

# Learner Driver Mentor Program



**Program Information for  
Learner Drivers**





## **PROGRAM OVERVIEW**

The benefits of a Learner Driver Mentor Program fall into two major categories, the first benefit relates to road safety. The second benefit, and the major focus of this project, relates to the benefits for young people having a driver's licence and the extreme importance a licence can give in escaping the cycle of social and economic disadvantage.

The need for this program has been identified by a broad cross section of the community including youth workers, local councils, young people, job network providers, police and agencies working with disadvantaged groups. "The project also aligns with the goals and strategies in the Regional Employment Plan and the Regional Education and Skill and Jobs plan and the regional challenges highlighted within those plans, particularly, by overcoming the barriers that transport presents in building future opportunities for employment and training for young people." (page 23 Funding Agreement DEEWR and NSCC 2013)

The project will be overseen by a Steering Committee made up of community stakeholders who are well connected and informed about community issues and can contribute to development of this program.

## **OBJECTIVE**

The main goal of the NSCC's program is to assist people living in the Northern Suburbs of Launceston to gain the required number of supervised driving hours to enable them to obtain their provisional licence.

Provide an opportunity for participants to develop meaningful and appropriate relationships with members of the wider community.

Project outcomes will include:

- Better coordination, accessibility and an affordable service to disadvantaged people seeking the attainment of a drivers licence where normally this might be out of reach.
- To assist people to develop skills and confidence and gain better access to education, training and job opportunities
- Assist people to have an improved degree of social connectedness and benefit from positive role models
- An opportunity for people in the local community to utilise their vast skill, knowledge and life experience in acting as volunteer mentors to people.
- Assist young people to stay out of the youth justice system through driving offences.



**NSSC's program will achieve this through:**

- Provide a matching service where a Learner Driver is matched with a suitable Mentor to achieve the required number of supervised driving hours.
- Provide access to a suitable and safe vehicle for program participants.
- Provide an environment where Mentors and Learner Drivers are respected and appreciated.
- Provide up to date and relevant training to all Mentors who volunteer with the program.
- Provide Mentors with a copy of all necessary resources i.e. Supervisors Drivers Handbook, Tasmanian Road Rules, Keys2Drive Resources.
- Provide debriefing opportunities for all mentors and participants as separate groups on a three monthly basis and individually if and when required.
- Provide mentors with information on other services available to young people in the area if a referral is required to be made.

The project will provide all the necessary administrative support that will enable young people to move from their Learner Licence (either L1 or L2) to their provisional licence.

**FUNDING**

The NSSC's program is administered by the Northern Suburbs Community Centre Inc. The Centre has received funding through the Department of Education, Employment and Workplace Relations (DEEWR) to provide the initial infrastructure and start up finances to kick start the program up to July 2013. Long term sustainability is still being investigated through additional funding options and partnerships arrangements with service providers.



## **LEARNER DRIVER ELIGIBILITY**

To be eligible to be a participant in the NSCC program, Learner Drivers must have: **NO access to a suitable supervisory driver ie (husband/ wife does not have a licence or mum/dad are unable to provide driving assistance) and meet a minimum one or more of the following requirements:**

- Live in the Northern Suburbs of Launceston
- No access to a suitable and reliable vehicle.
- No/limited access to public transport systems.
- Young parent.

To assist the participant in increasing their eligibility requirements, the young person must meet one or more of the following:

- The possibility of gaining employment.
- Further participation in education.
- Increase in self-esteem/confidence and independence.
- Be referred from another service.

**Participants must hold and complete the following pre entry requirements:**

- **Hold a current car L1 or L2 learner licence.**
- **Completed five professional driving lessons**
  - **The Keys to Drive Program may be included in the pre entry requirements**
- **Passed a satisfactory: Driving School Performance Assessment**
- **Complete an application form**

There will be a needs based judgement made, based on the above criteria to ensure priority is given to young people deemed to be most in need of accessing the program.

## **Selection Procedure**

All applications for people who meet the criteria will be considered for the project. Referrals are encouraged and may come from self, family, community organisations and schools. All Learner Drivers who are interested in the project **MUST** complete an application form. Applicants must produce a copy of their learners licence and attach to their application.

All applicants will be notified of their suitability for the program via mail or email, within 14 days of their application being received. At this time the Project Officer will make a time for successful applicants to conduct an informal interview and to discuss the program in further detail.



Once the application form has been approved and the participants has been accepted into the project the following will apply:

### **Participants Rights**

- To feel safe.
- To feel supported.
- To be respected.
- To receive accurate information about the program.
- To be engaged in the program in a safe manner.
- To have concerns with the program addressed promptly.

### **Participants Responsibilities**

- Carry their drivers licence at all times whilst participating in the program.
- Have a zero blood alcohol level whilst driving.
- Be free of illicit drugs whilst driving.
- To acknowledge the mentors right to feel safe.
- To respect the mentor.
- To be reliable.
- To be responsible for your own safety and the safety of other road users.
- To abide by all road laws and regulations. If an offence occurs whilst involved in the program, participants may not be allowed to continue.
- To ensure that you arrive on time for any driving sessions and if you are not able to attend contact your mentor prior to the booked time.
- Notify the Project Officer of the effects of any medications that may adversely **affect your** driving whilst participating in this project.
- To comply with the projects policies at all times.

