (500 metres per section)
11. Left intersections
12. Right intersections

Safe driving

13. Change gears (20 successive events)
14. Observation (5km minimum)
15. Safe cushion (5km minimum)
16. Anticipation (5km minimum)
17. System driving (seven events - two lane changes)
18. Curves and bends (10 consecutive curves)
19. Speed (10km - four changes minimum)
20. Vision blockout
21. Enter and exit vehicle
22. Roundabouts

Progress Check Sheet continued

Drive in traffic

23. Position in traffic (5km minimum)
24. Safe gaps
25. Intersections in traffic
26. Manage controls (5km minimum)

Open road

27. Brake
28. Accelerate
29. Hills and bends (5km minimum)
30. Open highway (5km minimum)
31. Drive positively (30 minutes minimum)
32. Breakdown

Manoeuvres

33. Loading bay
34. Stop and start on inclines (up and down)
35. Reversing
36. Pre-departure check
37. Check stop inspection (after 30 minutes or 20km)
38. Parallel reverse park
39. U (three Point) turn
40. Bus stop
41. Securing the load
42. Uncouple semi-trailer
43. Couple semi-trailer
44. Uncouple truck and trailer
45. Couple truck and trailer
46. Final competency (FCA) (30 minutes + one manoeuvre)

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3. Start and stop engine

- start
- stop

4. Leave and return to kerb

- leave
- return

8. Controlled intersections

Traffic lights and/or stop signs

Give way/roundabouts

10. Lane positions

No lane markings

Single marked lane

Multiple clear lanes - left

- right

11. Left intersections

Single lane, or not marked, to same

To double/triple lanes marked lanes

From double/triple marked lanes

12. Right intersections

Single lane, or not marked, to same

To double/triple lanes marked lanes

From double/triple marked lanes

15. Safe cushion

Four second gap behind vehicle in front

Maintain one metre to side of cars

Three-five metres (front, stationary)

Approach vehicle in front with caution

Unlaned

Drive in main carrigeway

Drive to left of centre of road

Not unnecessarily cross centre of road

20. Vision blockout

Intersections

Road events

21. Enter and exit vehicle

- enter
- exit

22. Roundabouts

(mark one or two lane entry - two (2) each minimum)

Left turn

Right turn

Straight ahead

24. Safe gaps

Minimum two (2) from each group, six (6) minimum, total)

Stop or give way sign

Turn left

Turn right

Proceed ahead

Roundabouts

Leaving kerb

Changing lanes

To left

To right

Merging lanes

25. Intersections in traffic

(mark right (r) or left (l) two minimum)

Controlled intersections R R L L

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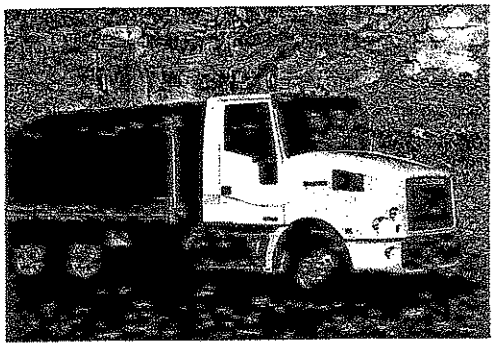
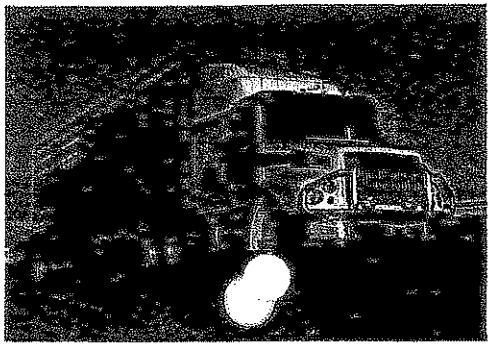
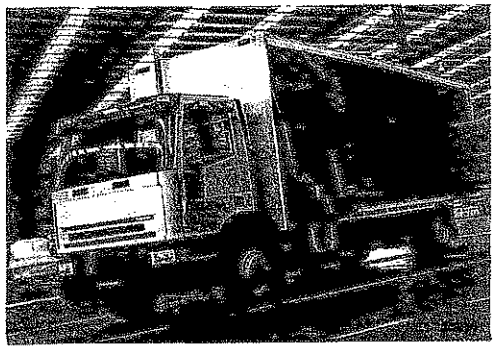
Heavy Vehicle driving competencies







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Identify controls

Performance Locate, identify, describe the function of and operate all controls, gauges and warning lights.

Conditions
- Parked and secured in a low level traffic area
- Assessor to state the required 'Performance' without nominating any controls

Requirements The driver will, once, locate, identify, describe the function of and operate the following controls:

- Engine start and stop systems ☐
- Indicators/hazard/wig wag lights ☐
- Washers/wipers ☐
- Monitoring devices ☐
  (warning lights, air pressure warning system, buzzers)
- Gauges ☐
  (fuel, oil pressure, alternator, temperature, tachometer, voltmeter, air pressure)
- Foot brake ☐
  (move vehicle forward)
- Park brake ☐
  (*check)
- Trailer brake ☐
  (*check)
- Clutch ☐
  (if applicable)
- Gear changing mechanisms ☐
  (gear positions/neutral)
- Accelerator/throttle systems ☐
- Steering wheel ☐
- Horn(s) ☐
- Air conditioning/heating/demisting systems ☐
- All lighting controls ☐
- In-cab suspension adjustments ☐
  (if fitted)

Identify controls continued

- Passenger door operations/interlocks ☐
- Passenger stop cords/buttons/ warning lights ☐
- Other (as applicable to assessment vehicle) ☐

Notes Driver must **operate** all of the above listed controls (if fitted) except for any item grouped under "Other". These items require the driver to locate, identify and describe the function and operation only.

Driver to be assessed according to controls fitted to vehicle. If necessary, assessor may prompt driver on maximum of four items.

* Using a low gear, bring clutch to friction point to apply a load on the park, or trailer brake, as required.

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Pre-driving adjustments 2

Performance Demonstrate all adjustments required to ensure safe, effective and comfortable operation of vehicle.

Conditions
- Parked and secured
- Engine not running
- Driver in driver's seat
- Driver asked: "Are you ready to drive?"

