



Driving Examiner Policies and Procedures Manual

**Queensland Driver
Licence Assessment**

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Glossary

Introduction to Q-SAFE

Q-SAFE represents an important step towards improving road safety for all Queenslanders. The development of Q-SAFE was carried out in accordance with key recommendations made in the *Driver Safety and Education Strategy for Queensland* (1996) and the *Review of Driver Testing in Queensland* (1997) undertaken by Queensland Transport. In line with these recommendations, Q-SAFE is comprehensive, consistent and fair.

Q-SAFE brings driver licence assessment in Queensland in line with some of the best testing systems in the world. It was developed through a process of extensive consultation and liaison with Queensland Transport Principal Advisors (Driver Assessment), Driving Examiners and key industry stakeholders. Queensland Transport has also reviewed driver licence assessment systems from other jurisdictions, both national and international.

The aim of this manual is to ensure that Principal Advisors (Driver Assessment) and Driving Examiners have access to relevant policies and procedures to meet their employment responsibilities and ensure testing consistency, reliability and fairness across all regions of Queensland.

Policies and procedures of particular relevance to Driving Examiners and Principal Advisors (Driver Assessment). They have been developed in consultation with the Service Delivery Network including Principal Advisors (Driver Assessment) and Driving Examiners, and in accordance with departmental policies, workplace health and safety standards and legislation.

The manual also outlines the technical procedures for driver licence assessment. Key sections of the test are discussed including: test wording, test route design; preliminaries; pre-drive check; manoeuvres; assessment result and performance checks and scoring criteria

The final section of the manual details procedures for special testing, and includes information on specialist driver assessments (driver authorisation and tow trucks), and assessment for Class UD licences. These procedures are based on standard Q-SAFE driver licence assessment procedures with appropriate modifications to meet the requirements of special testing.



Driver Licence Assessment

GLOSSARY

This glossary contains definitions for many of the key terms used in Q-SAFE. The terms have been drawn from the entire test, but particularly relate to the Section 2.8, *Individual Performance Checks and Scoring Criteria*.

Accident of any consequence

For the purposes of Q-SAFE this is defined as an accident where injury, property damage or vehicle damage occurs.

Assessment result

The overall outcome of the driver licence assessment process. The outcome is determined according to specific criteria detailed in the Q-SAFE manual.

Built-up area

An area in which there are buildings on land next to the road or where there is street lighting, at intervals not over 100 metres for a distance of at least 500 metres or, if the road is shorter than 500 metres, for the whole road.

Collision

For the purposes of Q-SAFE, a collision is defined as a situation where the test vehicle strikes another object (for example vehicle, power pole, square kerb) or pedestrian resulting in potential or actual damage or injury.

Critical driving error (CDE)

A driving error that compromises the safety of any road user or indicates an inappropriate level of skill or ability. The specific criteria for critical driving errors are defined in relation to individual performance checks. If a critical driving error occurs the test is terminated and the applicant is directed back to the testing centre by the shortest or safest possible route.

Before marking a CDE, the following points must be considered:

- there must be sufficient evidence collected to warrant a marking.
- the marking must be justifiable, ie the driving error must be prominent and in accordance with Q-SAFE performance check and scoring criteria.
- in some cases, discretion may need to be exercised, that is, a CDE should not be marked where circumstances are unique or unusual that are beyond the control of the applicant.

Diverge

To proceed in a different direction or take a different course.

Dividing line

A line, or two parallel lines, whether broken or continuous, designed to indicate parts of the road to be used by vehicles travelling in opposite directions.

Driver

A driver is the person who is driving a vehicle (except a motorbike, bicycle, animal or animal-drawn vehicle).

Driving Examiner

An employee of Queensland Transport or the Queensland Police Service who is authorised to conduct driver licence assessments.

Driving Examiner message

The Driving Examiner message is a list of statements about the test that is provided to the applicant at the time of booking and immediately before the test. It has been designed to give the applicant some helpful information on how the test will be conducted, and to clarify any misperceptions they may have about the assessment process.

The Driving Examiner is required to read the applicant designated statements from the Driving Examiner message at the beginning of the test. The test officially commences once these statements have been read to the applicant and any questions answered. No third party is allowed to assist the applicant once the test has officially started unless instructed by the Driving Examiner (for example official interpreter).

General critical driving error

Special types of critical driving errors that are not directly related to any of the individual performance checks (Note: The majority of critical driving errors in the test are related to the performance checks). If an applicant accrues a general critical driving error, the test is terminated and they are directed back to the testing centre by the shortest or safest possible route.

Manoeuvres

Controlled vehicle movements performed within prescribed limits (eg reverse park, U-turn).

Mounts kerb

For the purposes of Q-SAFE, mounting the kerb is defined as the whole wheel being completely over the top raised portion of the kerb.

Non-critical driving error (NCDE)

A driving error that does not by itself compromise safety to road users or the safe operation of the vehicle. There are specific criteria defining NCDEs as they relate to each performance check. Accumulated non-critical driving errors never result in a critical driving error.

Before marking an NCDE, the following points must be considered:

- there must be sufficient evidence collected to warrant a marking.
- the driving error must be prominent and in accordance with Q-SAFE performance check and scoring criteria.
- In some cases, discretion may need to be exercised, ie an NCDE should not be marked where circumstances are unique or unusual that are beyond the control of the applicant.

Observation

For the purposes of Q-SAFE, observation is defined as the applicant consciously taking notice of important factors in the driving environment via an ongoing process of scanning ahead, to the sides and rear of the vehicle.

Performance check

A performance check is an important aspect of the driving task that the Driving Examiner is required to assess. There are many performance checks in Q-SAFE, including the pre-drive check and those to do with vehicle operation, hazard recognition and decisions. Most performance checks apply to all classes, however, some are specific only to motorbikes.

Performance outcome

All performance checks in Q-SAFE have a defined performance outcome which gives the Driving Examiner an indication of what is an expected level of performance for that particular aspect of the driving task.

Pre-drive check

The pre-drive check is a performance check that is conducted at the beginning of the assessment process after the vehicle check. The pre-drive check assesses the applicant's ability to locate and operate/adjust a range of vehicle controls as outlined in the manual. Any errors are scored as non-critical driving errors.

Preliminaries

The preliminaries section of Q-SAFE has two main components, the Driving Examiner message and the vehicle check. Definitions of both these components are included within this *Glossary*.

Rider

A rider is the person who is riding a motorbike, bicycle, animal or animal-drawn vehicle.

Road-related area

Refer to *Transport Operations (Road Use Management – Road Rules) Regulation 1999*.

Road Rules (RR)

All references to road rules (RR) are pursuant to the relevant sections of the *Transport Operations (Road Use Management – Road Rules) Regulation 1999*.

Scoring criteria

These are the criteria used to score the different types of driving errors (CDE, NCDE or SRDE) for each of the performance checks. The Driving Examiner is required to be familiar with these criteria for each of the performance checks as the applicant's performance must be scored according to these criteria.

