



Final competency assessment and competency test for national heavy vehicle licensing

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Contents

1	Background.....	2
	Competency unit.....	2
2	Aim of the guide.....	3
	Final competency assessment.....	3
	Competency test.....	3
	Knowledge test.....	3
	Successful completion.....	4
	The criteria (15).....	4
3	Assessment process.....	5
4	Content of the final competency assessment/competency test.....	5
	Off-road criteria.....	5
	On-road criteria.....	6
	Range statement criteria for the on road component of the FCA.....	6
	Range statement criteria for the on road component of the CT.....	8
	Intersection hierarchy.....	10
	Failure protocol.....	11
	Assessment criteria.....	11
	Assessor guidelines for determining competence.....	11
	Access and equity.....	12
	Non commencement or termination of test.....	12
	Vehicle and load requirements.....	13
	Vehicle requirements.....	13
	Multi-combination (MC).....	13
	Heavy combination (HC).....	13
	Heavy rigid (HR).....	13
	Medium rigid (MR).....	13
	Light rigid (LR).....	14
	Federal interstate registered vehicles.....	14
	Assessment in a loaded vehicle.....	14
	Section A: Pre-drive.....	15
	Section B: Vehicle operation and control.....	19
	Section C: Low risk driving behaviours.....	27
	Section D: Compliance.....	29
	Section E: Additional risk management.....	31
	Document control.....	40

1 Background

The Australian Transport Council's national action plan has proposed a series of national reforms intended to "achieve a national transport system that is safe, secure, efficient, competitive, integrated, sustainable and reliable and which supports and enhances national, social, environmental and economic prosperity".

The Transport Ministers agreed at their meeting on 25 July 2008 that heavy vehicle reforms should deliver a consistent approach to minimum standards for competency assessment for heavy vehicle driver licences and the recognition of Registered Training Organisations delivering heavy vehicle driver training and assessment.

Under the sponsorship of the Registration and Licensing Task Force of Austroads a project team called the National Heavy Vehicle Driver Competency Working Group was established to develop the National Heavy Vehicle Driver Competency Framework. The Framework which includes uniform licensing criteria will be implemented by the States and Territories. At a future date the uniform system of heavy vehicle licensing may be handed to the national heavy vehicle regulator.

In March 2011, the Standing Committee on Transport endorsed the National Heavy Vehicle Driver Competency Framework. The framework establishes nationally consistent minimum competency standards for heavy vehicle drivers. The framework also envisages that the testing of heavy vehicle drivers for licensing purposes will be conducted by private organisations.

The Framework applies across all Australian jurisdictions to the training and competency assessment of all applicants for a heavy vehicle driver licence of any class within the national driver licensing scheme heavy vehicle hierarchy. This encompasses the issue, reissue or renewal of a heavy vehicle driver licence, the removal of a condition from a heavy vehicle driver licence or the reassessment of a licensee or applicant for a heavy vehicle driver licence.

In constructing the National Heavy Vehicle Driver Competency Framework, a part of the work undertaken by the National Heavy Vehicle Driver Competency Working Group was to develop national heavy vehicle licensing competency units for the Transport and Logistics Training Package. These units reflect the heavy vehicle classes in the National Driver Licence Classification System and users must ensure that they have access to the current edition/version of the units, as they are live documents subject to regular alteration. The following is a list of the competency unit names - codes have been deliberately omitted so as to avoid confusion.

Competency unit

- Licence to drive multi-combination vehicle
- Licence to drive heavy combination vehicle
- Licence to drive heavy rigid vehicle
- Licence to drive medium rigid vehicle
- Licence to drive light rigid vehicle

Furthermore, the working group developed a national final competency assessment and a competency test which is supported by this assessment guide.

2 Aim of the guide

The purpose of this assessment guide is twofold:

To serve as a support resource that will ensure that the delivery of the final competency assessment and competency test meets the assessment standards of the Licensing Authorities

To assist assessors to determine whether an applicant can safely and competently operate a heavy vehicle with a load on public roads with regard to the public and other road users. As such it contains details of the assessment conditions and descriptors to satisfy competency in each of the assessment criteria.

To achieve the above Assessors must have the following:

- Thorough knowledge of the road rules, regulations and principles that underpin the safe and competent operation of a heavy vehicle on the public road system
- Complete understanding of the content and process within this guide
- Assessment skills and experience
- Qualifications as required by the regulators of registered training organisations
- Additional qualifications as required by the Licensing Authority.

Final competency assessment

The final competency assessment (FCA) is designed to assess those Licence applicants who have progressed through a quality training regime to obtain their competence and if successful, their heavy vehicle licence.

Competency test

The competency test (CT) is designed to assess heavy vehicle licence applicants who elect to attempt a "test only" entry into heavy vehicle driving, however applicants must demonstrate the entire list of tasks and criteria under the CT guidelines on the one occasion.

The CT can only be conducted on those applicants who are attempting a "rigid" vehicle licence - the CT does not apply to applicants attempting to gain a heavy or multi combination vehicle licence except under exceptional circumstances.

Approval for applicants to sit a CT for a hire car or motor car licence must be gained through the Licensing Authority.

Knowledge test

The knowledge test must be passed once for the rigid vehicle requirements and once for the articulated vehicle requirements. These tests can be sourced separately from the Licensing Authority in each jurisdiction.

The knowledge test must be passed before the applicant is permitted to commence the CT or the FCA.

Successful completion

To be deemed competent in each of the heavy vehicle licensing requirements each applicant must not only satisfy the requirements of the FCA or the CT (whichever is applicable) but also pass the relevant heavy vehicle knowledge test.

Once all requirements for the FCA or CT have been successfully completed a certificate of competence (Coca) or a heavy vehicle driver licence may be issued.

The criteria (15)

Section A: Pre-drive

Criteria 1: Pre-operational check

Criteria 2: Cabin drill

Section B: Vehicle control and operation

Criteria 3: Start, move off, shut down and secure

Criteria 4: Manages steering

Criteria 5: Manages gears

Criteria 6: Manages brakes

Criteria 7: Manages accelerator

Section C: Low risk driving behaviours

Criteria 8: Create and maintain crash avoidance space

Criteria 9: Protected crash avoidance space

Section D: Compliance

Criteria 10: Road rules and directions

Section E: Additional risk management

Criteria 11: Reverse

Criteria 12: Hill stop/start

Criteria 13: Load securing

Criteria 14: Coupling/uncoupling

Criteria 15: Bus stop procedure

3 Assessment process

The FCA and CT employ both "one off" and "continuous" assessment methodologies.