Requirements The driver will demonstrate, once, the following checks and adjustments (if necessary):
- Seat adjustment for posture, comfort and operation of controls ☐
- Control adjustment for posture, Comfort and operation of controls ☐
- Mirrors clean and adjusted for effective vision ☐
- Storage of all loose articles ☐
- Seat belt adjustment and fastening ☐
- Windows and windscreen clean ☐

Notes If adjustments are not carried out, the assessor is to judge whether the positioning is satisfactory without adjustment and score accordingly.
In a bus, all internal mirrors are to be set correctly for passenger monitoring

Start and stop engine 3

Performance Demonstrate engine start and shut down procedures.

Conditions Unannounced in typical driving situations

Requirements The driver will, twice, when:

Starting the engine:
- Ensure park brake is applied ☐
- Ensure auxiliary brakes are off ☐
- Ensure gearbox is in neutral/park (auto) ☐
- Diesel - push in Bowden cable ☐
  (if fitted)
  - - switch on start heater ☐
    (if fitted and required)
  - - allow to warm ☐
    (if required)
- Petrol - set accelerator and choke to recommended positions ☐
- Push clutch pedal down ☐
- Switch on circuit power, checking gauges, warning lights and buzzers ☐
- Activate the starter ☐
- Recheck gauges and warning lights ☐

Shutting down the engine:
- Apply the park brake ☐
- Select neutral/park (auto) ☐
- Diesel - allow engine to idle ☐
  (if required)
  - - Bowden cable to stop ☐
  (if fitted)
  - - stop engine ☐
- Petrol - stop engine ☐

Notes Procedure may vary for particular vehicles and/or fuel systems. (eg after shutting down the engine the final gear position will depend on the vehicle type)

Leave and return to kerb 4

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Performance Demonstrate moving off from and returning to the kerb safely, efficiently and while maintaining full vehicle control.

Conditions
- Parked adjacent to kerb in a low level traffic area, with no overhanging obstructions, preferably free of parked cars
- Engine running, park/trailer brake on

Requirements The driver will, twice, when:

Moving off from the kerb:
- Close all doors ☐
- Depress clutch, put in gear (manual) ☐
- Place foot on brake, select drive (auto) ☐
- Check mirrors (right and left) ☐
- Indicate ☐
- Apply appropriate throttle ☐
- Release clutch to friction point and hold ☐
- Check all mirrors and blindspot ☐
- Release park/trailer brake ☐
- Gently release clutch ☐
- Accelerate smoothly ☐
- Steer vehicle out from kerb ☐
- Cancel indicator ☐

Returning to the kerb:
- Check all mirrors ☐
- Indicate ☐
- Apply foot brake ☐
- Depress clutch, slightly above stalling ☐
- Stop smoothly, parallel and close to kerb ☐
- Apply park brake ☐
- Select neutral/park (auto) ☐
- Release clutch and foot brake ☐
- Cancel indicator ☐

Note Assessor to assess the timing of park/trailer brake release

Steering control 5

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Performance Demonstrate steering control.

Conditions
- Kerbed road (or road with clearly defined edge to seal or edge markings)
- Sections of straight and sweeping curves, in a low level traffic area with intersections
- Posted speed limit 80km/h or less and driving speed limited to 60km/h maximum by a direction from the assessor

Requirements The driver will, for a minimum of 3km:

Maintain steering control by:
- Both hands on the wheel except when operating controls ☐
- Hands in acceptable steering position ☐
- "Hand over hand" or "push-pull" steering technique ☐
- Maintaining a flexible driving posture ☐

Maintain a steady course on straights and through curves:
- Without over or under correcting ☐
- With minimal, smooth, and non-erratic corrections ☐

Notes Acceptable steering positions are either "ten to two", "quarter to three" or "twenty to four"

Deviations due to road or traffic conditions are to be accepted.

"Palming" is acceptable provided full control of the vehicle is maintained.

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Braking 6

Performance

Demonstrate controlled and safe braking to stop at a specified point.

Conditions

- Open level road, low level traffic, allowing speeds to 60 km/h
- Inside lane or sealed verge available for stopping
- Recognisable stopping points (power pole, tree, etc)

Requirements

The driver will, demonstrate normal braking to a complete stop from approximately 20km/h, then again from approximately 40km/h, and during these manoeuvres will:

	20	40
Indicate	☐	☐
Check mirrors for traffic (and passenger security - bus only)	☐	☐
Slow evenly and smoothly	☐	☐
Maintain control of the vehicle	☐	☐
Not skid or slew	☐	☐
Select appropriate gears	☐	☐
Maintain an appropriate steering line	☐	☐
Stop at the nominated point	☐	☐

Notes

This is not an emergency stop but a demonstration of controlled braking and the stopping points are to be selected accordingly.

Indicate 7

Performance

Demonstrate consistent indicating both when legally required and when appropriate for safe or efficient movement of traffic.

Conditions

- A continuous drive including the following road and traffic conditions:
  - suburban streets and urban through roads
  - roundabouts
  - leaving and returning to the kerb
  - frequent turns to left and right

Requirements

The driver will, without error, indicate for 20 consecutive required signalling events:

- When legally required to do so ☐
- When diverging or merging for more than one metre ☐
- When leaving a roundabout where practicable ☐
- To the intended direction ☐
- At least 60 metres before turning (unless confusing, or other circumstances prevail) ☐
- Only when required ☐
- Continuing to indicate until the vehicle is in new road position ☐
- Cancelling within five seconds of being in new road position ☐

Notes

The assessor is to exercise discretion, according to the particular situation, whether a self cancelled signal should be re-activated

NSW ICAC EXHIBIT

Performance Demonstrate compliance with, and drive safely and efficiently through, intersections controlled by traffic lights and regulatory signs.

Conditions

- Roads with limited traffic containing intersections with:
  - traffic lights or stop signs (4) (both to be used where available)
  - give way signs, including roundabouts (4)

Requirements The driver will, demonstrate safe, efficient and legal negotiation of controlled intersections (as listed above) and in particular will:

- **Stop as near as practicable to, but with no part of the vehicle over, the stop line,** at a stop sign or when first vehicle at red traffic lights ☐
- **Approach traffic lights and give way signs at an appropriate speed,** being prepared to stop, if necessary ☐
- **Slow, stop and accelerate smoothly** retaining full control of the vehicle ☐
- **Give way to other traffic, where necessary** ☐
- Not unnecessarily:
  - give way to other traffic ☐
  - delay other traffic ☐
  - obstruct other traffic ☐
  - intimidate pedestrians ☐

1801

Performance Demonstrate regulatory compliance and an awareness of pedestrian activity.