Specialist driver assessment

Specialist driver assessments are practical driving assessments to test driving skills necessary to obtain a Queensland Transport authority to drive specialist vehicles. Specialist driver assessments are undertaken where the applicant requires driver authorisation or a tow truck driver's certificate.

Driver authorisation is a qualification which a driver of a public passenger vehicle (eg bus, taxi, limousine or motorbike riders providing touring services) must attain in order to operate that vehicle.

A tow truck driver's certificate is required for a driver to be authorised to drive a tow truck.

Specific driving situations

Specific driving situations are driving situations that must be incorporated into every test route. Q-SAFE defines a range of specific driving situations including those relating to lane driving, intersections, higher/lower speed zones, and higher/lower traffic density areas and crossings. Where possible, every test route must include certain numbers and types of these specific driving situations. A detailed description of test route design is given in Section 3, *Test Route Design*.

Specific repeated driving error (SRDE)

A specific repeated driving error is marked when an applicant accrues six non-critical driving errors for a certain performance check. Specific repeated driving errors can only be marked for a few of the performance checks such as clutch, steering and observation/scanning. The test runs its full course even after the applicant has accrued one SRDE, however, the overall test result is considered unsuccessful.

Staggered intersection

A staggered intersection is a cross-road where two opposing arms of the intersection are offset (see diagram).



Strikes

For the purposes of Q-SAFE, striking is where a vehicle comes sharply into contact with a kerb or object as opposed to just touching it.

Test route

A route designed by a Driving Examiner for the purpose of assessing the performance of the driver licence applicant. Test routes must be designed in accordance with the requirements delineated in the Q-SAFE manual. Prescribed or predetermined test routes are compulsory for classes MR, HR and HC and optional for classes C and LR.

Test termination

The Q-SAFE test may be terminated by the Driving Examiner under certain conditions. Some examples of conditions that result in test termination include failed vehicle check, a critical driving error and interference by a third party. If the test is terminated, the applicant is directed back to the testing centre by the shortest possible route. The conditions for test termination are specified in Section 9, *Conditions for Test Termination*.

Test wording

Q-SAFE specifies recommended test wording for Driving Examiners to use while directing the applicant on procedures to be undertaken during a test. Recommended wording has been included in Q-SAFE to help ensure greater consistency and fairness of testing procedures.

Left turn position (after)

For the purpose of marking the *Driving Assessment Report* form, left turn position (after) is defined as after turning commences.

Left turn position (before)

For the purpose of marking the *Driving Assessment Report* form, left turn position (before) is defined as before the turn commences.

Right turn position (after)

For the purpose of marking the *Driving Assessment Report* form, right turn position (after) is defined as after turning commences.

Right turn position (before)

For the purpose of marking the *Driving Assessment Report* form, right turn position (before) is defined as before the turn commences.

Vehicle check

The vehicle check is a visual check of the test vehicle to assess its suitability for the test. It is not an assessment of the vehicle's roadworthiness as carried out by departmental Transport Inspectors. The assessment is made according to criteria outlined by Queensland Transport. If the test vehicle fails to pass the inspection then the test is terminated.

Wheel chocks

Blocks of wood (or some other appropriate material) of a size and shape that will secure a stationary vehicle when placed on the ground in front of or behind a wheel.

Common abbreviations used in Q-SAFE

CDE	Critical driving error
NCDE	Non-critical driving error
SRDE	Specific repeated driving error
m	Metre(s)
cm	Centimetre(s)
km/h	Kilometres per hour
QT	Queensland Transport
DE	Driving Examiner
PA (DA)	Principal Advisor (Driver Assessment)
M (CSC)	Manager (CSC)
CSC	Customer Service Centre

1. Policies and procedures



Driver Licence Assessment

Section 1 – Policies and procedures

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1.1 Introduction – policies and procedures

This section of the *Driving Examiner Policies and Procedures Manual* outlines policies and procedures for Principal Advisors (Driver Assessment) [PA (DA)] and Driving Examiners (DE).

These policies and procedures have been developed in consultation with the Service Delivery Network and in accordance with workplace health and safety standards and departmental policies. They aim to provide PA (DA)s and DEs with information and guidance on:

- Their responsibilities as public officials
- Workplace health and safety standards
- Reporting and testing procedures
- Dress requirements
- Other relevant departmental policies.

It is important that PA (DA)s and DEs apply these policies and procedures as part of their employment responsibilities and to help ensure consistent application of Q-SAFE across all regions.

1.2 The role of Driving Examiners

Aim

This policy outlines the role of DEs and the standards to which DEs are required to perform.

Policy statement

Driving Examiners are employed by Queensland Transport (QT) primarily to conduct practical driving tests and to assess applicants' suitability to obtain a driver licence. They have an important role in determining whether an applicant possesses the necessary skills and knowledge to safely use the road system.

The role of the DE in conducting a Q-SAFE driving assessment is to:

- Observe the applicant's driving skills and behaviour.
- Assess the applicant's performance according to the criteria detailed in this manual.
- Record the applicant's performance on the *Driving Assessment Report* form (DARF) having regard to the principles of assessment, that is:
 - validity
 - reliability
 - fairness
- Inform the applicant about the test result and provide them with feedback on aspects of their driving performance that were related to the test.

Driving Examiners are required to perform their role in accordance with the policies and procedures detailed in this manual.

Their primary role is to assess the applicant, not to assist or instruct them. Driving Examiners should observe the principles of assessment prior to marking an error on the DARF. These principles include: validity, reliability and fairness. They must also be aware of their responsibilities to the department and their accountability to the public.

Policies & procedures

1.3 Duties of Driving Examiners and Principal Advisors (Driver Assessment)

Aim

This policy outlines the key duties of DEs and PA (DA)s.

Policy statement

The following outlines duties of DEs and PA (DA)s according to the duty statements in their position descriptions. This policy also includes information on the *Public Service Award*.

Driving Examiners

Duties of DEs include:

- Conducting driving tests to assess the competency of applicants for all classes of driver licences for light and heavy vehicles, including assessment of specialist drivers such as tow truck drivers and for driver authorisation for passenger transport industries.
- Contributing to the operation of Customer Service Centres (CSC).
- Consulting, liaising and providing advice to the public, industry and officers of the department on matters relating to driver licence testing and road safety.
- Preparing correspondence, submissions and reports as required.

Principal Advisors (Driver Assessment)

Duties of PA (DA)s include:

- Providing expert advice to senior management, the general public and transport industry in relation to driver assessment and technical standards.
- Instructing and monitoring DEs in the application of policies and procedures associated with driver testing.
- Monitoring the quality and consistency of driver assessment across the region/area.
- Contributing to the development of driver assessment policy, standards and procedures via the monitoring and identification of issues, consultation with relevant departmental divisions, the transport industry and the public.
- Preparing reports and submissions for regional management concerning driver assessment activities with appropriate recommendations.
- Conducting investigations into service delivery issues in relation to complaints and comments concerning driver assessment.
- Conducting driving tests, as required, to assess the competency of applicants for all classes of driver licence for light and heavy vehicles, including assessments of persons in the tow truck and passenger transport industries.
- Consulting and liaising on a regular basis with the public, industry and officers of the department on matters relating to driver licence testing and road safety.
- Inducting new DEs, as well as planning and implementing on-going staff training and development programs.
- Additionally, the duties of Principal Advisors may include:
 - Managing and coordinating the delivery of driver assessment across the region/area.
 - Undertaking financial planning for DE operations and monitor expenditure.