A "one off" assessment is employed where competency can be determined in a single event.

"Continuous" assessment however, is employed where it is considered that safe and competent operation of the heavy vehicle requires the applicant to demonstrate certain skills and behaviours either more than once, or continuously throughout the assessment. This means that (where practical and applicable) the applicant will be continuously assessed on the relevant criteria for the duration of the assessment.

Details of the requirements to satisfy each task and criteria are provided in this Assessment guide.

4 Content of the final competency assessment/competency test

Both the final competency assessment (FCA) and the competency test (CT) have theory assessments divided into rigid and combination vehicle groups. That means that an applicant must sit and pass the rigid Knowledge test once when attempting to enter the rigid vehicle class and the combination knowledge test once when attempting to enter the combination vehicle class.

The FCA and CT also have off-road and on-road practical assessments consisting of up to 15 criteria relevant to the type of vehicle class being sort. All the relevant criteria must be passed before a licence would be granted. These practical components can be undertaken in any order.

Off-road criteria

Section A: Pre-drive

Criteria 1: Pre-operational check

Criteria 2: Cabin drill

Section E: Additional risk management

Criteria 11: Reverse (can also be conducted on-road where approved by the licensing authority)

Criteria 13: Load securing

Criteria 14: Coupling / uncoupling

Individual licensing authorities will determine where all criteria assessments can be conducted.

On-road criteria

Section B: Vehicle control and operation

Criteria 3: Start, move off, shut down and secure

Criteria 4: Manages steering

Criteria 5: Manages gears

Criteria 6: Manages brakes

Criteria 7: Manages accelerator

Section C: Low risk driving behaviours

Criteria 8: Create and maintain crash avoidance space (CAS)

Criteria 9: Protected crash avoidance space (PCAS)

Section D: Compliance

Criteria 10: Road rules and directions

Section E: Additional risk management

Criteria 11: Reverse (can also be conducted off-road where approved by the Licensing Authority)

Criteria 12: Hill stop/start

Criteria 15: Bus stop procedure

Range statement criteria for the on road component of the FCA

A continuous on road drive assessment with a minimum duration of 45 minutes (plus 10 minutes for rigid and 20 minutes for combinations for the reversing assessments when conducted during the on-road component) must incorporate the items listed below:

- All items listed in Section B, C, D and Criteria 12 (Hill stop/start) and Criteria 15 (Bus stop procedure) from Section E if applicable as follows:
- Section B - Criteria 3, 4, 5, 6 and 7
- Section C - Criteria 8 and 9
- Section D - Criteria 10
- Section E - Criteria 12 (if available) and Criteria 15 (if applicable).
- Road and traffic conditions which include medium to heavy traffic
- A laden vehicle (refer to the Heavy vehicle assessment guide, Vehicle and load requirements). The vehicle must be laden for the duration of the on road drive.

An assessment route developed by the approved provider and approved by the Licensing Authority which allows for a comprehensive test covering all relevant items listed below in Table 2.

A route that includes a sufficient degree of gradient to allow for a comprehensive test of gear changing and the hill stop/start. In locations where a suitable gradient is not available the Licensing Authority may agree to substitute items proposed by the provider.

Table 1: Final competency assessment: Contents (Light rigid to multi combination inclusive)

Reference	Criteria	Description	Duration (aprx. mins)		When assessed
			Rigid	Artic	
Knowledge test		Knowledge test relevant to vehicle class – Prior to practical assessment	30		
Section A – Pre-drive	Criteria 1	Pre-operational Check	10	15	Off-road
	Criteria 2	Cabin drill	5	5	Off-road
Section B – Vehicle control and operations	Criteria 3	Start, move off, shut down and secure	45	45	In-road
	Criteria 4	Manages steering			
	Criteria 5	Manages gears			
	Criteria 6	Manages brakes			
	Criteria 7	Manages accelerator			
Section C – Low risk driving behaviours	Criteria 8	Create and maintain crash avoidance space	45	45	In-road
	Criteria 9	Protect crash avoidance space			
Section D – Compliance	Criteria 10	Road rules and directions			
Section E – Additional risk management	Criteria 11	Reverse	10	20	On-road or Off-road
	Criteria 12	Hill stop / start			On-Road
	Criteria 13	Load securing	20	20	Off-Road
	Criteria 14	Coupling / uncoupling	N/A	30	On-Road or Off-road
	Criteria 15	Bus stop procedures			On-Road

Table 2: Final competency assessment: On-road requirements
(Light rigid to multi combination inclusive)
Test route minimum task requirements

Element	Number of left turns	Number of right turns	Number of straight aheads
Single turn lanes (single turn lane to single lane)	4	4	2
Multi turn lanes (Multi turn lane to multi turn lane)	2	2	
Onto multi turn lanes (Single turn lane to multi lane)	3	3	
Roundabouts (must be appropriately sized)	1	1	1
Lane changes	2	2	
Merge: two lanes merging into one lane			2
Turning right across traffic (not at traffic lights)		2	
Totals	12	14	3

Range statement criteria for the on road component of the CT

A continuous on road drive assessment with a minimum duration of 90 minutes (plus 10 minutes for rigid and the reversing competencies when conducted during the on-road component) must incorporate the items listed below:

- All Criteria in sections A, B, C and D listed in the guide and Criteria 15 of Section E (Bus stop procedure) if applicable as follows:
 - Section A - Criteria 1 and 2
 - Section B - Criteria 3, 4, 5, 6 and 7
 - Section C - Criteria 8 and 9
 - Section D - Criteria 10
 - Section E - Criteria 12 (if available) and Criteria 15 (if applicable).
- Additional time must be allocated to ensure assessment of the remaining Criteria from Section E, Criteria 11 and 13 - refer Table 3.
- Road and traffic conditions which include medium to heavy traffic: The definition of medium to high traffic means that there is at least a 70 per cent chance of the vehicle interacting with another vehicle or road user
- A laden vehicle (refer to the Heavy Vehicle Assessment Guide, Vehicle and Load Requirements): The vehicle must be laden for the duration of the on road drive

- A route developed by the approved provider and approved by the Licensing Authority which allows for a comprehensive test covering all relevant items listed below in Table 4.
- A route that includes a sufficient degree of gradient to allow for a comprehensive test of gear changing and the hill stop/start. In locations where a suitable gradient is not available the Licensing Authority may agree to substitute items proposed by the provider.