Conditions

- Road(s) containing uncontrolled pedestrian and/or school crossings (at operative times) (3)
- Areas of pedestrian activity (1)

Requirements The driver will, for a minimum of 5km, demonstrate safe, efficient and legal negotiation of the pedestrian crossings, an awareness of pedestrians in areas of pedestrian activity and, in particular, will:

- **Be prepared to stop** if necessary at pedestrian crossings, and/or school crossings by decelerating, covering the brake, etc. ☐
- **Approach areas of pedestrian activity at an appropriate speed,** covering the brakes and being prepared to stop if necessary. ☐

Notes Areas of pedestrian activity include:

- shopping centres
- schools
- sporting facilities
- playgrounds
- pedestrians walking on the roadway

Lane positions 10

NSW IAC EXHIBIT

Performance Demonstrate compliance with lane markings.

Conditions

- Road(s) providing the following lane conditions:
  - no lane markings (2)
  - single marked lane. (2)
    (broken or unbroken in each direction)
  - multiple clear lanes Left (2)
    Right (2)
    (2 or more lanes in travel direction suitable for driving in the required lane)
- Two sections per lane condition with the first and second sections to be separated by at least 200 metres of a different lane condition

Requirements The driver will, for at least 500 metres per section:

- Maintain an appropriate steady course on straight and curved sections of road ☐

Notes Driver may be requested to move into, when safe, lanes required for assessment.

Deviations, appropriately executed, from staying within lane markings, are to be accepted where the dimensions and swept turning area of the vehicle makes it essential for part of the vehicle to cross road markings to negotiate the required course.

Left intersections 11

Performance Demonstrate safe and legal road positions during left turns.

Conditions

- Roads, with the following intersections (not roundabouts) with left turn conditions:
  - single lane or no marked lanes to same (3)
  - to double/triple marked lanes (2)
  - from double/triple marked lanes (2)

Requirements The driver will, negotiate the given number of left hand turns and:

Approach:

- **for vehicles under 7.5m or not displaying 'DO NOT OVERTAKE TURNING VEHICLE' sign:**

- Keeping vehicle entirely within left turn lane boundaries and, ☐
- where unlaned, adopt a line as near as practicable to the left boundary of the carriageway ☐

- **for vehicles over 7.5m long and displaying 'DO NOT OVERTAKE TURNING VEHICLE' sign:**

- Approach the intersection to discourage inside lanesharing by other vehicles ☐
- Keep the vehicle adequately to the left to efficiently complete the turn ☐

Exit:

- Into a lane or unmarked carriageway with due regard for prevailing traffic, parked vehicles, or an upcoming right hand turn ☐
- Where arrowed, into the lane corresponding to the lane from which the turn was entered ☐
- Not laneshare excessively ☐
- Not unnecessarily cross the centre of the road on entry or exit ☐

NSW IAC EXHIBIT

Performance Demonstrate safe and legal road positions during right turns.

Conditions

- Roads, with the following intersections (not roundabouts) with right turn conditions:
  - single lane or no marked lanes to same (3)
  - to double/triple marked lanes (2)
  - from double/triple marked lanes (2)

Requirements The driver will, negotiate the given number of right hand turns and:

Approach:

- **for all vehicles,** keeping the vehicle entirely within the:
- Right turn lane boundaries, or ☐
- Right turn line of traffic (to the left of, and as near as practicable to the centre of, the carriageway ☐
- **for vehicles over 7.5m long and displaying** 'DO NOT OVERTAKE TURNING VEHICLE' **sign:**
- Where there are two right turn lanes, turning from left turning lane ☐
- If a one way street, keeping the vehicle adequately to the right ☐

Exit:

- When practicable, into the line or lane of traffic to the left of centre of the carriageway ☐
- Where arrowed, into the lane corresponding to the lane from which the turn was entered ☐
- Not laneshare excessively ☐
- Not unnecessarily cross the centre of the road on entry or exit ☐

Performance Demonstrate smooth efficient gear changing and gear selection according to road, traffic, speed and vehicle requirements.

Conditions

- Posted speed limit 80km/h or less
- Intersections requiring stopping, slowing and turning
- Without (or with minimal) steep inclines and descents

Requirements The driver will, for 20 successive gear changing events:

- **Change gears smoothly and efficiently** (but allowing up to two mischanged gears provided they are effectively managed) ☐
- **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) ☐
- **Double de-clutch a constant mesh box/ not double de-clutch a synchronised box** (or as recommended by gearbox manufacturers) ☐
- **Not coast in neutral or in gear** (i.e. with the clutch disengaged - feathering to allow some mismatch between revs and speed when slowing is acceptable) ☐
- **Demonstrate progressive rpm selection** (low rpm for low gears to higher rpm for higher gears). Class HR and above only ☐

Notes A gear changing event is a location at which gear changing is required and one event may comprise several gear changes. Manufacturers requirements apply. Clutchless changing is not acceptable.

Observation 14

NSW ICAC EXHIBIT

Performance Demonstrate continuous forward scanning and regular observation to sides and rear

Conditions
- Varying road and traffic conditions
- Assessment unannounced by assessor

Requirements The driver will, for a minimum of 5km:
- Scan continuously to:
  - both left and right ☐
  - short, middle and long distance ☐
- Regularly monitor left and right mirrors ☐
- Regularly monitor internal mirrors (bus only) ☐
- Operate controls without diverting attention from road and traffic conditions ☐

Safe cushion 15

Performance Demonstrate continuous adjustment of road position to maintain a safe distance from vehicles and obstacles to front and sides.

Conditions
- Varying road (laned and unlaned) and medium level traffic conditions
- Assessment unannounced by assessor

Requirements The driver will, for a minimum of 5km:
- Maintain a four second gap behind the vehicle directly in front (increasing in adverse conditions) ☐
- Maintain at least one (and preferably two) metres space to the side from parked cars ☐
- Allow at least three to five metres space to the vehicle in front when stationary ☐
- Approach a stationary vehicle in front with caution ☐

And on an unlaned road:
- Drive in the main carriageway ☐
- Drive to the left of centre of the road so as to maintain adequate clearance from oncoming vehicles ☐
- Not unnecessarily cross the centre of the road ☐

NSW ICAC EXHIBIT

Performance Anticipate and respond to varying traffic, road and roadside conditions by adjusting to a safe and appropriate speed.