1.4 Driving Examiner conduct

Aim

This policy provides a guide for DEs to QT's *Code of Conduct* including the standards of behaviour and conduct expected of all employees in the performance of their official duties.

Policy statement

Driving Examiners are expected to maintain high standards of conduct in their work with the public and other departmental employees. Driving Examiners need to be aware of QT's *Code of Conduct* and the standards outlined in this code.

An overview of some of the key aspects of the *Code of Conduct* is given below as a quick reference. However, DEs will still need to be familiar with all parts of the code. Where relevant, some specific comments have been made on how these aspects of the code relate to the DE's role.

Key aspects of QT's Code of Conduct

- Employees are required to follow QT policies and procedures. Driving Examiners need to give particular attention to the departmental policies and procedures concerning Q-SAFE. They are expected to administer the test according to these requirements.
- Employees need to remember their responsibilities as public officials and act in the public interest.
- Employees are required to perform their duties lawfully and to work within the framework of relevant legislation.
- Employees are expected to treat the public and other employees courteously. They must also avoid bias, favouritism and discrimination (discrimination on any grounds is not condoned under legislation or within departmental policy). They should not allow their personal feelings and beliefs to adversely or improperly influence their judgments or decisions on work related issues.
- It is important that DEs consider these issues in the way they treat applicants. For example, DEs are expected to:
 - be punctual, friendly, patient and attentive
 - avoid the use of judgmental or discriminatory language
 - refrain from any physical contact
 - communicate clearly.
- Employees are expected to make honest and impartial decisions.
- Employees are required to give sufficient attention to detail in the performance of their duties to avoid negligence.
- Employees must be responsible for and able to justify their decisions and actions.
- Employees are required to declare private interests which conflict with job requirements.
- Employees are expected not to seek any gift or benefit in connection with their performance of official duties. DEs are advised not to accept gifts from members of the public under any circumstances. Acceptance of gifts presents a conflict of interest and leaves their conduct open to scrutiny. It also may lead to accusations of corruption.
- Employees are required to resolve all conflicts of interest in favour of the public interest.
- Employees are expected to safeguard privacy and confidentiality.
- Employees are required to safeguard official information and not disclose or use it improperly.
- Employees are expected to adhere to the processes established by the department for managing the risks to the safety, health and welfare of employees and other members of the public. These processes are in accordance with legislative requirements and departmental *Workplace Health and Safety Management Plans*.
- Employees must ensure that personal use of alcohol or other substances does not result in unsatisfactory work performance, adversely affect the image of the department or affect the performance or safety of others.
- Employees are expected to be presentable and wear uniforms in complete and good order according to the standards specified by the department.

Policies & procedures

1.5 Sound and defensible decision making

Aim

This policy assists DEs and PA (DA)s to adopt sound and defensible decision making skills.

Policy statement

Driving Examiners are public officials who work with members of the community on a daily basis. They are often required to make difficult decisions that may be open to scrutiny at a later date. Because of this accountability, it is important that DEs understand what factors they should consider in the process of making sound and defensible decisions.

Queensland Transport has published a *Guide to Decision-Making for Risk Management* (December, 1997) that outlines some of the considerations that employees should take into account when making decisions. Below is an overview of some of the important points highlighted in this document. Please note that this overview is only a guide and by no means complete. Decisions are often complex and it is not possible to cover all situations that arise.

Summary guide to decision making

Following is a list of factors that should be considered in the process of making decisions. Not all of these factors will be relevant in every case.

1. Ensure that you have a full understanding of the issues involved in the situation.
2. Make sure that you carry out your official duties appropriately.
3. Follow departmental policies, procedures, guidelines and the *Code of Conduct*.
4. Carry out your duties lawfully.
5. Identify any areas where there may be a conflict of interest and act appropriately.
6. As a public official, be aware of your responsibility and accountability to members of the community.
7. Ensure that you have acted ethically.
8. Keep appropriate records and documentation of decisions and related situations.

1.6 Discrimination and harassment policy

Aim

This policy provides a guide to preventing discrimination and harassment in the workplace.

The difference between discrimination and harassment is outlined below, including key issues for employees to consider when communicating with others. For DEs this may include communicating with:

- Test applicants
- Driver trainers
- Family and friends of applicants
- Work colleagues

Definition of discrimination

Discrimination is the act of discriminating by making distinctions or drawing attention to a person's characteristics (for example cultural background, religious beliefs and lifestyle, or physical appearance).

Under Federal and State anti-discrimination laws (*Anti-Discrimination Act 1991*), discrimination on the following grounds is against the law:

- Sex
- Pregnancy
- Age
- Impairment
- Political belief and activity
- Trade union activity
- Lawful sexual activity
- Martial status
- Parental status
- Race
- Religion
- Criminal record
- Social origin

Definition of harassment

Queensland Transport's *Preventing Workplace Harassment in Queensland Transport* defines harassment as:

Any unwelcome (and therefore unwanted) and unacceptable behaviour which is directed at or affects another person.

Harassment can be:

- Physical contact (for example touching or physical intimidation)
- Verbal comments (for example teasing, racist jokes or abusive comments)
- Non-verbal actions (for example messages sent by mail or obscene gestures)
- Unwelcome behaviour may also be viewed as harassment if repeated.

Note

Harassment may be a single act or a series of acts or repeated behaviours.

Policy statement

In accordance with State and Federal anti-discrimination legislation (*Anti-Discrimination Act 1991*), discrimination and harassment in the workplace will not be tolerated. This includes discrimination against and/or harassment of:

- Employees
- Clients
- A person who makes a complaint
- A person who witnesses an act of discrimination or harassment.

Queensland Transport's policy on harassment and discrimination applies to all employees, regardless of gender, age, current status or working arrangements.

Disciplinary action may be taken. Depending on the situation, discipline may involve a warning, transfer, counselling, demotion or dismissal.

Discrimination

To help prevent discrimination in the workplace DEs should:

- Demonstrate an awareness and tolerance of others including different cultures (for example cultural and/or religious beliefs of some applicants may make it necessary for a third party to accompany them on their test).
- Avoid using language that draws attention to a person's particular racial characteristics, sex, age, cultural background, disability, lifestyle or physical characteristics.

Harassment

Driving Examiners should be considerate when communicating with applicants on tests by avoiding personal conversations (for example where they work, how old they are and where they were born).

Driving Examiners should avoid intentionally touching an applicant. Should unintentional contact be made by either party, the DE should not make any adverse comments. Otherwise, this may be perceived by the other party as intimidating or directing unwelcome comments.