Table 3 : Competency test: Requirements (light rigid to heavy rigid only)

Reference	Criteria	Description	Duration (aprx mins)	
Knowledge test		Knowledge test relevant to vehicle class – Must be successfully completed before	30	
Section A – Pre-DRIVE	Criteria 1	Pre-operational Check	10	
	Criteria 2	Cabin Drill	5	
Section B – Vehicle control and operations	Criteria 3	Start, move off, shut down and secure	90	
	Criteria 4	Manages steering		
	Criteria 5	Manages gears		
	Criteria 6	Manages brakes		
	Criteria 7	Manages accelerator		
Section C – Low risk driving behaviours	Criteria 8	Create and maintain crash avoidance space		
	Criteria 9	Protect crash avoidance space		
Section D – Compliance	Criteria 10	Road rules and directions		
Section E – Additional risk management	Criteria 11	Reverse		10
	Criteria 12	Hill stop / start		
	Criteria 13	Load securing	20	
	Criteria 14	Coupling / uncoupling	N/A for CT	
	Criteria 15	Bus stop procedures		

Table 4: Competency test: On-road requirements
Test route minimum task requirements

Element	Number of left turns	Number of right turns	Number of straight aheads
Single turn lanes (single turn lane to single lane)	8	8	4
Multi turn lanes (Multi turn lane to multi turn lane)	4	4	
Onto multi turn lanes (Single turn lane to multi lane)	6	6	
Roundabouts (must be appropriately sized)	2	2	2
Lane changes	4	4	
Merge: two lanes merging into one lane			4
Turning right across traffic (not at traffic lights)		4	
Totals	24	28	6

Intersection hierarchy

Route designers must use the following hierarchy at intersections:

Control item		Intersection type	
1st	Traffic Lights	1st	Crossroads
2nd	Stop Sign	2nd	T intersection
3rd	Give way Sign	3rd	Roundabouts
4th	Uncontrolled (no signs)		

Note: If any of the listed items such as traffic lights, intersections or roundabouts are not available at the testing location, the provider must make a formal application to the Licensing Authority for approval to substitute other items from one or more of the other assessment tasks.

Failure protocol

Where a competency test (CT) applicant fails the test, the applicant can elect to move to either another CT or an FCA process. However, any booking of a re-assessment must be undertaken within the Licensing Authority's guidelines. A CT applicant who fails the test cannot continue to drive the vehicle during the same time slot and undertake a full competency assessment (FCA) during this period.

Only applicants undertaking a training and assessment program for a rigid vehicle may at any time choose to undertake a CT rather than continuing with the training and assessment process.

If an applicant fails the on-road assessment for either an FCA or a CT, a full on-road re-assessment must be undertaken. Off-road tasks successfully undertaken will continue to be valid for up to 12 months from the date of completion.

Assessment criteria

- Successful completion of the FCA/CT requires the applicant to pass ALL Criteria as listed in this FCA/CT assessment guide. Each Criterion is assessed according to its requirements. Some errors however, are permitted in the test criteria
- No more than two errors are allowed in Section A with the exception of failing to fit their seatbelt which is an immediate failure
- No more than four errors are allowed in Section B
- No more than two errors are allowed in Section C
- No error is allowed in Section D. Any error recorded in Criteria 10, Section D will result in test termination
- No more than one error is allowed in Section E.

Assessor guidelines for determining competence

While it is possible to accrue some errors in sections A, B & C, the assessor should take the following into consideration:

- Was safety compromised?
- Did the driver remain in control?
- Has the action/inaction of the driver impacted on other road users?
- Was safety kept as a high priority in dealing with the mistake/adverse situation?

In Sections D and E it is important for the assessor to consider whether:

- safety has been compromised
- other road users have had to take evasive action
- the assessor has intervened physically or verbally.

Before determining whether an immediate test termination should be applied please note the following:

- professional judgment involves an assessor making decisions about competence based on:
 - evidence gathered
 - interpretation and understanding of the Criteria
 - breadth and depth of experience working with the standards
 - thorough understanding of industry practice.

The assessor must deliver the full FCA or CT and advise the applicant of the outcome only at the completion of the assessment. The exception to this is where the assessment is terminated.

Access and equity

This assessment tool is being used nationally by both Licensing Authorities and Approved Providers. Consequently, assessment will be undertaken in a diverse range of road and traffic environments and in a large number of test locations. It is likely that some assessment tasks may be difficult to assess in some locations (eg hill start in very flat terrain).

In such circumstances flexible approaches to the test may need to be negotiated with the Licensing Authority. These must comply with the assessment guidelines of regulators of registered training organisations and meet the Licensing Authority's audit requirements: Road safety.

Non commencement or termination of test

The FCA/CT will not commence, or will be terminated if any of the following occur:

1. If the applicant has not successfully undertaken the appropriate knowledge test for the relevant heavy vehicle licence category
2. The test vehicle is unregistered, roadworthy, breaks down or is involved in a crash
3. The applicant does not present a licence and /or has not met the Licensing Authority's eligibility requirements
4. The applicant does not adhere to OH&S requirements
5. The applicant offers the assessor a bribe
6. The assessor deems that continuing the test poses an unacceptable threat to the safety of the applicant, assessor or other road users. This includes but is not limited to the:
 - a. Applicant appears to be affected by alcohol or any other drug
 - b. Applicant intimidates or threatens the assessor
 - c. Applicant drives in a dangerous manner or is unable to control the vehicle

- d. Assessor intervenes to take control or gives direction to control the vehicle
- e. Assessor is unable to establish appropriate communication
- f. The applicant disobeys directions given by the assessor
- g. The applicant does not follow directions given by Police or other authorised persons must not be compromised.

Vehicle and load requirements

Vehicle requirements

The vehicle used for a CT or FCA must be the correct type and configuration for the class of Licence for which the applicant is applying and Licensing Authority approved by the relevant Authority as detailed below. It must be registered, roadworthy and comprehensively insured. Any vehicle fitted with a manual gear box, but having its gears changed by robotic or computerized systems, is regarded as an automatic vehicle.

Multi-combination (MC)

A heavy combination vehicle with more than one trailer. The vehicle must be B- Double rated and have all the pertinent documentation, permits, etc. The combination must be at least 22 metres in length, in 8-double configuration.

- The minimum vehicle type for an MC is a 3 axle prime mover with an A and B trailer each with bogie axles.

Heavy combination (HC)

- A vehicle consisting of a prime mover and a semi-trailer. The prime mover must have a minimum of three axles and the semi-trailer a minimum of two axles. The vehicle must have a GCM rating of at least 24 tonnes
- A heavy rigid vehicle which is towing a trailer. The trailer must have at least two axles and a GVM of 12 tonnes or more.