Conditions
- Varying road conditions, medium level traffic, varying roadside conditions and activity
- Assessment unannounced by assessor

Requirements The driver will, for a minimum of 5km:
- **Adjust speed, course and/or cover brake** (as appropriate) in response to actual changes in traffic, road or roadside conditions which warrant adjustment for continued safe driving ☐

Notes Examples of anticipation include:
- being prepared to stop at a stale green traffic light
- adjusting speed for a blind corner
- seeing that a pedestrian is likely to step onto a pedestrian crossing and preparing to stop
- changing lanes to allow space for entering traffic

1805

Performance Habitually practice system driving.

Conditions
- Road, with features requiring driver preparation eg stop and give way signs, right and left turn intersections, lane changes, etc
- Assessment unannounced in typical driving situations

Requirements The driver will, on approach to seven consecutive course situations, **including two lane changes,** demonstrate system driving:
- Course (observing/deciding/selecting correct line of approach) ☐
- **Mirrors and signals** ☐
- **Alter speed** ☐
- **Gears and mirrors** ☐
- **Evasive action** (avoid or negotiate the situation/hazard by stopping, turning, etc) ☐
- **Acceleration** ☐

Curves and bends 18

NSW ICAC EXHIBIT

Performance Select legal, safe and controlled positions and speeds for entering, negotiating and leaving curves and bends.

Conditions
- Road with left and right curves or bends
- Clearly marked lanes

Requirements The driver will safely negotiate 10 consecutive curves and bends and, in particular, will:
- Adjust to an appropriate speed and gear prior to entering curve ☐
- Maintain an appropriate speed during the curve ☐
- Position the vehicle in the curve to avoid the rear of the vehicle sweeping out of lane ☐
- Observe and check mirrors, as required ☐
- Competently and smoothly operate the controls throughout ☐
- At all times give due regard to prevailing road and traffic conditions ☐

Notes A roundabout may be included on the section of road used, but must not be included in the count of 10 consecutive curves and bends
Travelling through intersections is acceptable when assessing this competency

Speed 19

Performance Demonstrate consistent driving at reasonable but safe and legal speeds.

Conditions
- Road with varying speed zones (four changes minimum) including one (1) section of 80km/h or more
- Medium level traffic, allowing travel at or close to posted speed
- Advisory speed sign (one minimum)

Requirements The driver will, for a minimum of 10km:
- Drive at a safe speeds for the road and traffic conditions ☐
- Not exceed posted or vehicle speed limit ☐
- Not exceed advisory sign speeds ☐
- Not unnecessarily slow other traffic ☐
- Demonstrate ability and confidence to drive close to the speed limit when safe to do so ☐

Vision blockout 20

NSW ICAC EXHIBIT

Performance Drive safely and efficiently in situations where vision is restricted.

Conditions
- Four road and traffic situations where vision is blocked or restricted including:
  - intersections where clear vision of potential traffic is not available at the initial stopped position, eg trees, adjacent vehicle, etc. (2)
  - situations where the road ahead, and any potential traffic is not fully visible, e.g. humps, curves, etc. (2)

Requirements The driver will, respond to four restricted vision situations by:
- Slowing, if necessary, and being prepared for evasive action ☐
- Proceeding cautiously, or waiting, until vision is available and it is safe to proceed ☐
- Obeying advisory and regulatory signs, markings, and the road rules ☐

Enter and exit vehicle 21

Performance Demonstrate safety when entering and exiting the vehicle.

Conditions
- Parked and secured
- Low level traffic area
- Assessment unannounced by assessor

Requirements The driver will, three times:

To enter the vehicle:
- Approach driver's door by the safest route ☐
- Check for traffic before moving outside offside line of vehicle ☐
- Check traffic before opening door ☐
- Use available steps and body grabs to climb into vehicle, maintaining a three point contact ☐
- Close door ☐

To exit the vehicle:
- Check that park brake is applied ☐
- Ensure gearbox is in neutral ☐
- Check for traffic (by mirror or headcheck) before opening door ☐
- Exit backwards by using available steps and grabs (not jumping) while maintaining a three point contact ☐
- Securely shutting the door ☐

Notes When the vehicle is not fitted with an offside driver's door eg a route bus, the applicant is to describe the above procedure once only.

NSW CAC EXHIBIT

Performance Demonstrate ability to safely and efficiently negotiate roundabouts.

Conditions

- Roundabouts with one OR two lane approach/exit (both to be used where available) at which are made:
  - left turns (2)
  - right turns (2)
  - straight ahead (2)

Requirements The driver will safely negotiate the above roundabouts and, in particular, will:

- **Manage controls** (as given in 26) ☐
- **System drive** (17) ☐
- **Indicate** (7) ☐
- **Adopt required road positions** (11 and 12) and, where necessary, guard lanes to avoid other vehicles overtaking during the exercise ☐
- **Maintain observation** (14, including clearance checking during a turn) ☐
- **Accept safe gaps** (24) ☐
- **Not unnecessarily mount kerb or load sharing section of roundabout** ☐
- **Obey regulatory requirements** (8)

Performance Demonstrate ability to safely position the vehicle in traffic.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Roads with medium to high level traffic which place a high demand on the driver, including:
  - suburban/urban streets with frequent intersections and turns
  - urban through roads
- Assessment unannounced by assessor

Requirements The driver will, for a minimum of 5km, in the above driving conditions, select safe and suitable road positions and, in particular, will:

- **Maintain a safe gap behind the vehicle in front** (increasing in adverse conditions) ☐
- **Maintain sufficient distance from parked cars** in restricted situations, consistent with leaving adequate clearance to the right ☐
- **Position in lanes and narrow situations to allow adequate clearance** from oncoming and same directional traffic and allowing for tracking of rear of vehicle ☐
- **Approach stationary or slow moving vehicles in front with caution** ☐
- **Efficiently maintain forward progress** by selecting suitable speeds (and gears), lanes and lane positions in relation to forward and adjacent traffic ☐

Performance

Demonstrate safe and efficient gap selection at intersections and when merging or diverging.

NSW ICAC EXHIBIT

Conditions

- Mixed road and traffic conditions
- Gap selection situations (six minimum, with at least two from each group below) where an actual decision relating to other traffic is made:
  - Stop or give way sign: turn left (1); turn right (1); proceeding ahead (1); roundabouts (2)
  - Leaving the kerb (2)
  - Changing lanes: to left (2); to right (2); merging (2)
- Assessment unannounced

Requirements

The driver will make gap selection decisions in the above situations which demonstrate:

- **Selection of gaps which are safe and do not slow traffic flow** ☐
- **Rejection of gaps which are unsafe or which would slow traffic** ☐
- **Not giving way unnecessarily** ☐

Notes

Gap selection decisions are to be considered in relation to pedestrians (and their right of way) where appropriate, as well as in relation to other vehicles.