Policies & procedures

1.7 Queensland Transport gifts policy

Aim

This section provides an overview of QT's *Gifts policy*.

Recommended guidelines for DEs are also outlined to ensure DEs meet their responsibilities as public officials.

Definition of gift

As defined in the *Gifts policy*, a "gift" includes a gift of entertainment, hospitality, travel or other benefits and valuable property.

Note

A gift also includes **money**, which should not be accepted under any circumstances.

Overview of QT's gifts policy

Queensland Transport's *Gifts policy* is concerned with the identification of conflicts of interest arising when a public official receives or gives gifts.

Ethical conduct

As outlined in the *Gifts policy*:

Appropriate standards of ethical conduct are required to be displayed by all public officials. Due to the political sensitivity of the public sector, public officials are expected to exhibit ethical standards in excess of those required by other members of society.

Note

DEs should remember their ethical responsibilities as outlined in the *Code of Conduct* (see Section 1.4).

Outline of key issues addressed in QT's gifts policy

- Gifts must not be accepted where it compromises or appears to compromise the integrity of the officer or the department.
- Acceptance of gifts must not be seen as a special advantage to the giver.
- Gifts of money must not be accepted under any circumstances.

- All gifts accepted must be able to clearly withstand the test of scrutiny.
- All gifts made to and received from external parties must be reported.
- Employees must not solicit any gift, reward, or benefit in connection with the performance of their official duties, or on behalf of any other person or allow a gift to be accepted on his/her behalf by a family member, relative or associate.
- The acceptance of a gift must never result in an officer affording the giver with any special advantage.
- Employees are not to accept gifts from organisations involved in tender bids or contract negotiations with the department, as this could be perceived as compromising the department's impartiality.

Reporting requirements

- Gifts given or received must be reported by completing a *Declaration of Gift Received* or *Declaration of Gift Made* (refer to the *Gifts policy*) and forwarded to Finance Branch no later than 14 days after receipt of the gift.
- Gifts of hospitality and entertainment are to be reported to the relevant Executive Director or Regional Director within 14 days of receipt.

Recommended guidelines for DEs regarding gifts

Driving Examiners are public officials in direct contact with members of the public. Acceptance of gifts presents a conflict of interest and leaves their conduct open to scrutiny. It also may lead to accusations of corruption. For these reasons, DEs must not accept gifts from the public under any circumstances.

Following are some examples that illustrate why DEs must not accept gifts from the public (for example Driver Trainers and test applicants).

- Where the outcome of the test may affect the applicant's livelihood or lifestyle, a gift from the applicant may be seen as influencing the test result.
- Gifts from Driver Trainers or driver training schools are inappropriate as it may be seen as giving special consideration or advantage to the trainer or the training school.

Note

In extenuating circumstances where a DE is given a gift from an applicant, and there is no other option but to accept the gift, they must report the gift to their PA (DA) **immediately**. The DE must then complete a *Declaration of Gift Received* (refer to the *Gifts policy*) and forward to Finance Branch no later than 14 days after receipt of the gift.

After receiving a gift, DEs are advised to hand in the gift to their PA (DA) or M (CSC).

1.8 A guide to client aggression for Driving Examiners**Aim**

This policy provides a guide to help DEs interpret QT's *Client Aggression policy* and to employ preventative measures to avoid client aggression.

Definition of aggression

Client aggression or hostile behaviour directed at employees by clients is unacceptable. Some examples of client aggression include:

- Unwelcome gestures
- Threatening or offensive behaviour
- Vulgar noises, expressions or gestures
- Verbal abuse, raised voice, or use of obscenities including racist and sexist comments
- Physical violence against a person such as hitting, kicking, seizing or punching
- Physical violence against objects such as kicking, defacing or destroying property.

Aggression can occur:

- In or out of the workplace
- On or off departmental premises
- During or outside normal working hours.

Note

Workplace is defined as all places where QT conducts its business including all situations in the course of a DE's job (for example test vehicles).

Policies & procedures

Policy statement

Queensland Transport has a responsibility under the *Workplace Health and Safety Act (1995)* to provide a safe and healthy workplace for all its employees.

QT's policy on client aggression is as follows:

Queensland Transport's position in relation to incidents of client aggression is that such behaviour is totally unacceptable.

Queensland Transport does not expect employees to deal with, or tolerate, situations involving client aggression without departmental support.

Managers and Supervisors are required to support any employee who is subjected to harassment or aggression, and to actively promote policies and guidelines that aim to minimise client aggression and the effects of client aggression.

(Queensland Transport *Client Aggression Policy, 1998*)

Responsibilities

In order to manage these situations and utilise avoidance methods, DEs should remember their responsibility to:

- Provide professional service.
- Provide complete and accurate information to clients that does not exceed the limit of their knowledge and/or authority.
- Be sensitive to the situation (that is, be aware of how the test result may affect the applicant's livelihood and/or lifestyle).
- Be aware of the client's attitude towards other road users during the test.
- Make every effort to put the client at ease if they become upset.
- Report all incidents of aggression or harassment (including those that occur outside normal working hours) as soon as possible.

In the case of client aggression, particularly when physical assault has occurred, Examiners should be aware of the importance of independent witnesses and obtaining their contact details including: names, addresses, phone numbers and vehicle registration numbers of anyone who may have witnessed the incident.

Reporting procedures

The following outlines the reporting procedure for incidents involving client aggression.

Driving Examiners should report the incident to M (CSC) and complete a *Security Incident Report*.



M (CSC) should inform the Manager (Client Service Delivery) [M (CSD)] and the PA (DA) of the incident.



M (CSD) should evaluate the seriousness of the situation and decide whether to report the incident to the Regional Director.



Regional Director decides if legal action is necessary and whether to report the incident to the Executive Director (Services Group).

Note

In Customer Service Centres where a M (CSC) is not present, the DE should report to the Officer in Charge or PA (DA).

In the case of physical assault, the incident should also be reported to the police and a *Workplace Incident Report* (Form F1044) completed.

1.9 Testing of relatives and friends

Aim

This policy outlines QT's policy for testing of relatives and friends.

Policy statement

Driving Examiners are occasionally faced with the situation where they are appointed to assess an applicant who is a friend or relative. These types of situations represent a conflict of interest as they have the potential to interfere with the DE's ability to perform their official duties properly.

Departmental policy requires that DEs recognise situations which involve a conflict between their official duties and personal interests and act appropriately to resolve them.

Queensland Transport expects DEs to notify their M (CSC) if they have been appointed to assess an applicant who is a relative or friend. In these cases, the M (CSC) will arrange for another DE to conduct the test. The PA (DA) may conduct the test if no other DE is available to do so.

Note

In remote regions it may not always be feasible for alternative testing arrangements to be made. In these cases, the DE may be required to carry out the test themselves. However, they should report this situation to their PA (DA) or M (CSC) as soon as possible.

1.10 Third parties accompanying DEs on test

Aim

This policy provides procedures and guidelines relating to third parties accompanying DEs on tests.

Definition of 'third party'

Third party means any person who attends the test other than the DE conducting the test or the applicant.