Heavy rigid (HR)

- A rigid vehicle, not being an un-laden prime mover, with a minimum of three axles and a minimum 15 tonnes GVM
- A modified three-axle prime mover with a certified detachable tray (with the capacity to carry 75 per cent of its specified GVM) with a minimum GVM of 15 tonnes
- A three-axle articulated bus
- A three-axle bus above 15 tonnes GVM.

Medium rigid (MR)

- A two-axle rigid truck, not being a prime mover, above 8 tonnes GVM
- A two-axle bus above eight tonnes GVM.

Light rigid (LR)

- A rigid truck above 4.5 tonnes GVM but less than or equal to 8 tonnes GVM
- Most vehicles will be suitable for on road tests, however some have restrictions placed on them as follows and cannot be used for licence testing:
 - Special purpose vehicles (except emergency service vehicles)
 - Cranes, specialised road working vehicles and farm machinery.

Federal interstate registered vehicles

- These vehicles may only be used if a special permit has been supplied by the relevant transport authority
- Livestock transport vehicles
- If the load is livestock
- Vehicles carrying a placard of dangerous goods
- Buses, coaches and motor homes
- Buses or motor homes will only be approved as vehicles to be used in a CT or FCA in special circumstances as determined by the Licensing Authority. In such circumstances these vehicles are exempt from carrying a load. Assessments must not be conducted in these vehicles when carrying passengers, with the exception of the Licensing Authority's auditor(s)
- Armoured vehicles
- Dual control vehicles
- Vehicles displaying trade plates.

Assessment in a loaded vehicle

To check an applicant's ability to drive a loaded heavy vehicle some tasks, specifically the on-road drive tasks, require the vehicle to be loaded. All loads must be positioned and secured in compliance with national transport commission general principles of load restraint standards.

The loaded vehicle must have a mass which is at least 75 per cent of the maximum mass allowable for the vehicle to be driven on public roads. This is at least 75 per cent of either the "legal mass limit", gross vehicle mass (GVM) for rigid vehicles or gross combination mass (GCM), for articulated or heavy trailer combinations. The vehicle must be able to maintain adequate road speed.

Unless otherwise approved by the Licensing Authority, the vehicle supplied by the provider must have suitable seating. A minimum of three seats, unless exempt by Licensing Authority, must be provided to accommodate the driver, assessor and auditor. During audit the assessor is required to sit adjacent to the applicant unless vehicle configuration restricts this or safety would be compromised.

If the applicant is being assessed in their own vehicle, it is the applicant's responsibility to check the load requirements beforehand and be prepared to provide documented evidence such as a weighbridge ticket that was issued within the past 24 hours.

Section A: Pre-drive

Criteria 1	Pre-operational check
Performance	Locate, identify, inspect and / or describe reasons for inspection and the required condition of vehicle components for a pre-operational check
Conditions	Vehicle parked and secured in a non-traffic area with safe pedestrian access to all sides of the vehicle Engine not running
Requirements	One-off test
Assessment duration	10 minutes rigid vehicle 15 minutes heavy combination and multi combination

Note: Where a component is not accessible the applicant is to give a commentary description. The Assessor may seek further clarification to assess understanding.

TEST CRITERIA

1.1. Tyres, wheels and wheel nuts

The applicant must check and describe the following items:

- Rims
 - no dents in flanges, cracks, or damage to rim assembly
- Tyres
 - minimum 1.5mm tread depth, no cuts or damage, dual tyres not touching, no rocks lodged between duals, correct inflation (visible check required unless the applicant suspects incorrect inflation)
- Spare Wheel(s) | tyre(s)
 - location, condition and inflation
- Wheel Nuts
 - all present and undamaged, no loose lugs or nuts, no visible rust trails

1.2. Vehicle measurements

The applicant must state:

- Vehicle or load height (whichever is the greater)
- Vehicle length (the length must be known when crossing a railway crossing which has limited space to fit on the other side)
- Vehicle weight (GVM/GCM)

1.3. Fluid leaks/levels (comply with all Occupational Health Safety and Welfare requirements)

- The applicant must check all relevant accessible fluid levels.

1.4. Air leaks

The applicant must:

- Listen. If the location is noisy the applicant may describe this action.

1.5. Air tanks

The applicant must:

- Drain valves, as required.

1.6. Couplings (does not apply to rigid vehicles unless attempting a truck/trailer combination assessment)

The applicant must check:

- Air lines and cables must not be tangled or stretched, and correctly coupled/connected. They must be functional, undamaged and either connected properly or stowed correctly
- Security.

1.7. Vehicle posture

The applicant must check the vehicle is:

- Not leaning to one side
- Sitting level front to back (the assessor may use some discretion where a prime mover or semi-trailer may not be sitting level).

1.8. Load security

The applicant must check:

- Restraint devices
- Positioning of load
- Serviceability of all latches, lockers, stowage compartments and doors.

1.9. Loose/missing/broken fittings

The applicant must check:

- The effects on serviceability of vehicle or equipment
- For safety hazards (eg sharp edges or items likely to fall off).

1.10. Registration

The applicant must check that the:

- Vehicle and trailers have current registration
- Registration label is showing (if applicable).

1.11. Lights & indicators

The applicant must check that:

- All lights and indicators are compliant ie present, working, and lawful).

1.12. Drive belts & pulleys

The applicant must check:

- The condition of belts (eg not frayed or worn)
- The adjustment of the belt. The assessor should question the applicant on the appropriate tension required and how to adjust the belt.

Criteria 2	Cabin drill
Performance	Demonstrate all adjustments required to ensure safe, effective and comfortable operation of the vehicle Locate, identify and where appropriate describe the function of controls, gauges and warning lights
Conditions	Parked and secured Engine not running
Requirements	One-off test
Assessment duration	5 minutes rigid vehicle 5 minutes heavy combination and multi combination

Note: Assessors/Auditors are responsible for fitting their own seatbelt. Although the applicant is responsible for ensuring that all other passengers fasten their seatbelt(s) assessors should not attempt to "trap" the applicant.

TEST CRITERIA

2.1 Seating position

The applicant is assessed:

- Entering and leaving the driver's cab to meet Occupational Health Safety and Welfare requirements:
 - Approaching the driver's cab from the front of the vehicle, facing oncoming traffic and aware of approaching traffic
 - Using the steps foothold and grab handle if fitted to the vehicle - 3 points of contact
 - Using the hand rail for leverage (using the steering wheel is not acceptable)
 - Maintaining three points of contact entering and leaving the vehicle
 - Adjusting seat for good posture, comfort and operation of controls.

2.2 Seatbelts

The applicant must check that:

- The seat belt is adjusted (if required) and fastened.