### **Code of Conduct**

All participants of the NSCC program must understand and agree to abide by the programs Code of Conduct and sign a Code of Conduct form.

Together, these underpin how Mentors and Learner Drivers will work together and support each other to create excellent outcomes, and at the same time create positive and safe environments for Learner Drivers and Mentors.



**Please fill in the following the forms:**

The following forms need to be returned to the Learner Driver Mentor Coordinator in the self addressed envelope provided.

- **Learner Driver Application Form**
- **Learner Driver CODE OF CONDUCT**
- **Driving School Assessment**

Learner Driver Mentor Project Coordinator  
Northern Suburbs Community Centre  
PO Box 143  
Mowbray, Tas,  
7248

Email: [l2p@nscctas.org.au](mailto:l2p@nscctas.org.au)



## Learner Driver Application Form

Personal Details	
<b>First name:</b>	
<b>Last Name:</b>	
<b>Preferred Name:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Mobile Number:</b>	
<b>Email address:</b>	
<b>Preferred method of contact:</b>	<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone
<b>Age:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	
<b>Country of Birth:</b>	
<b>Preferred language:</b>	
Medical Information	
<b>Do you have an existing medical disability/condition/injury that may affect your driving abilities?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please provide details.</b>	
<b>Do you take any medication that may affect your participation in this program?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, please provide details.</b>	



<b>EMERGENCY CONTACT DETAILS 1 :</b>	
<b>Name:</b>	
<b>Relationship to you:</b>	
<b>Phone number:</b>	
<b>EMERGENCY CONTACT DETAILS 2 :</b>	
<b>Name:</b>	
<b>Relationship to you:</b>	
<b>Phone Number:</b>	
<b>Other Information</b>	
<b>Learner Licence stage</b>	<input type="checkbox"/> L1 <input type="checkbox"/> L2
<b>Current number of driving hours logged</b>	
<b>Have you had any professional driving lessons? Please provide name of driving school and dates</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Licence Number</b>	
<b>Licence Expiry date</b>	
<b>Are you currently:</b>	<input type="checkbox"/> Working <input type="checkbox"/> Studying <input type="checkbox"/> Other
<b>Mentor preference</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either
<b>To be eligible for this program you MUST meet the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have no access to a suitable supervisory driver</li> <li><input type="checkbox"/> Live in the Northern Suburbs: Invermay, Mowbray, Rocherlea or Mayfield.</li> <li><input type="checkbox"/> No access to a suitable and reliable vehicle</li> <li><input type="checkbox"/> No/limited access to public transport systems</li> <li><input type="checkbox"/> Young parent</li> <li><input type="checkbox"/> Other (please specify) _____</li> </ul>	



<b>What do you see as the benefits of you participating in this project?</b>						
<input type="checkbox"/> The possibility of gaining employment						
<input type="checkbox"/> Further participation in education						
<input type="checkbox"/> Increase in self-esteem/confidence and independence						
<input type="checkbox"/> Other (please specify) _____						
<b>What days and times are you available to participate in this program?</b>						
<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Did you need assistance in completing this form?</b>				<input type="checkbox"/> Yes		
				<input type="checkbox"/> No		
<b>How did you hear about this program?</b>						

Thank you for applying to participate in the NSCC program. The Project Officer will be in contact with you to arrange an interview time.

Please mail, email or drop in this form to:

**Learner Driver Mentor Project Coordinator  
Northern Suburbs Community Centre  
PO Box 143  
Mowbray, Tas,  
7248**

Email: [l2p@nsc.org.au](mailto:l2p@nsc.org.au)



## **Learner Driver CODE OF CONDUCT**

All NSCC Learner Drivers should understand and agree to behave in accordance to the following code of conduct. Any violation of this contract may result in their immediate exit from the program.

In choosing to participate in the NSCC program I agree to:

- **Appearance:**
  - Learner Drivers should present themselves in a manner that reflects a neat, clean and tidy appearance.
  - Enclosed footwear must be worn at all times as a Driver Mentor and Driver Mentee.
  - A high standard of hygiene is imperative and must be adhered to at all times.
  - At public functions the staff code of conduct relating to appearance is to apply.
- **Appropriate Role Behaviour:**
  - Visits into the Learner Driver's house are not permitted.
- **Communication:**
  - The Learner Driver acknowledges that the relationship is designed to be one on one with the Mentor, so no other friends or siblings are to attend driving sessions.
  - Notify my Mentor Driver if I need to cancel my driving session as soon as possible (if possible 24 hours before agreed time).
  - Meet my Mentor Driver at the agreed place and at the agreed time.
  - Written and verbal communication should be clear, concise, friendly, non-threatening and courteous.
- **Respect:**
  - Centre users should be treated with respect in a positive and supportive manner.
  - The centre should always be promoted in a positive way. Any problems should be discussed "in house" and dealt with appropriately (see grievance policy). Gossip is inappropriate.
- **Rules:**
  - The Mentor agrees to abide by the Code of Conduct and all the rules, guidelines and policies as outlined to me by the Project Officer and provided in the LDMP Program Policies and Procedures.