Policy statement

Once the test has officially started, no third party is allowed to interfere or assist the applicant unless instructed by the DE (for example official interpreter). The third party must be informed before the test starts that if they interfere or assist the applicant without being instructed by the DE, the test will be terminated.

Request by applicants

Applicants may request a third party of their choice to accompany them on their test. For example, third parties could include the applicant's driver trainer, tutor, friend or family member.

If an applicant wants a third party to accompany them on their test they must:

- Contact the PA (DA) at least one full working day prior to the test
- Provide a valid reason as to why a third party needs to accompany them on their test.

Note

In extenuating circumstances, such as DEs working in remote areas, it may not be feasible to contact the PA (DA) at least one full working day before a test to gain permission for a third party to accompany an applicant on the test. In this situation, DEs should use their discretion to determine whether the applicant's request for a third party is valid.

Policies & procedures

It is the responsibility of the PA (DA) to assess whether the applicant's reason is valid.

Some examples of valid reasons for applicants' requests for a third party on tests include, but are not limited to:

- Language problems – interpreter required
- Driver trainers undergoing training or with limited experience
- Other reasons such as religious beliefs, cultural differences and extreme nervousness or anxiety.

Note

Interpreters

An interpreter may be required for applicants from non-English speaking backgrounds with limited English speaking skills. In this situation, the applicant can request that an interpreter accompany them on the test to ensure that they understand the DE's instructions.

The interpreter **must not be** an interested party as this represents a conflict of interest. A person who has a known association with a driving school (that is, driver trainer) **must not be** permitted to act as an interpreter.

Requests by Principal Advisors (Driver Assessment)

In some situations, a PA (DA) may request an accompanying third party on a test, or attend a test themselves.

Disputed tests

Applicants who have a previous disputed test result, may request in writing to the PA (DA) for a third party of their choice to accompany them on the test. Third parties may include their driver trainer, tutor, friend or family member.

In this particular situation, the PA (DA) may request that a QT representative also be present during the test.

Supervision of Driving Examiners

The PA (DA) may accompany a DE on tests from time to time. This must be done with the consent of the applicant.

1.11 Unfit applicants

Aim

This policy provides guidelines for PA (DA)s and DEs when assessing an applicant's fitness to undertake the driver licence assessment.

Definition of unfit applicant

For the purposes of Q-SAFE, an unfit applicant is someone who is considered unfit for undertaking the driver assessment process at that particular time.

In most cases, someone will be regarded as unfit to do a test if they pose a safety risk for either themselves, the DE or other road users.

There are many things that could result in an applicant being unfit to do a test. This policy only covers some of the more common situations. Driving Examiners are required to use their discretion in other cases.

Policy statement

Under workplace health and safety legislation, QT has an obligation to ensure the health and safety of employees and others who enter QT workplaces or who are affected by QT's business activities (for example road users affected by the conduct of an applicant on a driving test with a QT DE).

The following information provides guidelines for DEs and Principal Advisors (Driver Assessment) when dealing with situations where an applicant may be unfit for testing.

Under the influence of alcohol or other drugs

If an applicant appears to be under the influence of alcohol or other drugs the Driving Examiner should immediately refer the matter to the M (CSC) or PA (DA) for a decision about test continuation.

There must be reasonable grounds to establish that the applicant is under the influence of alcohol or other drugs; that is, the applicant must demonstrate observable signs that suggests that he/she is affected by alcohol or other drugs.

Observable signs could include:

- Odour of alcohol
- Unsteady walk
- Slurred speech
- Obviously impaired judgment or reaction time.

Under no circumstances should the DE accuse an applicant of being under the influence of alcohol or other drugs (for example using words such as 'drunk'). Driving Examiners must remember that they cannot prove that the applicant is under the influence of alcohol or other drugs. They can only comment on the applicant's ability to perform the test safely. Remember, reasonable grounds must be established before an applicant can be declared unfit for testing at that time.

Procedure

At commencement of test:

If reasonable grounds are established, the test may be refused. The DE should:

- Using appropriate wording, ask the applicant if there is a reason why they are showing the particular sign or signs that have been observed, such as an illness or disability (for example, suggested wording includes: "You seem to be having trouble reacting in time, is there any reason why this may be?").
- Document these observable signs in a report (for example unsteady walk) to establish that the applicant is unfit for testing.
- Ensure that their PA (DA), M (CSC) or another staff member witnesses these observable signs and sign the report.

Note

If the applicant provides a reason, such as a disability, that explains why they demonstrate these observable signs, then the test should proceed providing all other requirements are met.

After the PA (DA) or the M (CSC) has signed the report documenting the applicant's observable signs, the test may be refused.

When telling the applicant, the PA (DA) or M (CSC) must:

- Be professional and be sensitive to the situation to avoid upsetting the applicant.
- Choose appropriate language (for example "I have reason to believe that you are unsafe to undertake the driving test today") and do not accuse the applicant of being under the influence of alcohol or other drugs.
- Make every effort to re-book the applicant for a test on another day.

After test is in progress:

Where a DE needs to terminate a test that is in progress because there is reasonable grounds established to believe that the applicant is under the influence of alcohol or other drugs, they should consider the potential risk to their personal safety and other road users and apply the following procedures:

- Instruct the applicant to park the vehicle in a safe place.
- Inform the applicant (using appropriate wording), that it is considered necessary for the DE to drive the test vehicle back to the testing centre – it is important to gauge their reaction at this point.

Note

Example of appropriate wording: "I am concerned about your ability to complete this test safely and I think that I should drive us back to the testing centre".)

- If the applicant is agreeable, return to the testing centre via the shortest possible route.
- If the applicant objects or shows any signs of hostility, the DE should advise the applicant that the supervisor will be contacted and the applicant should arrange assistance and alternative transport.
- Document this in a report to the M (CSC).

Note

If the applicant demonstrates signs of hostility or aggression, the DE should make alternative arrangements to return to the testing centre (for example, taxi). For further information refer to *A Guide to Client Aggression for Driving Examiners* (Section 1.8).

Policies & procedures

Illness

If an applicant claims to be ill before the test commences, the DE must not begin the test. If the applicant claims to be ill during the test, then the test should be terminated. Similarly, if the DE considers the applicant unfit to undertake the test due to illness the test should not proceed or be terminated if it has already started.

If an applicant becomes ill or is injured in the course of a test the DE should:

- Call 000 and/or seek urgent assistance in the case of serious illness or injury (for example accident, seizure or collapse).
- Make the applicant comfortable without moving the applicant (except where necessary for personal safety).
- Record the time and nature of the incident or illness.
- Record the arrival time of ambulance and/or police and the name of the attending officers.
- Report the incident as soon as possible to the M (CSC) or PA (DA) and complete a *Workplace Incident Report* (F1044).

Seat belts

The test vehicle must have seat belts fitted in accordance with Australian Design Rules. Motor cars manufactured prior to 1969, trucks manufactured prior to 1977 and certain omnibuses which have not been modified in any way are not required to have seat belts fitted. However the presentation of test vehicles not fitted with seat belts (excluding motorcycles) should be discouraged.