2.3 Mirrors

The applicant must check:

- Mirrors are not cracked or broken and adjusted for effective vision
- In the case of a bus, all internal mirrors are set correctly for passenger monitoring.

2.4 Cleanliness

The applicant must check the:

- Cabin for loose articles and take appropriate action to safely store any loose articles
- Windows and windscreen are clean, not broken or cracked and do not obscure applicant's or assessor's vision.

2.5 Controls

Applicants must be able to identify all of the listed controls (if they are fitted):

- Seat adjustments
- Engine start and stop systems
- Indicators/hazard lights/school bus warning lights
- Washer/wipers
- Service brake
- Park brake
- Trailer brake
- Clutch
- Gear changing mechanisms including range selectors and splitters
- Accelerator/throttle systems
- Steering wheel
- Horn(s)
- Air conditioning/heating/demisting systems
- Auxiliary brake switches/controls
- All lighting controls
- In cab suspension adjustments (if fitted) - bus only
- Passenger door operations/interlocks - bus only
- Passenger stop cords/buttons/warning lights -bus only
- Other (as applicable to the test vehicle).

Section B: Vehicle operation and control

Criteria 3	Start, move off, shut down and secure
Performance	Demonstrate engine start and shut down procedures Demonstrate brake checks prior to moving off Move off from kerb safely and maintain full vehicle control Demonstrate a safe return to the kerb, a safe departure from the kerb and securing of the vehicle
Conditions	Parked on the road adjacent to a kerb in a low level traffic area, with no overhanging obstructions Return to kerb preferably free of parked cars
Requirements	One-off test but can also be assessed at different stages throughout the FCA / CT (ie do not assess 'shut down' and 'secure' until the end)
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

3.1 Start engine

As part of the "on-road" component, the applicant must in accordance with the vehicle manufacturer's guidelines and specifications:

- Ensure park brake is applied
- Ensure auxiliary braking systems are turned off
- Ensure gearbox is in neutral/park (auto)

In a diesel heavy vehicle, check engine stop mechanism is in the start position (if fitted):

- switch on start heater (if fitted and required)
- allow too warm (if required)
- Engage the clutch (if not fitted with an air assisted clutch and air pressure is low)
- Switch on the ignition
- Activate the starter.

3.2 Instruments and gauges

The applicant must check the following items:

- Fuel, oil pressure, alternator, temperature, tachometer, voltmeter and air pressure
- Monitoring devices (warning lights, air pressure warning system, buzzers)
- Service brake (move vehicle forward then apply the service brake)
- The park brake and ensure it is on *
- The trailer brake *
- When using a low gear bring the clutch to friction point and apply load to the park brake or trailer brake as required.

** The applicant must be asked to support their checking with a commentary to demonstrate why they are undertaking the check of each item.*

3.3 Move off

The applicant must:

- Ensure all the doors are shut
- Depress the clutch; select the appropriate gear (manual)
- Place the foot on the brake, select drive (auto) or the appropriate preselection range
- Check the mirrors (right and left)
- Indicate for a minimum of five seconds
- Apply the appropriate power
- Release the clutch to friction point and hold
- Check all the mirrors and blind spot
- Release the park/trailer brake
- Engage the clutch
- Accelerate smoothly
- Steer the vehicle away from kerb
- Cancel the indicator.

3.4 Return to kerb

The applicant must:

- Check all mirrors
- Indicate
- Apply the service brake
- Depress the clutch, slightly above stalling
- Stop smoothly, parallel & close to the kerb but not over hanging the kerb
- Apply the park brake
- Select neutral in a manual and park in an auto
- Release the clutch and the foot brake

- Cancel the indicator
- Open the passenger door (bus only, if operable from driver's seat).

3.5 Shut down vehicle

The applicant must:

- Apply the park brake
- Select neutral in a manual and park in an auto
- Check the operational gauges
- Allow the engine to idle (if required)
- Activate the engine stop mechanism to stop (if fitted)
- Turn off the engine
- Switch off the ignition.

3.6 Secure vehicle

The applicant must:

- Check that the park brake is applied
- Remove the key
- Check for traffic (by mirror or head check) before opening the door
- Use step, footholds and grab handles if fitted to the vehicle. Must not use the steering wheel for support
- Exit backwards by using the available steps and grab handles and not jump to the ground while at all times maintaining three 3 points of contact
- Secure the door
- Leave the cab area by walking in a safe direction.

Criteria 4	Manages steering
Performance	Demonstrates safe and competent steering skills in a range of road and traffic environments
Conditions	<p>A kerbed road (or road with clearly defined edge to seal edge line markings)</p> <p>A low level traffic area including sections of straight and sweeping curves and intersections</p> <p>Include sections of multi-lined roads where possible</p> <p>Variable posted speed limits including one section of at least 80 km/hr</p>
Requirements	Continuous test
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

4.1 Smooth directional changes

The applicant must:

- Apply incremental movements where the action does not unsettle occupants or affect the stability of the vehicle or its load
- Steer the vehicle taking care with the effects of road cambers.

4.2 Hand position and grip

The applicant must:

- Have both hands on the wheel except when operating the controls
- Have hands in an acceptable steering position (ie either "ten to two", "quarter to three", or "twenty to four"). Hands and fingers must be on the outside of the wheel with palms on the rim
- Apply "hand over hand" or "pull - push" steering technique. Palming is acceptable provided that there is no loss of control of the vehicle.

4.3 Straight line driving

The applicant must:

- Comply with lane markings
- Maintain correct road position and constant direction without wandering, crossing lanes, crossing centre lines or the road edge.

4.4 Curves and bends

The applicant must:

- Adjust to an appropriate speed and gear prior to entering curve
- Position the vehicle in the curve to avoid the rear of the vehicle sweeping out of the lane or off the road
- Observe and check the mirrors as required
- Competently and smoothly operate the controls throughout
- At all times give due regard to prevailing road and traffic conditions.

4.5 Intersections

The applicant must:

- Maintain safe and legal road positions before, during and after turns
- Not unnecessarily cross the centre of the road on entry or exit.

4.6 Railway crossings

The applicant must:

- Approach the crossing demonstrating vehicle control
- Observe and check in both directions
- Check the mirrors
- Obey all road markings
- Clear the intersection with the whole length of the vehicle.

Note: If the applicant is unable to demonstrate at a crossing then the assessor may seek knowledge and understanding by asking appropriate questions.

4.7 Kerb clearance

The applicant must:

- Avoid mounting or brushing kerbs during any normal driving situation
- Must be aware of kerbside obstacles such as overhanging tree branches, awnings and signs.

