

Learner Driver Mentor Program



Mentor Driver Application Form



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 disadvantaged 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 was 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." (pg23 Funding Agreement DEEWR and NSCC 2013) The program has evolved to help people with in the Northern Suburbs who meet the requirements regardless of age.

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 young 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 in the local community to utilise their vast skill, knowledge and life experience in acting as volunteer mentors to other people.
- Assist people to stay out of the 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 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. Currently the program is funding through the Northern Suburbs and Department of State Growth.



MENTOR POSITION DESCRIPTION

Position Summary

Mentors are responsible for providing driving practice for learner drivers who may have difficulty in gaining access to the required 50 hours of supervised on road experience. This practice will take place in a vehicle provided by the program. The position is a supervising role that parents or other significant adults in the learner's life would otherwise have played.

Responsibilities and Tasks:

- To develop a mutually cooperative and supportive relationship.
- To act as a positive role model.
- To encourage a person to reach their potential through coaching.
- To respect a person's dignity and right to privacy.
- To consider the safety of the person and establish appropriate boundaries/limits for behaviour.
- To maintain contact with the Project Officer regarding the progress of the learner driver.
- To participate in ongoing training and evaluation activities.

Qualifications

No formal qualifications are necessary. Mentors will undertake the NSCC induction process that will provide them with the skills required.

Selection Criteria

- Ability to commit to a minimum of **2 hour per week** for up to 6 months.
- Genuine interest in the wellbeing of people.
- A current driver's licence issued in Australia and good driving history.
- Willingness to undergo Northern Suburbs Community Centres Volunteer processes including a Working with Children Check.



MENTOR ELIGIBILITY

To become a Mentor for the NSCC program, Mentors must meet the following requirements:

- Hold a current Car Drivers Licence issued in Australia (this must not be a provisional licence)
- No recent licence suspensions. Mentors must have had no driver suspensions in the last 2 year period
- Have an up to date Working with Children Check that has been conducted in the last 2 months, if Mentors do not have a current National Police Check, the service will provide this at no cost to the mentor.
- Undergo an induction process that includes but may not be limited to the following:
 - Tasmanian Road Rules
 - Supervisory Drivers Handbook
 - Keys2Drive Supervisors Guide
- Mentors are required to be registered as NSCC volunteers. This is a safeguard against litigation and provides necessary insurance cover.

Selection Procedure

All interested community members will be issued with a Northern Suburbs Community Centre Volunteer Application Kit. Each applicant is required to complete the Volunteer Application Form, Code of Conduct and National Police Check.

Mentors will be contacted within two weeks of their initial contact with the NSCC's program to arrange a time for a formal interview. Once this process has been completed and the associated documents have been successfully completed, Mentors will be invited to attend the NSCC Induction.

On successful completion of the induction process, mentors will be formally accepted into the program.

Once the application form has been approved and the Mentor has been accepted into the program the following will apply:

Mentors Rights:

- To feel safe.
- To feel supported.
- To have questions involving the program answered in a timely manner.
- To have concerns with the program addressed promptly.
- To be placed according to your abilities.
- To receive appropriate induction to the program.



Mentors Responsibilities

- Carry their drivers licence at all times whilst participating in the program.
- Have a zero blood alcohol level whilst supervising.
- Be free of illicit drugs whilst supervising.
- To acknowledge the participants right to feel safe.
- To respect the participant.
- 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, your Learner Driver may not be able to continue in the program.
- To ensure that you arrive on time for any driving sessions and if you are not able to attend contact your Learner Driver prior to the booked time.
- Notify the Project Officer of the effects of any medications that may have an adverse effect on supervising your participant whilst participating in this program.
- To comply with the program 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 participants 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.

MATCHING LEARNER DRIVERS WITH MENTORS

Matching

The Project Officer will match the Learner Driver with a Mentor based on mutual needs, interests and personality, assessed through a formal interview process with the Mentor and informal interview with the Learner Driver.

The Learner Driver and Mentor will be introduced to one another in the presence of the Project Officer prior to attending their first on road driving session.

The Mentor is to be provided with the name of the Learner Driver prior to the meeting to ensure any conflicts of interest are avoided.

Following the first supervised driving session, the Project Officer will contact the Learner Driver and Mentor individually to seek feedback on the session and to assess the fit between the Learner Driver and Mentor.



Match Closure

It is the policy of this program that all Learner Drivers and Mentors participate in closure procedures when their match ends. Closure is defined as the ending of a formal match relationship regardless of why the match is ending.

Closures may occur for a range of reasons. Where the circumstances are not unexpected or urgent, match closures will be conducted within three weeks of the match ending, and will be arranged through all parties involved. The Learner Driver or Mentor may not close the working relationship without prior discussion and planning with the Project Officer.

The Learner Driver and Mentor are both encouraged to raise any concerns with the Project Officer immediately to ensure that the safety and wellbeing of both parties is maintained as a priority. In cases where there are safety concerns, or the situation is unresolvable the Project Officer can arrange for the match to end immediately.

When the working relationship has ended between the Learner Driver and Mentor, the Project Officer will issue a letter confirming that the formal match arranged by the NSCC program has ended.

If a match ends prematurely, but the Learner Driver remains interested in the project, a new match will be facilitated by the Project Officer.

Contact between the Learner Driver and the Mentor after the formal match is closed is only by the mutual agreement between participants and the appropriate parent/guardian (where relevant) and is no longer the responsibility of the NSCC's program.

At the end of the match, an evaluation meeting will be organised by the Project Officer to allow the Mentor and the Learner Driver to provide feedback and inform the development of the NSCC programs effectiveness and processes. This will be done face to face where possible.



Please fill in the following three forms:

- Forms 1 and 2 and return in the envelope provided to Northern Suburbs Community Centre.
 - 1. Code Of Conduct
 - 2. Volunteer Application Form
 - Working with Children Check

If you have any questions or need assistance in completing the forms, please contact the Learner Driver Mentoring Coordinator on:

63 266776 or email l2p@nscctas.org.au



Mentor

CODE OF CONDUCT

All NSCC Mentors 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:**
 - Volunteers 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.
 - The Mentor has no financial responsibilities towards the Learner Driver and/or family or friends.
 - The Mentor role is to assist, help and support the Learner Driver.
- **Communication:**
 - Notify my Learner Driver if I need to cancel my driving session as soon as possible (if possible 24 hours before agreed time).
 - Meet my Learner Driver at the agreed place and at the agreed time.
 - Written and verbal communication should be clear, concise, friendly, non-threatening and courteous.
- **Respect:**
 - The relationship must be based on mutual respect and commitment
 - The NSCC centre should and the DLMP 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 Learner Driver must be in strict confidence unless the information contravenes the Mandatory Reporting Policy.
- **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 Learner 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 Learner Driver only, and that all other activities are prohibited. I understand and agree to abide by the NSCC programs Code of Conduct.

Signed: _____ Date: _____



Mentor Application Form

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



Emergency Contacts (please provide at least one)						
EMERGENCY CONTACT DETAILS 1 :						
Name:						
Relationship to you:						
Phone number:						
EMERGENCY CONTACT DETAILS 2 :						
Name:						
Relationship to you:						
Phone Number:						
Other Information						
Licence Number						
Licence Expiry date						
What days and times are you available to participate in this program?						
Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Learner Driver Preference				<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Either		
Did you need assistance in completing this form?				<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about this program?						

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

Please mail, email or drop in this form to:

l2p@nscctas.org.au
 NSCC Learner Driver Mentor Program Coordinator
 Dover Street, Mowbray
 PO Box 143
 Mowbray, Tas, 7248