Note

Vehicles that are route service buses (or involved in local operations) do not require seat belts to be fitted for passengers, however, the driver must wear a seat belt if one is fitted to the vehicle.

If an applicant refuses to wear a seat belt and insists that the test proceed, the DE should explain that:

- the use of seat belts, where fitted to a vehicle, is compulsory in Queensland
- all occupants are required to wear a seat belt, where fitted to a vehicle, for the test to proceed.

Note

In extenuating circumstances, where an applicant presents a medical certificate granting an exemption from wearing a seat belt, the following procedure applies:

- The DE should explain to the applicant permission is required from their Principal Advisor or supervisor to conduct the test.
- Notify their PA (DA) or M (CSC).
- The PA (DA) or M (CSC) should evaluate each case on its own merit and make a decision as to whether the test should proceed.

The PA (DA) or M (CSC) should refer to *Assessing Fitness to Drive – Austroad Guidelines for Health Professionals and their Legal Obligations* for more detailed information on exemptions for wearing seat belts.

Applicants in advanced stages of pregnancy

Where an applicant is in an advanced stage of pregnancy the DE should:

- Inform the applicant of the range of manoeuvres that they may need to perform during the test using appropriate wording.
- Inform the applicant that they must wear their seat belt during the course of the test and ensure that the applicant has adjusted their seat belt correctly (that is, lower belt to run as low as possible). Refer to *Assessing Fitness to Drive – Austroad Guidelines for Health Professionals and their Legal Obligations* for further details.
- Be professional and sensitive to the needs of the applicant.

Dress standards for motorbike applicants

- Motorbike helmet that meets Australian standards (this is a compulsory requirement)
- Queensland Transport recommends that motorbike test applicants dress in the following:
 - Pants that cover leg length
 - Long sleeve shirt or jacket made from heavy material
 - Gloves providing appropriate protection
 - Fully enclosed shoes.

Note

Wearing of motorbike helmet is a requirement under Queensland Road Rules (QRR).

1.12 Dress requirements for Driving Examiners

Aim

This policy outlines departmental dress requirements for DEs and Principal Advisors (Driver Assessment) when on duty.

Policy statement

Under workplace health and safety legislation, QT has a responsibility to ensure employees wear appropriate clothing in accordance with workplace health and safety standards.

Driving Examiners are supplied with a uniform that must be worn when on duty and not substituted with other clothing.

The PA (DA), Manager (CSC) or Manager (Driver Assessment) [whichever applies] should ensure that DEs meet these departmental dress requirements.

In exceptional circumstances, the PA (DA) Manager (CSC) or Manager (Driver Assessment) [whichever applies] can permit a DE to perform their duties if they are not wearing their uniform.

However, the PA (DA) must first consider:

- Queensland Transport's responsibility to meet workplace health and safety standards
- Workplace health and safety risks to the DE (that is, whether their clothing poses a risk to their personal safety when performing their daily duties).

Detailed below is the standard of dress required of DEs when on duty (that is, departmentally issued uniform):

- DEs are required to present themselves in a clean, tidy and presentable manner.
- The felt hat should not have the sides turned or curled.
- No alterations to the design of any item of issue is to be made.
- Out of date departmental badges must not be worn.
- Shirts, blouses, jackets, pullovers, leather jackets and overalls must be worn with departmental badges/patches.

Due to varying local weather conditions, the PA (DA) Manager (CSC) or Manager (Driver Assessment) [whichever applies] may determine the date for the change to winter or summer uniforms.

For example, DEs in the Central and Northern Regions may wear the summer uniform all year.

Policies & procedures

1.13 Rural/remote area policy

Aim

This policy aims to make driver licence testing across Queensland more consistent by reducing differences in testing between small towns and larger centres and increasing the comparative comprehensiveness of testing in all centres.

Policy statement

This policy only relates to towns where QT DEs provide the testing function.

Currently, this policy only applies to testing of cars (Class C).

Policy procedures

- Towns that meet 80% or more of the test route criteria and are serviced by DEs are acceptable as satisfying the test requirements.

Note

For the purposes of Q-SAFE, 80% of the test route criteria means 20 or less of the specific driving situations listed on the *Driver Assessment Report* form (DARF).

- Towns that do not meet the 80% test route criteria, that is less than 80%, should conduct the test using the test conditions locally available to meet the criteria, plus test all the low speed manoeuvres or as many as possible.
- Regional Directors may decide to cease the provision of DEs travelling to a town that does not meet the 80% test route criteria if the town is within 30 minutes driving time of a town that does meet the 80% requirement.

- If seeking such an exemption, Regional Directors should apply the following policy conditions in considering each case:
 - this action does not have a negative impact on employment in the smaller town; and
 - the shift of the testing venue to the larger town is not perceived in the smaller town as a significant reduction in services provided.

Note

Endorsement must be sought by the Regional Director from the Executive Director (Service Delivery Network).

- In areas where a Queensland Police Service officer conducts testing, an applicant's residential address must be in their station's geographical area of responsibility to be eligible for testing (except in extenuating circumstances). The boundaries for the Queensland Police geographical areas apply where the applicant:
 - intends to reside within that police division for a period of not less than six months; or
 - has resided within that police division for a period of not less than six months.

Extenuating circumstances include:

a non-resident who in the opinion of the officer in charge of the police station has substantiated grounds to be tested within the police division (for example the applicant is a resident of a neighbouring police division which is closed for a period of time or a seasonal employee temporarily working or residing in the division).

Note

An officer in charge should not agree to test a non-resident applicant who could reasonably attend a Queensland Transport/Queensland Government Agency Programme testing centre (that is, QGAP office).

2. Test wording



Driver Licence Assessment

Section 2 – Test wording
Contents

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2.0 Introduction

This section of the manual provides DEs with recommended wording for directing applicants on procedures to be undertaken during a test.

It is important that these examples or very similar wording are used to ensure consistency and fairness in testing procedures for all applicants. This is an important aim of Q-SAFE. The recommended wording is also designed to present a good impression of the DE.

Examiners should note that applicants must not be given any prompts or instructions that could be misconstrued as giving advice (for example “what is the speed limit here?” or “change to fifth gear”). Please issue only those directions required to perform tasks that are prescribed in the procedures for Q-SAFE.

In this section you will find recommendations on the approach to take for:

- Welcoming the applicant
- Reading the statements from the Driving Examiner message
- Test route directional wording for each of the classes
- How to issue directions for undertaking manoeuvres for each of the classes
- Directing applicants with special needs (for example hearing impaired or non-English speaking background).

Please note that there is no requirement to mark the report form for any of this section.

2.1. Welcoming the applicant (all classes)

It is recommended that the examiner adopt a warm and friendly approach to help put the applicant at ease, given that most applicants are anxious about undertaking the test. A DE's welcoming style is an important aspect of their client service delivery function.

Some examples of suggested wording for meeting an applicant:

- “Good morning, my name is Cathy and I'll be conducting your driving assessment today.”
- “Hello, my name is Sam and I'll be taking you for your driving assessment today.”