Note: If an applicant mounts a kerb (including roundabouts not constructed for such a purpose) during a normal driving situation the assessor must consider whether this action is dangerous and consider whether test termination is necessary. Some discretion may be used for large and articulated vehicles.

Criteria 5	Manages gears
Performance	Demonstrate smooth efficient gear changing and gear selection according to road, traffic, speed and vehicle transmission requirements Various speed limits
Conditions	Various speed limits Intersections that require stopping, slowing and turning Some inclines and descents which increase the degree of difficulty
Requirements	Continuous test
Assessment duration	Part of the 'on-road' component

Note: Missing a gear change but recovering on the second or third attempt is acceptable providing a dangerous situation is not created, (using the splitter only must not be recorded as a gear change). Assessors must refer to Guidelines for assessing.

Competence to determine if an applicant has achieved competence: Severe deficiencies in gear changing should not be tolerated especially where there is continual forcing and clashing or where there is no clutching or out of sequence clutching causing a dangerous situation.

TEST CRITERIA

5.1 Appropriate gear for speed/gradient

The applicant must:

- Always engage an appropriate gear for the road speed where the engine is either over revving or labouring/lugging/stalling
- Select the appropriate gear for the terrain and traffic
- Use step or skip shifts according to the road and traffic situations
- Not coast in neutral or in gear with the clutch disengaged.

Note: Feathering of the clutch to allow some mismatch between revs and speed when slowing is acceptable.

5.2 Smooth changes without clashing

The applicant must:

- Match engine revs to the road speed for that gear
- Change gears smoothly.

Note: Smoothly means non-aggressive shift movements and timing of the clutch release where the result does not unsettle occupants, stability, load, or cause damage to the drive train or trailer connection device.

5.3 Correct use of clutch

The applicant must:

- Use double declutch gear changing methods when operating a non-synchromesh gear box
- Not rest a foot on the clutch pedal
- Correctly use the clutch, brake or counter shaft brake (where fitted)
- Declutch at the appropriate time to avoid labouring/lugging/stalling when bringing the vehicle to a stop.

Criteria 6	Manages brakes
Performance	Demonstrate controlled and safe braking for the purpose of both slowing and stopping the vehicle
Conditions	Various road and traffic conditions Include recognisable stopping points
Requirements	Continuous test
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

6.1 Efficient use of brake system

The applicant must:

- Use a combination of auxiliary and service braking systems in combination to maintain safe speeds to suit the environment and conditions
- Maintain control of the vehicle
- Combine braking systems with the use of the appropriate gear.

6.2 Smooth application

The applicant must:

- Plan ahead by making decisions that allow for good vehicle positioning
- Apply brakes smoothly and evenly to avoid lurching forward.

6.3 Stopping point accuracy

The applicant must:

- Stop at safe, legal, nominated points.

Note: At stop signs the applicant must stop the vehicle completely before the stop line. No part of the vehicle is allowed to encroach on the stop line.

Criteria 7	Manages accelerator
Performance	Demonstrate smooth and progressive acceleration
Conditions	Safe roadside area from which to commence acceleration
Requirements	Continuous test
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

7.1 Manages engine power (engine power is managed to minimise engine and driveline damage and due consideration is given to the environment)

The applicant must:

- Accelerate without excessive engine revs whilst releasing the clutch
- Move off without jerking, stalling or riding the clutch
- Engage the correct engine revolutions per minute (revs) for the particular gear being used and match the revs to the road speed (low revolutions per minute (rpm) for low gears to higher rpm for higher gears).

7.2 Smooth and efficient

The applicant must:

- Apply and release the accelerator smoothly to produce the desired change of speed
- Use rpm within manufacturer's specifications and maximise fuel efficiency.

Section C: Low risk driving behaviours

Low risk driving (LRD) involves the proactive application of skills and behaviours that can effectively reduce crash risk. Central to LRD is the concept of crash avoidance space (CAS).

CAS is the space required to avoid or reduce the risk of a crash occurring. As well as being created, CAS must also be maintained and protected. This is a conscious and continuous process that requires both awareness and skill.

Heavy vehicle drivers in particular need to have a good understanding of LRD and the various ways it can be applied to enhance road safety.

Criteria 8	Create and maintain crash avoidance space
Performance	Demonstrate continuous scanning of the road and the traffic environment making subsequent adjustments to speed and position to maintain a safe distance from vehicles and obstacles to the front and the sides
Conditions	Varying road types (dual carriageway and two-way road systems) including medium level traffic conditions
Requirements	Continuous test
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

8.1 Following distance (moving)

The applicant must:

- Maintain a four second gap (as a guide) behind the vehicle directly in front increasing the gap in adverse conditions.

8.2 Stopped position

The applicant must:

- Stop in a position behind other vehicles allowing sufficient space to steer around the vehicle in front, if necessary.

8.3 Speed selection

The applicant must:

- Select a speed that is both within the posted limit and appropriate to road and traffic conditions (which may be less than the posted limit).

8.4 Cushion to the sides

The applicant must:

- Maintain a sufficient space to the side from parked vehicles and road side hazards
- Vary the position in the lane to provide a buffer from oncoming vehicles and those moving in the same direction.

8.5 Lane selection

The applicant must select a lane:

- In compliance with road law and the prevailing traffic situation
- Which is the most appropriate one for the vehicle being driven, to ensure safe turns.

Criteria 9	Protect crash avoidance space (PCAS)
Performance	Demonstrate appropriate responses to situations if crash avoidance space is threatened or compromised
Conditions	Varying road (dual carriageway and two-way road systems) and medium level traffic conditions including pedestrian areas if possible
Requirements	Continuous test
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

9.1 Speed control

The applicant must:

- Adjust speed to regain crash avoidance space (CAS) in response to changes in road or traffic conditions and speed limits, eg when other vehicles cut in or when the test vehicle is in another vehicle's blind spot
- Reduce speed in anticipation of the need to stop, eg lights ahead which have been green for some time
- Approach stationary or slow moving vehicles in front with caution
- Drive close to the posted speed limit when safe to do so.

9.2 Gap selection

The applicant must:

- Select gaps in traffic which do not encroach on another vehicle's CAS without slowing traffic flow
- Must not reject more than three opportunities to select a suitable gap.

9.3 Maintains traffic flow

The applicant must:

- Efficiently maintain forward progress by selecting suitable speeds, lanes, and lane positions in relation to forward and adjacent traffic
- Be courteous to other road users
- Accepts the first safe gap and rejects unsafe gaps
- Not give way unnecessarily.

9.4 Observes road & traffic environment

The applicant must:

- Scan continuously to the front and sides looking for hazards. Scanning needs to be performed at short, middle, and long distance ranges.