- **Information:**
  - All information discussed between myself and my Mentor Driver must be in strict confidence.
  
- **Alcohol:**
  - Never consume alcohol, tobacco, or other drugs while taking part in a driving session.
  - Never arrive for a driving session under the influence of alcohol or other drugs.
  
- **Mobile Phones:**
  - Ensure that mobile phones and other electronic devices are switched off during a driving session.
  
- **Change of Address:**
  - Tell the Project Officer if I have any change in address, phone number or email address.
  
- **Concerns:**
  - Tell the Project Officer if I have any concerns with my Mentor Driver, or the NSCC program.
  
- **Evaluation:**
  - Take part in the evaluation process as required.

I, \_\_\_\_\_, acknowledge that the above Code of Conduct and all associated policies, rules and guidelines have been explained to me by the Project Officer. I understand that the vehicle is to be used for supervised driving sessions with my Mentor only, and that all other activities are prohibited. I understand and agree to abide by the NSCC program Code of Conduct. I understand that my details maybe shared with Department of State Growth for improvement of program.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**DRIVING SCHOOL ASSESSMENT :**

(To be completed by Driving School representative on behalf of prospective client)

Northern Suburbs Community Centre (NSCC), offers a Learner Driver Mentor Program (LDMP) to assist disadvantaged learner drivers to log-up the mandatory 50 hours of road driving experience to get a provisional driver’s license.

Before Northern Suburbs Community Centre accepts a disadvantaged learner driver into its program, we require that our learner drivers have a minimum of 5 lessons from an approved driver training school. To provide a safe environment for our volunteer driver mentors, it is expected that some learner drivers may require more than 5 lessons.

The following checklist is for your driving school to confirm a learner driver is ready to be supported by our program. Please ensure that the learner drivers reach a satisfactory standard prior to signing off. This will ensure an adequate level of safety for our LDMP volunteers.

Northern Suburbs Community Centre LDMP uses a small (1.6L) automatic vehicle with a dual brake operated from the front passenger compartment.

NAME OF LEARNER DRIVER.....  
 NAME OF DRIVING SCHOOL .....  
 ADDRESS:.....  
 MOB. / PHONE: .....EMAIL .....

**Performance Criteria**

**Learner Satisfactory**

<b>Posture</b>	Is able to adjust seating position, fit a seat belt, and adjust mirrors ..	<input type="checkbox"/>
<b>Cockpit drill</b>	Is able to locate and operate basic vehicle controls (accelerator; brake; gear selector;. indicators lights, and horn). .....	<input type="checkbox"/>
<b>Start engine</b>	Applies the foot brake, selects ‘park’ or ‘neutral’ gear, then smoothly starts motor .....	<input type="checkbox"/>
<b>Move away</b>	Selects ‘drive’ gear, is comfortably able to move the vehicle away. Looks over shoulder.....	<input type="checkbox"/>
<b>Stopping</b>	Applies brakes smoothly, and is able to use the correct pressure to stop at required place .....	<input type="checkbox"/>
<b>Steering</b>	Is able to place a car in the correct or desired position (e.g. road lane, parking slot, etc.).....	<input type="checkbox"/>
<b>Road law</b>	Demonstrates a good understanding of ‘give way’ rules (e.g. at give way signs; stop signs; T- junctions; at roundabouts, when merging) and centre road markings .....	<input type="checkbox"/>



**Performance Criteria**

**Learner Satisfactory**

<b>Observant</b>	Demonstrates an awareness of other vehicles (360 degrees). Sees road signs, road markings, and other road users (e.g. bicycles, pedestrians, etc.). Makes good use of mirrors ..... <input type="checkbox"/>
<b>Intersections</b>	Will give way when necessary. Enters an intersection when it is safe to do so ..... <input type="checkbox"/>
<b>Lanes &amp; line marking</b>	Stays within a lane; obeys road markings; selects correct lane; changes lanes safely ..... <input type="checkbox"/>
<b>Hazard recognition</b>	Reacts appropriately to potential hazards ..... <input type="checkbox"/>
<b>Speed</b>	Adopts a safe road speed. Drives in accord with the road conditions. Observes speed limits ..... <input type="checkbox"/>
<b>Signalling</b>	Signals when necessary ..... <input type="checkbox"/>
<b>Roundabouts</b>	Gives way when necessary ..... <input type="checkbox"/>
<b>Manoeuvring</b>	Able to maintain car control in a confined area. Judges distance from objects accurately ..... <input type="checkbox"/>

I confirm that .....(learner) has been assessed against the criteria outlined above.

Please tick the appropriate box below:

- 1. I believe the Learner Driver **is ready** to be assisted by the Northern Suburbs LDMP Program.
  
- 2. I believe the Learner Driver **is not ready** to be assisted by the Northern Suburb LDMP Program.

Signature ( Driving School) .....Date...../...../.....

(Once completed, please return this form to your client).