General comments about the weather and the local environment may help to relax the applicant.

You will note that the word “assessment” rather than “test” has been used when describing how to communicate with the applicant.

Throughout this document and other technical material on Q-SAFE it is also acceptable to use the word “test”.

Test wording

2.2 Guidelines for the test: A message from your Driving Examiner

The Driving Examiner message provides the applicant with guidelines on how the test will be conducted.

The applicant will be given this message to read as they wait, in the testing centre or near the test vehicle.

In addition, it is a requirement of the test for the DE to read designated statements from the Driving Examiner message to the applicant.

The use of these statements will ensure consistency of instructions on how the assessment will be undertaken.

Please note that the statements to be read to car and truck licence applicants are the same. Different statements are to be read to motorbike applicants.

All DEs will be given a laminated card with the messages on either side. This should be carried by the DE when testing.

The test officially starts after the statements have been read and any questions answered.

Once the test has started and the applicant is on-road, it is better for the applicant to focus fully on the driving task.

Some applicants for car and truck licences use conversation to alleviate their anxiety. If you believe this is adversely affecting their concentration you should politely advise them to focus on their driving.

Driving Examiners should remain courteous and keep conversation to a minimum to allow the applicant to concentrate.

2.3 Test wording for cars – Class C

The following information relating to recommended test wording for class C licence applicants:

- Statements to be read to the applicant from the Driving Examiner message;
- Recommendations on wording to be used for the pre-drive check;
- Recommendations on how to direct an applicant around a test route;
- Recommendations on how to direct applicants on the manoeuvres they must undertake.

A message from your Driving Examiner

The designated statements to be read to car licence applicants are:

- “Q-SAFE is designed to evaluate your ability to drive safely and correctly in different driving situations which may include a variety of speed zones.”
- “I will be asking you to undertake a series of driving tasks throughout the assessment. You will be given clear directions in ample time.”
- “If I don’t give you any specific directions, please just follow the road and be directed by road signs, signals and markings.”
- “Do you have any questions?”

Note

See [Section 4 – Preliminaries](#) for the complete Driving Examiner Message.

Pre-drive check wording

- “Please show me the mirrors that you will be using when driving. Now show me and explain to me how you would adjust them.”
- “Please show me how you would demist the front windscreen and the rear window.”
- “Please ensure that the ignition is turned off and then explain how you would turn on the windscreen wipers.”

Test route directional wording

These are recommended examples of directions, both simple and complex, which could be used to guide an applicant around a test route.

Some simple examples of directions are:

- “At the first street, turn left/right please.”
- “At the end of this road, turn right/left please.”
- “Please take the second street on the left/right.”
- “At the third set of traffic lights along this road, please turn right/left.”

Diagram 1

“At the staggered/offset intersection ahead, please follow the road.”

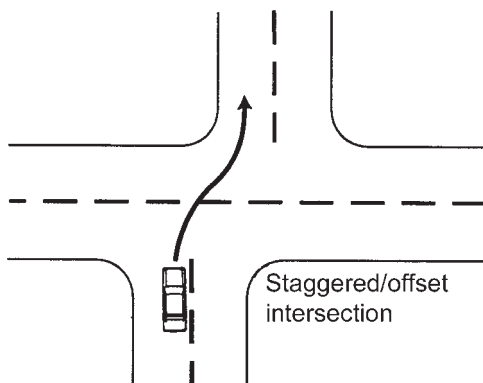


Diagram 2

“At the first intersection, I’d like you to turn right and then immediately left please.
(Just repeating at the first intersection I’d like you to ...)”

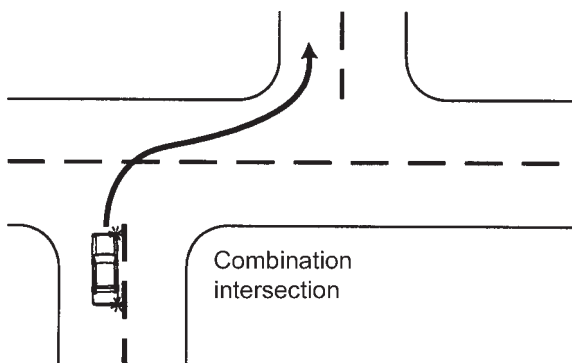
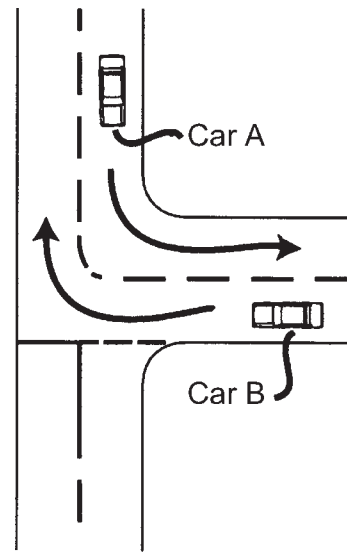


Diagram 3

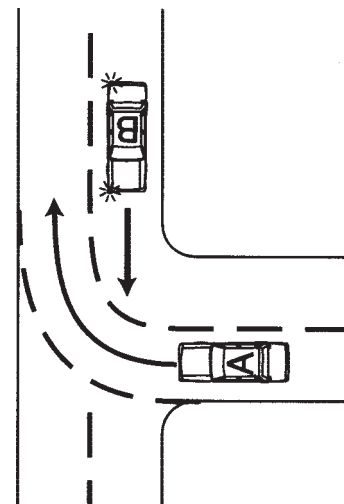
“Follow this road around to the left/right please.”



For more complex directions, the DE should repeat the direction, closer to the intersection or roundabout. This will help ensure the applicant has a better grasp of the directions given.

Diagram 4

Do not follow this road around to the left. When it is safe, please proceed straight ahead.



Note

It is necessary to give directions to applicants where there is ambiguity over which way to go. This sometimes occurs at T-intersections where the main road is marked with a centre line continuing around to the left/right and the intersection has changed priorities with some type of control operating, for example Give Way or Stop sign.

- “Take the first exit off the freeway please, turning left to follow the signs to ... (specify location). (And just repeating, please take the first exit off the freeway ...)”

Note

Directional or information signs may be used only to support a specific instruction given by the DE and should not be used on their own.

- “At the roundabout, follow the road through and take the second exit please, following the signs to ... (specify location). (Just repeating that at the roundabout ahead, I’d like you to follow the road through ...)”
- “At the roundabout ahead, make a right turn please, taking the third exit following the signs to ... (specify location). (As we get closer to the roundabout, please make a right turn, taking ...)”

Manoeuvres

For instructing applicants on manoeuvres to be undertaken, it is suggested you use the following examples:

Reverse park

“Next I’d like you to do a reverse park. Please pull alongside, and within one metre, of the ... (describe vehicle) parked ahead. Thank you.

Could you now reverse behind the parked car as if you were manoeuvring to park between two vehicles. Remember you are allowed one forward movement and two reverse movements.”