Performance

Demonstrate safe and efficient negotiation of intersections in high level traffic situations

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Roads with medium to high level traffic which place a high demand on the driver, including suburban/urban streets and urban through roads
- Controlled intersections (traffic lights, stop or give way signs)
- Included in above, minimum two left and two right intersections (may include roundabouts)
- Assessment unannounced

Requirements

The driver will demonstrate safe and efficient negotiation of intersections under the above conditions and, in particular, will:

- **Manage controls** (as given in 26) ☐
- **System drive** (17) ☐
- **Indicate** (7) ☐
- **Adopt required road positions** (11/12) ☐
- **Maintain observation** (14, including clearance checking during a turn) ☐
- **Accept safe gaps** (24) ☐
- **Obey regulatory requirements** (8) ☐

Manage controls in traffic 26

Performance Demonstrate competent and efficient operation of controls while responding to demanding road and traffic conditions.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Roads which place a high demand on the driver, including:
  - suburban/urban streets with frequent intersections and turns, with medium to high traffic, and
  - urban through roads with medium to high traffic
- Assessment unannounced

NSW ICAC EXHIBIT

Requirements The driver will, for a minimum of 5km, in the above driving conditions, competently and efficiently operate all controls including:

- Gears ☐
- Clutch ☐
- Accelerator ☐
- Brakes (not unnecessarily using noisy auxiliary brakes in populated areas) ☐
- Steering ☐
- Indicators ☐
- Other controls (demisters, wipers, etc) as required ☐
- Not looking at the main controls ☐

Brake - open road 27

Performance Demonstrate smooth and efficient normal slowing and stopping from open road speed.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Open road with 80km/h minimum limit and no traffic to restrict slowing
- Suitable safe firm roadside area in which to draw into and stop

Requirements The driver will demonstrate normal slowing and stopping the vehicle from open road speed in a safe, designated area and, in particular, will:

- Smoothly and efficiently operate all controls (throttle, clutch, gear changes, etc) ☐
- Demonstrate system driving (including observation, indicating, etc) ☐
- Adopt suitable road/lane positions ☐
- Not obstruct other traffic ☐
- Safely execute the manoeuvre ☐

Notes The assessor is to select a suitable traffic-free opportunity for the driver to brake in an area to be defined by the assessor. If traffic interferes, the applicant misunderstands the requirement, or the notice is too short, then the exercise is to be repeated.

Accelerate - open road 28

Performance Demonstrate smooth and competent normal acceleration to open road speed.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Open road with 80km/h minimum limit and no traffic restricting acceleration
- Safe roadside area from which to commence acceleration

NSW ICAC EXHIBIT

Requirements The driver will demonstrate a normal driving acceleration from stationary to open road speed and, in particular, will:

- Smoothly and efficiently operate all controls (throttle, clutch, gear changes, etc.) ☐
- Safely leave the stationary position (observation, indicate, etc) ☐
- Adopt suitable road/lane positions ☐
- Achieve a speed close to vehicle or posted speed limit when safe to do so ☐
- Not exceed the vehicle or road speed limit ☐

Notes The assessor is to select a suitable traffic-free opportunity for the driver to accelerate to open road speed. If traffic interferes, the exercise is to be repeated.

Hills and bends 29

1811

Performance Demonstrate safe and competent driving on roads with frequent bends and changes of grade.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Road conditions with frequent bends and changes of grade

Requirements The driver will, for a minimum of 5km, while driving under the nominated conditions:

- Competently and efficiently operate all controls (throttle, brake, clutch, gears, etc) ☐
- Drive at maximum safe and comfortable road speeds for the road, traffic and vehicle conditions ☐
- Adopt suitable road positions (on curves, crests, straights, etc) ☐
- Not unnecessarily use noisy auxiliary brakes in traffic ☐

Open highway — 30

Performance Demonstrate safe, controlled and efficient driving on open highway.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Straight (or with minimal curves) flat sealed open road:
  - 90km/h minimum (car) speed limit
  - nil or infrequent intersections
  - freeway or dual carriageway preferred, otherwise a major lane-marked highway

NSW ICAC EXHIBIT

Requirements The driver will, for a minimum of 5km, while driving under the nominated conditions:

- Competently and efficiently operate all controls ☐
- Adopt suitable lane positions ☐
- Keep to the left except when overtaking or allowing merging ☐
- Maintain a safe buffer zone to other vehicles ☐
- Maintain legal separation distance from other vehicles ☐
- Maintain speeds close to vehicle or posted limits when safe to do so ☐
- Maintain concentration and observation throughout ☐

Drive Positively 31

Performance Demonstrate driving positively, confidently, efficiently, courteously and without intimidating other road users, whilst in safe and competent control of the vehicle.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- During assessments 22 to 30 OR
  - in suburban/urban mixed traffic conditions and/or
  - open road in mixed traffic conditions

Requirements The driver will, for a minimum of 30 minutes under the nominated conditions:

- Demonstrate a positive approach to making trip progress taking opportunities when they arise and the initiative when necessary ☐
- Drive efficiently, slowing, gear changing and braking only when necessary and accelerating modestly to minimise fuel consumption and strain and wear on the vehicle ☐
- Drive close to the posted or vehicle speed limit when safe to do so ☐
- Not be aggressive or intimidating to other road users ☐
- Maintain composure and competence in frustrating situations ☐
- Be courteous, when appropriate, to other road users ☐

Breakdown 32

Performance Demonstrate safety procedures for an unplanned breakdown while driving.

Conditions
- Locations (firm ground, preferably sealed) where the driver can safely draw into the roadside without causing an obstruction

Requirements The driver will, on notification from the assessor that a simulated breakdown has occurred:
- Slow vehicle in a controlled manner ☐
- Stop and secure the vehicle in a suitable off-road or non-obstructing position as soon as possible (motor may be left running) ☐
- Switch on the hazard lights ☐

And describe the following:
- Placing triangles at front and rear of vehicle (between 50 and 150 metres away depending on vehicle position) ☐
- Placing a triangle at side of vehicle nearest the centre of the road ☐

Notes This competency must not be assessed on freeways, tollways, motorways, etc.