9.5 Responds to risks/hazards

The applicant must:

- Apply low risk driving strategies by reducing speed and covering the brake when a hazard is identified. The assessor may not always be able to see whether the applicant is covering the brake in which case they should focus on speed reduction to assess this item
- Increase space to the sides where hazards exist, eg parked vehicles or oncoming traffic
- Adjust speed and/or position in response to limited vision of the road or traffic environment, eg where vision is limited due to other vehicles or objects blocking the line of sight at intersections, blind corners, and crests, etc.

Note: Hazards are not just rare or extreme events. A hazard is any situation where there is an increased risk of crash.

Section D: Compliance

Criteria 10	Road rules and directions
Performance	Demonstrate observation and compliance with road rules and regulations and follow the assessor's directions
Conditions	Varying road and traffic conditions
Requirements	Continuous test
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

10.1 Obeys road rules

The applicant must:

- Obey all the road rules
- Observe and never exceed the speed limits
- Stop as near as practicable to, but with no part of the vehicle encroaching over the stop line at a stop sign, or when the vehicle is the first one to stop at red traffic lights
- Approach traffic lights, give way signs and pedestrian crossings at an appropriate speed and be prepared to stop, if necessary
- Give way to other traffic where necessary
- Not drive in an aggressive manner
- Obey regulations relevant to the test vehicle
- Not straddle the lanes unnecessarily.

10.2 Follows assessor's instructions

The applicant must:

- Follow all reasonable directions given by the assessor
- Comply with all directions given by Police or another authorised person(s).

Note: Failure of an applicant to comply with directions given by Police or other authorised person(s) must result in immediate termination of the test. Failure of the applicant to follow the assessor's instructions may also result in test termination if the assessor believes that the applicant's action is deliberate with a view to avoiding the performance of a specific task.

Section E: Additional risk management

Criteria 11	Reverse
Performance	Demonstrate safe and accurate vehicle control during reversing manoeuvres
Conditions	Centre driving mirror offset (if fitted) and/or rear window blocked off Straight level road with either a kerb, marked edge line or a clearly defined straight seal edge Non-traffic or low level traffic area. May be an off-road location. Clear of traffic and pedestrian activity
Requirements	With the exception of class multi combination, applicants must successfully complete a Long Reverse and one of the following three low speed manoeuvres (LSM) as determined by Licensing Authorities: 11.2 - Reverse parallel park for rigid vehicles only 11.3- Off-set reverse excluding multi combination 11.4 - Loading dock simulation excluding multi combination
Assessment duration	10 minutes for each reversing assessment

Note: Reversing manoeuvres carry a higher risk. It is an assessor's responsibility to choose locations that minimise the likelihood or consequences of injury or property damage. Where approved in some jurisdictions, or in off road locations, the assessor may be able to alight from the vehicle to ensure the safety of other road users. The use of a whistle may be required and **high visibility clothing must be worn by the assessor.**

TEST CRITERIA

11.1 Long reverse for all vehicle types

The applicant must:

- Activate the hazard lights
- Demonstrate a full reverse for: light rigid, medium rigid and heavy rigid across the four vehicle lengths
- For heavy combination and multi combination - demonstrate a 70 metre straight line reverse. (If the vehicle is a pocket road train or a double road train, reverse one trailer length)
- Maintain observation for traffic
- Not have any wheel cross the edge line (or seal edge, or kerb)

- Not have any wheel more than one metre (as a guide) from the edge line (or seal edge, or kerb)
- Not make any forward adjustment (heavy combination may make one forward adjustment and two for multi combination)
- Secure the vehicle at the end of the exercise
- Switch off hazard lights.

11.2 Reverse parallel park for rigid vehicles only

The applicant must:

- Check the mirrors
- Operate the left indicator for an adequate time to alert other road users
- Operate the hazard lights
- Make no more than four direction changes
- Achieve final position:
 - behind the forward parking pole (as a guide one to two metres behind)
 - wheels close to the kerb (as a guide within 500 millimetres from the kerb)
 - body of vehicle parallel to the kerb
- Not touch the kerb, any vehicles or parking poles
- Competently operate the controls throughout
- Switch off hazard lights.

Note: This manoeuvre may be assessed using a simulated environment in an off road location (eg using bollards or parking poles).

11.3 Off-set reverse (may include reversing around a left hand kerb except multi combination)

The applicant must:

- Activate the hazard lights
- Check the mirrors
- Reverse into the end. position and finish within one metre of the end markers (poles or bollards)
- Complete the task within 10 minutes for heavy combination, and five minutes for rigid vehicles
- Not cross any marked task lines or strike poles or bollards
- Not have any wheel more than one metre (as a guide) from the edge line (or seal edge, or kerb)
- Not use more than three forward movements (heavy combination only)
- Switch off hazard lights.

Note: The applicant may stop the vehicle and alight to check its position as many times as required within the time allocated.

11.4 Loading dock simulation for all vehicle types except multi combination

(The applicant must commence reversing from the correct side of the road and not reverse across lanes).

The applicant must:

- Operate the hazard lights
- Stop beyond the driveway and reverse (to the left) to a position that is central and parallel in the loading bay/driveway and, if possible, fully into the driveway
- Not exceed one forward correction (shunt)
- Competently operate the controls throughout
- Pay due regard to the traffic on the road and driveway
- Drive with the doors shut
- Not mount the kerb or strike any object.

Criteria 12	Hill stop / start
Performance	Demonstrate smooth safe stopping and starting when leaving the kerb on ascending and descending roads. Centre driving mirror offset (where fitted)
Conditions	Centre driving mirror offset (where fitted) Select low level traffic, kerbside lane with kerb or distinct edge and space for drawing into or parking Moderate inclines and descents
Requirements	The driver will, when ascending or 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 as per test elements One-off test
Assessment duration	Part of the 'on-road' component

TEST CRITERIA

12.1 Ascent

The applicant must:

- Check all the mirrors
- Draw into the kerb operating the left indicator for an adequate time to alert other road users
- Stop parallel to and with wheels close to the kerb (as a guide within 500 millimetres from the kerb/road edge)

- Check all mirrors and blind spot
- Indicate right to leave the kerb (minimum five seconds)
- Not roll back when leaving the kerb
- Operate all controls smoothly and efficiently
- Conduct the manoeuvre with due regard for the safety and convenience of other road users.