NSW ICAC EXHIBIT

Loading bay 33

Performance Demonstrate safe accurate reversing into, and exiting from, a loading bay.

Conditions
- Centre driving mirror offset
- A low level traffic area. Clear of pedestrian activity
- Straight wide road with driveway(s) or loading bays to the right
- If exercise access limit exceeds one and a half vehicle widths, two cones must be placed at edge of the road to define the limits

Requirements The driver will:

When reversing into the nominated loading bay/driveway
- Operate the hazard lights ☐
- Stop beyond the driveway and reverse to a position:
  - Central and parallel in the loading bay/driveway ☐
  - if possible, fully into the driveway ☐
- Not exceed one forward correction (two corrections allowed for HC) ☐

When exiting the loading bay/driveway
- Cancel the hazard lights ☐
- Indicate ☐
- Select appropriate exit course ☐

In general
- Competently operate controls throughout ☐
- Pay due regard to traffic on road and driveway ☐
- Drive with the doors shut ☐
- Not mount kerb or strike any obstruction ☐

Notes The driver may exit the vehicle once during the exercise to inspect the vehicle position

Stop and start on inclines 34

Performance Demonstrate controlled smooth safe stopping against and leaving the kerb on ascending and descending roads.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Road with low level traffic, inside lane with kerb or distinct edge and available for drawing into or parking
- Moderate inclines and descents

NSW ICAC EXHIBIT

Requirements The driver will, when ascending and descending, draw into the kerb and stop the vehicle and then (when directed by the assessor) leave the kerb and continue driving along the road. During these procedures the driver will:

	Up	Down
Indicate	☐	☐
Check all mirrors	☐	☐
Stop parallel to and with wheels within 400 mm of kerb/road edge	☐	☐
Secure vehicle when stopped	☐	☐
Not roll back when leaving kerb	☐	
Not roll forward in neutral or clutch coast		☐
Operate all controls smoothly and efficiently	☐	☐
Conduct the manoeuvres with due regard for the safety and convenience of other road users	☐	☐

Reversing 35

Performance Demonstrate safe and accurate reversing in a straight line

Conditions

- Centre driving mirror offset
- Straight level road with marked edge line or clearly defined straight seal edge, free of parked vehicles or other obstructions.
- Non-traffic or low level traffic area.
- Clear of pedestrian activity

Requirements The driver will, reverse the vehicle four vehicle lengths and, in particular, will:

- Operate hazard lights ☐
- Maintain observation for traffic ☐
- Not have any wheel cross the edge line (or seal edge, or kerb) ☐
- Not have any wheel greater than one metre from the edge line (or seal edge, or kerb) ☐
- Not make any forward adjustment (except that articulated vehicles may make one forward adjustment) ☐
- Secure the vehicle at the completion of the exercise ☐
- Switch off hazard lights ☐

Notes No time limit is set, the driver may stop the vehicle during the exercise but is not to get out of the vehicle.

It is suggested that the assessor nominates a suitable marker to which the driver has to reverse to eg pole, tree, etc

Performance Locate, identify, inspect, describe reasons for inspection and the required condition of vehicle components for a pre-departure check.

Conditions

- Vehicle parked and secured in a non traffic area with safe pedestrian access to all sides of the vehicle
- Engine not running
- Wiping cloths and a bar
- A blank Pre-departure Check Report and pen
- Assessor to state the area of inspection and prompt component identification where necessary
- Assessor to fill in Report on direction from applicant
- Assessor to assist with inspections under direction of applicant
- Applicants to be given access to the Pre-departure Check Report during assessment

NSW ICAC EXHIBIT

Requirements The driver will:

locate

identify

inspect

state required condition of and reasons for inspection (the first time only that any item is inspected)

- **All listed items in the attached Pre-departure Check Report for both** ☐
  - **a bus (LR, MR and HR) and**
  - **a truck (LR, MR, HR and HC)**

Notes Where a component is not fitted or not accessible the driver is to give a verbal description

Mark Boxes with a tick or cross

Engine compartment	✓	N/A	Comments
Engine oil/level			
Engine coolant/level (if cool)			
Clutch fluid/level			
Brake fluid/level			
Power steering fluid/level			
Screen washer fluid/level			
Ancillary drive belts			
Engine compartment/cab locks			

Lights and Lenses must be clear, working, undamaged and correct colour

Electrical	✓	N/A	Comments
Headlights: high/low beam			
Driving/fog lights			
Park lights			
Indicators: left/right			
Clearance lights			
Tail lights/plate light			
Brake lights			
Hazard lights			
School warning lights			

Wheels and tyres	✓	N/A	Comments
Rims (dents in flanges,loose lugs and nuts, rust trails, cracks in rim assembly)			
Tyres (worn tread, cuts, damage, dual tyres touching, rocks lodged between duals, check inflation)			
Spare wheel(s)/tyre(s)			

continued

Vehicle Body	✓	N/A	Comments
Body damage			
Mud flap(s)/guards - front and rear			
Cabin entry grab handles			
Cabin entry steps			
Door operation/locks			
Windows - operation and damage			
Bus rear window - Emergency Exit			
Cargo/luggage doors (if available)			
Mirror(s) - lens and security			
Plates/signs			
Fuel tanks			
Air tanks			
Toolbox(s)			
Other			

Vehicle posture, leaks and load	✓	N/A	Comments
Vehicle posture			
Fluid leaks			
Load properly secured (trucks)			

Coupling	✓	N/A	Comments
Air hoses and cables			
Security			

Generally	✓	N/A	Comments
Registration label (current)			
Windscreen/wipers			
Warning triangles			
Fire extinguishers			
Other			

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1816

Performance Inspect vehicle and load at a check stop inspection.

Conditions
- Vehicle loaded
- Parked at side of road with safe access around vehicle
- Check carried out after 30 minutes or 20km of commencing to drive

Requirements The driver will, identify, inspect and describe reasons for inspection of:
- **Tyres, wheels and wheelnuts** ☐
- **Fluid leaks** ☐
- **Air leaks** ☐
- **Couplings** (where fitted) ☐
- **Loose/missing/broken fittings** ☐
- **Vehicle posture** ☐
- **Load security** (truck only) ☐

Parallel reverse park 38

Performance Demonstrate safe and accurate parking behind a vehicle by stopping beside vehicle, reversing to a parked position behind vehicle, then leaving the parked position.