12.2 Descent

The applicant must:

- Check all the mirrors
- Draw into the kerb operating the left indicator for an adequate time to alert other road users
- Stop parallel to and with wheels close to the kerb (as a guide within 500 millimetres from the kerb/road edge)
- Check all the mirrors and blind-spot
- Indicate right to leave the kerb (minimum of five seconds)
- Not roll forward in neutral or clutch coast
- Use the retarder/exhaust brake (if fitted) lawfully and correctly
- Operate all controls smoothly and efficiently
- Conduct the manoeuvre with due regard for the safety and convenience of other road users.

Criteria 13	Load securing
Performance	<p>Demonstrate the common methods of securing a load to confirm ability to check and, if necessary, adjust load restraints</p> <p>Visual inspection of ropes, chains, dogs, and straps prior to use. As detailed in the National Transport Commission Load Restraint Guide</p>
Conditions	<p>Visual inspection of ropes, chains, dogs, and straps prior to use. As detailed in the National Transport Commission Load Restraint Guide</p> <p>Vehicle parked and secured without the engine running. Non traffic area selected</p> <p>Safe pedestrian access to all sides of the vehicle with a load minimum height one metre in place but not secure</p> <p>Tray configuration with any type of rail</p> <p>Sufficient rope, chains and dogs, winches/ratchets and straps, or a simulated vehicle tray, equipped as above</p>
Requirements	One-off test
Assessment duration	20 minutes

TEST CRITERIA

13.1 Ropes

The applicant must demonstrate a:

- Truckie's hitch
- Single or double shank/hitch.

13.2 Chains and dogs

The applicant must demonstrate:

- how to safely use load binders
- ratchet/recoilless dogs - not spring dogs.

13.3 Winches and straps/ratchets and straps

The applicant must demonstrate:

- how to safely use winches and straps or ratchets and straps.

Criteria 14	Coupling / uncoupling
Performance	<p>For heavy vehicle combination:</p> <p>Demonstrate coupling and uncoupling a semi-trailer or a B-double trailer to and from the prime mover</p> <p>For multi combination:</p> <p>Demonstrate coupling and uncoupling of an A trailer to/from a B trailer of a B double configuration</p> <p>or</p> <p>Demonstrate coupling and uncoupling of a converter dolly to/from a semi-trailer</p> <p>and</p> <p>Demonstrate coupling and uncoupling of a lead semi-trailer to/from a second semi-trailer of a road train configuration</p>
Conditions	<p>Parked and secure in a straight line. Firm and level non-traffic area</p> <p>Safe access around the vehicle. Suitable wheel chocks, if required</p> <p>High visibility clothing must be worn</p>
Requirements	One-off test
Assessment duration	<p>Coupling: 15 minutes</p> <p>Uncoupling: 15 minutes</p>

Note: The assessor may be out of the vehicle to observe and assess if allowed under local jurisdiction legislation.

TEST CRITERIA

14.1 Uncouple

The applicant must:

- Apply the park brake and switch off the emergency shut off valve
- Ensure trailer security by chocking the wheels. If the trailer is fitted with maxi (spring) brakes, chocking is not necessary
- Lower the landing gear ensuring firm and even contact with the ground
- Raise the trailer until a gap is visible at the turntable (if applicable)
- Secure the handle
- Disconnect, retract and secure the electrical leads, hydraulic lines (if fitted) and air lines

- Open jaws or ring feeder
- Move forward slowly until the turntable is just clear of the skid plate and confirm stability of the trailer
- Drive slowly away (a distance of at least 10 metres). If the 'area is safe', and has sufficient room to operate, the prime mover should be driven around to the rear of the semi-trailer so that the task can commence from that point
- Apply the prime mover park brake
- Ensure the driver's door is closed whenever the vehicle is moving
- Conduct all procedures safely and efficiently
- Procedures may vary due to vehicle configuration. The main emphasis must be on safety.

14.2 Couple

The applicant must:

- Check that the king pin size is compatible with the turn-table jaws
- Check the airlines and electrical leads are stowed correctly to prevent damage
- Check the jaws are open
- Ensure the trailer is secure. If the trailer is not fitted with maxi (spring) brakes, chocks are required
- Position the prime mover just forward of the trailer
- Check the entry alignment and ensure that the prime mover will clear the trailer (two positioning adjustments are allowed)
- Apply the park brake
- Lower the skid plate onto the turntable until the weight of the trailer is imposed onto the turntable and the landing gear legs are just clear of the ground (10-20 millimetres)
- Secure the handle
- Reverse the prime mover slowly until the turntable jaws lock around the king pin
- Perform a 'tug test"
- Apply the park brake
- Check that the turntable release lever is in the locked position with no gap between the turntable and the trailer skid plate
- Check the jaws are closed correctly
- Fully raise the landing gear and stow the handle
- Connect the airlines and the electrical leads
- Switch on the trailer's air supply valve (or air taps) and charge the trailer brake air system
- Check the trailer air pressure
- Switch off the engine and conduct a walk around inspection listening for air leaks

- Stow the chocks (if applicable)
- Check to ensure all lights and indicators are operational and that the condition of the tyres is acceptable
- Conduct all procedures safely and efficiently.

Note: Procedures may vary due to vehicle configuration. The main emphasis is on safety.

Criteria 15	Bus stop procedure
Performance	For bus stop only: Demonstrate smooth drawing into the kerb, stopping for passenger loading and leaving a bus stop with due regard for other road users and passenger safety
Conditions	Simulated stops are essential
Requirements	One-off test
Assessment duration	Part of the "on-road" component

TEST CRITERIA

15.1 Arriving at the bus stop

The applicant must:

- Check all the external and internal mirrors before drawing into a bus stop
- Draw into the stop operating the left indicator for an adequate time to alert other road users
- Look for overhanging objects (eg branches, awnings)
- Bring the vehicle to a smooth stop
- Stop the vehicle parallel and close to the kerb (as a guide front and rear steps within 300 millimetres of the kerb)
- Stop with the front door opposite a simulated bus stop embarking point
- Apply the park brake
- Activate the school bus warning lights (where applicable)
- Open the door(s) only when the bus is completely stationary - where this can be done from the drivers seated position.

15.2 When departing the bus stop

The applicant must:

- Check the door(s) by head check and mirrors for alighting passengers
- Check the bulkhead mirror (left hand side) through to the rear door mirror to confirm all passengers are clear
- Check the centre door wells are clear before closing
- Close the door(s) while stationary
- Check all internal and external mirrors for people and traffic before leaving
- Indicate to the right (minimum of five seconds)
- Check the blind-spot
- Release the park brake or bus stop brake
- Accelerate smoothly
- Cancel the school bus warning lights (where applicable)
- Cancel the indicator when in new lane position.

In general

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

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