Conditions
- Centre driving mirror offset
- Straight, level, low level traffic area clear of pedestrian activity
- Road with kerbed edges and preferably clear of driveways
- Exercise vehicle or defined parking bays with clear access to the rear

Requirements The driver will:

When drawing into the exercise start position
- Check mirrors
- Indicate, if necessary
- Operate hazard lights

(assessor may need to advise required position: rear of assessment vehicle in line with or further forward than, rear of exercise vehicle)

When manoeuvring into parked position
- Take four or less direction changes ☐
- Indicate if moving into traffic stream ☐
- Not reverse more than one vehicle length behind the rear of the exercise vehicle ☐
- Achieve final position:
  - one to two metres behind exercise vehicle ☐
  - wheels within 500mm of kerb ☐
  - body of vehicle parallel to kerb ☐
- Safely secure the vehicle ☐

When leaving the parked position
- Check mirrors (left and right), headcheck (right) ☐
- Check blindspot by headcheck ☐
- Reverse ☐
- Cancel hazard lights ☐
- Indicate ☐
- Drive safely into main carriageway ☐

In general
- Not touch kerb or exercise vehicle ☐
- Competently operate controls throughout ☐

NSW ICAC EXHIBIT

U (three point) turn 39

[LR and MR truck, and LR bus only]

Performance Demonstrate completion of a safe and efficient U-turn using forward and reverse gears.

Conditions
- Centre driving mirror offset
- Straight level road preferably with kerbed edges and clear of driveways
- Low level traffic area
- Road of appropriate width that the vehicle can readily complete the manoeuvre in three to five direction changes

Requirements The driver will, safely demonstrate a U-turn, and in particular will:
- Indicate when drawing into the left kerb and when commencing the first right turn ☐
- Observe throughout the exercise ☐
- Complete the manoeuvre in three to five direction changes ☐
- Achieve adequate turn in each movement ☐
- Steer only while vehicle is in motion ☐
- Not use driveways to assist ☐
- Not touch kerb or any other obstacle ☐
- Competently operate controls throughout ☐

Bus stop 40

[LR, MR and HR bus only]

Performance Demonstrate smooth drawing into, stopping for passengers and leaving a bus stop with due regard to road and passenger safety.

Conditions
- Road with signed and kerbed bus stops or simulated stops
- No passengers waiting at any selected bus stop

Requirements The driver will draw into:
- a bus stop
- a simulated school bus stop

as if to drop off or pick up passengers and then drive away from the bus stop.

During the procedure the driver will, when:

Arriving at the bus stop

- Indicate ☐
- Check all external and internal mirrors before drawing into bus stop ☐
- Bring vehicle to a smooth stop ☐
- Stop vehicle parallel and close to kerb (front and rear steps within 300mm of kerb) ☐
- Stop with front door opposite bus stop embarking point ☐
- Apply park brake or bus stop brake (if fitted) ☐
- Activate school bus warning lights ☐
- Open door(s) only when bus is completely stationary ☐

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Bus stop 40

[LR, MR and HR bus only] continued

When departing the bus stop

- Check door(s) by headcheck and mirrors for alighting passengers ☐
- Check bulkhead mirror (LHS) through to rear door mirror to confirm rear door well clear before closing ☐
- Close door(s) while stationary before leaving ☐
- Check all internal and external mirrors for people and traffic before leaving ☐
- Indicate ☐
- Release park brake or bus stop brake ☐
- Accelerate smoothly ☐
- Cancel school bus warning lights ☐
- Cancel indicator (when in new lane position) ☐

In general

- Conduct the manoeuvre with safety and full regard for the comfort of passengers ☐

Securing the load 41

[LR, MR, HR and HC trucks only]

Performance Demonstrate the common methods of securing a load to confirm ability to check and, if necessary, adjust load restraints.

Conditions
- Vehicle parked and secured. Engine not running
- Non traffic area
- Safe pedestrian access to all sides of the vehicle
- Vehicle with a load (minimum height one metre)
- Tray configuration with coaming rails
- Load in place but not secure
- Sufficient rope, chains and dogs, winches/ratchets and straps OR
- A simulated vehicle tray, equipped as above, for assessment of this competency

Requirements The driver will, to the *Load Restraint Guide* (LRG):
- demonstrate placing, securing, tidily stowing and removing one each of the following types of load restraint, and
- describe placement of a full set of each of the restraints which would be required to fully secure the load

- Ropes (truckies hitch, single or double shank/hitch) (LRG Section C) ☐
- Chains and dogs (load binders) (LRG Section C) ☐
- Winches and straps (webbing belts), OR Ratchets and straps (webbing belts) (LRG Section C) ☐

Notes Examples of a load are:
- two stacks of pallets (six minimum per stack)
- concrete blocks (minimum one cubic metre)

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Uncouple semi-trailer 42

[HC only]

Performance Demonstrate uncoupling an articulated vehicle (semi-trailer).

Conditions
- Parked and secure in a straight line
- Firm level non-traffic area
- Safe pedestrian access around the vehicle
- If required, wheel chocks and suitable strong timber or flat supports

Requirements The driver will, and during the procedure:
- Apply park brake and tractor/trailer protection valve ☐
- Ensure trailer security by 'Tug Test' or chocking wheels ☐
- Lower landing gear ensuring firm and even contact with the ground ☐
- Raise the trailer until a gap is visible at fifth wheel ☐
- Secure handle ☐
- Release turntable jaws ☐
- Move forward slowly until the fifth wheel is just clear of skid plate ☐
- Apply prime mover park brake ☐
- Disconnect and secure all hoses and cables ☐
- Drive slowly away ☐
- Ensure driver's door is closed whenever vehicle is moving ☐
- Conduct all procedures safely and efficiently ☐

Notes Procedure may be varied according to actual vehicle configuration.

Couple semi trailer 43

[HC only]

Performance Demonstrate coupling of an articulated vehicle (semi trailer).

Conditions

- Units parked, uncoupled and secure
- Prime mover behind trailer
- Firm level non-traffic area
- Safe pedestrian access around vehicle
- If required, wheel chocks and suitable strong timber or flat supports

Requirements The driver will, and during the procedure:

- Check the king pin, turn-table and its lubrication, jaws, airlines, leads and connections ☐
- Check jaws are open ☐
- Ensure trailer is secure ☐
- Position prime mover just forward of trailer, check entry alignment and that prime mover will clear trailer (two positioning adjustments are allowed) ☐
- Reverse prime mover under trailer (skid plate not yet over turntable) ☐
- Check and adjust the height of skid plate to turntable (to slightly lift trailer on connection) ☐
- Secure the handle ☐
- Connect airhoses and cables ☐
- Apply the trailer brake ☐
- Switch tractor protection valve (if fitted) to normal ☐
- Check brake air pressure ☐
- Reverse prime mover slowly until turntable jaws lock around king pin ☐
- Perform a 'Tug Test' ☐

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Couple semi trailer 43

[HC only] continued

- Check that coupling release lever is in locked position and no gap between turntable and trailer skid plate ☐
- Check jaws are closed correctly ☐
- Fully raise landing gear and stow handle ☐
- Switch off engine and conduct a walk around inspection listening for air leaks, stowing chocks and checking all trailer lights (assessor may assist under driver direction) ☐
- Conduct all procedures safely and efficiently ☐

Notes Procedure may be varied according to actual vehicle configuration.

Uncouple truck and trailer 44

[HC only]

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Performance Demonstrate uncoupling a heavy vehicle combination (truck and trailer).

Conditions
- Parked and secure in a straight line
- Firm level non-traffic area
- Safe pedestrian access around the vehicle
- If required, wheel chocks and support leg packing

Requirements The driver will, and during the procedure:
- Apply park brake and tractor/trailer protection valve ☐
- Ensure trailer security by 'Tug Test' or chocking wheels ☐
- Lower drawbar support leg ☐
- Disconnect and secure all hoses and cables ☐
- Release towing pin catch ☐
- Raise towing pin with handle (locking handle to the up position) ☐
- Drive slowly forward ☐
- Check mirrors to confirm disconnection ☐
- Conduct all procedures safely and efficiently ☐

Notes Procedure may be varied according to actual vehicle configuration.

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Couple truck and trailer 1821 45

[HC only]

Performance Demonstrate coupling a heavy vehicle combination (truck and trailer).

Conditions
- Units parked, uncoupled and secure
- Truck behind trailer
- Firm level non-traffic area
- Safe pedestrian access around vehicle
- If required, wheel chocks and suitable strong timber or flat supports

Requirements The driver will, and during the procedure:
- Check coupling assembly including guide flange, towing and locking pins, and connections ☐
- Check pin is in the coupling position ☐
- Reverse truck close to, but not touching, draw bar ☐
- Check height and alignment of eye ring to coupling assembly, adjusting if necessary ☐
- Reverse truck slowly until the towing pin locks into the eye ring ☐
- Perform a 'Tug Test' ☐
- Visually check towing pin engagement ☐
- Connect airhoses and cables ☐
- Raise drawbar support leg and stow ☐
- Check brake air pressure ☐
- Switch off engine and conduct a walk around inspection listening for air leaks, stowing chocks and checking all trailer lights (assessor may assist under driver direction) ☐
- Conduct all procedures safely and efficiently ☐

Notes Procedure may be varied according to actual vehicle configuration.

Performance Demonstrate safe, consistent driving and compliance with road law whilst in competent control of the vehicle.

Conditions

- Vehicle loaded
- Centre driving mirror offset
- Varying roads with mixed traffic conditions
  - in suburban/urban traffic conditions
  - intersections with stop signs or traffic lights (min two)
  - intersections with give way signs or roundabouts (min two)
  - sections of laned road (min two)
  - sections of unlaned road (min two)
  - left turns (min four)
  - right turns (min four)
- Low level traffic area suitable to conduct one nominated manoeuvre

Requirements The driver will under the above nominated conditions:

1. Drive the vehicle on-road for 30 minutes
   AND
2. Perform one manoeuvre when an auditor is present in the vehicle (manoeuvre selected by auditor).

Scoring For the FCA to be recorded as competent:

* No errors may be scored in "Regulatory Requirements"
  AND
* No more than two errors may be made in the nominated manoeuvre
  AND
* No more than two errors may be made in the remainder of the FCA.

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At the start of the assessment:
Assessor to ask the driver "Are you ready to drive?"

- **Start Engine**

Requirements The driver will once only:
When starting the engine:

- Ensure park brake is applied ☐
- Ensure gearbox is in neutral/park (auto) ☐
- Push clutch pedal down ☐
- Activate the starter ☐

- **Indicate**

Requirements For the duration of the FCA the driver will:
-Indicate when legally required to do so ☐

- **Regulatory Requirements**

Requirements For the duration of the FCA the driver will:

- Obey all regulatory requirements applicable to the route driven ☐

- **Demonstrate competence while driving**

Requirements For the duration of the FCA the driver will:

- Demonstrate a positive approach to making trip progress. ☐
- Maintain composure while driving ☐

Requirements

- **Manage controls**

For the duration of the FCA the driver will:

- competently and efficiently operate all controls including:
  - Accelerator ☐
  - Brakes ☐
  - Steering ☐
  - Clutch ☐
  - Not clash gears ☐
  - Not select incorrect gear ☐
  - Not be in an inappropriate gear ☐

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Requirements

- **Maintain safe distances**

For the duration of the FCA the driver will:

- Maintain a safe distance from vehicles and obstacles to the front and sides ☐

Requirements

- **Adopt required road positions**

For the duration of the FCA the driver will:

- Maintain an appropriate steady course on straight and curved sections of road ☐
- Select the appropriate road position on entry and exit when making both left and right turns ☐

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Requirements

- **Observation**

For the duration of the FCA the driver will:

- Regularly monitor left and right mirrors and internal mirrors in buses ☐

Requirements

- **Stop Engine**

The driver will once only:

When shutting down the engine:

- Apply the park brake ☐
- Select neutral/park (auto) ☐
- Stop engine ☐

- **Demonstrate ONE of the following procedures or manoeuvres as per the performance, conditions and requirements in the individual competencies**

1 - Pre departure check (36) ☐
2 Identify controls (01) ☐
3 - Stop and start on inclines (34) ☐
4 - Loading bay (33) ☐
5 - Reversing (35) ☐
6 - Check stop inspection (37) ☐
7 - Parallel reverse park (38) ☐
8 - U (three point turn) (39) ☐
9 - Bus stop (40) ☐
10 - Securing the load (41) ☐
11 - Uncouple semi-trailer (42) ☐
- Couple semi-trailer (43) ☐
12 - Uncouple truck and trailer (44) ☐
- Couple truck and trailer (45) ☐

Notes

1 When an auditor is present to audit the final competency assessment (FCA), the auditor will nominate the manoeuvre or procedure to be conducted

2 When an assessor conducts the FCA with no auditor present, the manoeuvre is not to be conducted.