Turn around

“In preparation for a turn around manoeuvre, please pull up alongside the kerb of the road just ahead. Thank you.

Now turn the vehicle around to face the opposite direction, between and without touching the kerbs. Please use forward and reverse gears.”

U-turn

- “Would you please do a U-turn at the intersection ahead (or at the end of the road).”
- “I’d like you to do a U-turn along this stretch of road please, at ... (specify the location).”

Hill start

“I’d like you to do a hill start ahead. Would you please stop parallel to the kerb near ... (indicate a location) and apply the handbrake. Thank you. Please drive off when you’re ready.”

Reversing exercise

“I’d like you to undertake a reversing exercise. Would you please pull into a suitable position within half a metre from the kerb. When it’s safe, I’d like you to reverse the vehicle parallel to the kerb.”

Gear changing (automatics only)

“I’d like you to do a gear changing exercise. Please select a lower gear. Thank you. When you’re ready, re-select normal drive gear.”

2.4 Test wording for heavy vehicles – Classes LR, MR, HR & HC

The following information relates to recommended test wording for Classes LR, MR, HR and HC applicants:

- Statements to be read to the applicant from the Driving Examiner message (same as for cars).
- Recommendations on wording to use for the pre-drive check.
- Recommendations on how to direct an applicant around a test route (same as for cars).
- Recommendations on how to instruct applicants on the manoeuvres they must undertake (specific for trucks).

A message from your Driving Examiner

The designated statements to be read to heavy vehicle licence applicants are:

- “Q-SAFE is designed to evaluate your ability to drive safely and correctly in different driving situations which may include a variety of speed zones.”
- “I will be asking you to undertake a series of driving tasks throughout the assessment. You will be given clear directions in ample time.”
- “If I don’t give you any specific directions, please just follow the road and be directed by road signs, signals and markings.”
- “Do you have any questions?”

Note

See Section 4 – Preliminaries for the complete Driving Examiner Message.

Pre-drive check wording

- “Please show me the mirrors that you will be using when driving. Now explain to me how you would adjust them.”
- “Please explain how you would demist the front windscreen.”
- “Please ensure that the ignition is turned off and then explain how you would turn on the windscreen wipers.”
- Please show me where the engine brake system is and explain to me how you would operate it.”
- (IF APPLICABLE) “Please explain to me where the trailer brake is and how you would use it.”

Test route directional wording

These are recommended examples of directions, both simple and complex, which should be used to guide an applicant around a test route.

Please note that as prescribed test routes operate for MR, HR and HC licence applicants, DEs should be very familiar with these routes and be able to determine the exact wording to be used on these routes to maximise consistency.

Some simple examples are as follows:

- “At the first street, turn left/right please.”
- “At the end of this road, turn right/left please.”
- “Please take the second street on the left/right.”
- “At the third set of traffic lights along this road, please turn right/left.”
- “At the staggered intersection ahead, please follow the road.”
- “Follow this road around to the left/right please.”

Test wording

For more complex directions, the DE should repeat the direction, closer to the intersection or roundabout. This will help ensure the applicant has a better understanding of the directions given.

- “At the first intersection, I’d like you to turn right/left and then immediately left/right please. (Just repeating that at this next intersection I’d like you to ...)”
- “Take the first exit off the freeway please, turning left to follow the signs to ... (location). (And just repeating, please take the first exit off the freeway ...)”

Note

Directional or information signs may be used only to support a specific instruction given by the DE and should not be used on their own.

- “At the roundabout, follow the road through and take the second exit please, following the signs to ... (location). (Just repeating that at the roundabout ahead, I’d like you to follow the road through ...)”
- “At the roundabout ahead, make a right turn please, taking the third exit following the signs to ... (location). (As we get closer to the roundabout, please make a right turn, taking ...)”

Manoeuvres

Reversing exercise – classes LR, MR, HR & HC

“I’d like you to undertake a reversing exercise. Could you please position the vehicle just past this intersection and within two metres of the kerb. Thank you.

Now reverse the vehicle around the corner as if you were reversing into a loading bay, ensuring that the vehicle is within two metres and parallel with the left kerb at the completion of the exercise.

Please do this manoeuvre predominantly using your mirrors. You’re allowed to use two reverse movements and one forward movement to the edge/centre of the road during the course of this manoeuvre.”

Note

Occasional glances over the shoulder are allowed during the manoeuvre.

Gear changing – classes MR, HR & HC

For vehicles without a range change facility:

“Along this section of road, I’d like you to change down to the lower gears while keeping the vehicle moving please. Thank you.

Please now resume normal driving according to road and traffic conditions.”

Note

For vehicles with constant mesh only in first gear, the DE should direct the applicant to change down to second gear only.

For vehicles with a range change facility

“Along this section of road, I’d like you to change down through the gears to the low range. Thank you.

Please now resume normal driving according to road and traffic conditions.”

Note

Examiner may need to clarify that there is no requirement to change down to crawler gears.

Hill start – classes LR, MR, HR & HC

“I’d like you to do a hill start ahead please. Would you please stop parallel to the kerb ... (indicate a location). Thank you.

Please drive off when you’re ready.”

Uncouple/recouple (HC)

“I’d like you to undertake the uncouple/recouple exercise. Please uncouple the trailer and drive forward about ten metres.

After that could you reverse the truck/prime mover to recouple as if you were coupling to a different trailer. Thank you.

As we move off would you please apply the trailer brake to test its operation/function.”

2.5 Test wording for motorbikes – classes R & RE

The following information relates to recommended test wording for classes R and RE licence applicants:

- Statements to be read to the applicant from the Driving Examiner message (please note these are different to the car and heavy vehicle statements).
- Recommendations on wording to use for the pre-drive check.
- Recommendations on how to direct an applicant around a test route.
- Recommendations on how to direct applicants on the manoeuvres they are to undertake.

A message from your Driving Examiner (motorbike version only)

Due to the differences in testing and giving directions, there are different statements to be read to motorbike applicants. All DEs should obtain a laminated card with these statements. It is important that these statements are read to all motorbike applicants to ensure consistency on the guidelines for conducting a test.

The statements are:

- “Q-SAFE is designed to evaluate your ability to ride safely and correctly in different driving situations which may include a variety of speed zones.
- “I will be following you during the assessment. Please keep me in your vision and should you lose sight of me or I am held up for any reason, please stop somewhere safe and legal and wait for me.”
- “I will make my directions as clear as possible.
- “After you have followed my directions, please stop somewhere safe and legal on the side of the road and wait for me.”
- “Do you have any questions?”

Pre-drive check wording

- (IF APPLICABLE) “Please indicate where the fuel tap is and show me the reserve tank position.”
- “Please show me where the kill switch is and explain to me how you would use it.”

Test route directional wording

The recommendations below will be useful for instructing a motorbike applicant on the riding tasks required.

Some recommendations include:

- “At the end of this street, turn right, then take the second street on the left, followed by a right turn at the first set of traffic lights. Then pull up somewhere safe and legal past the lights, please.”
- “Take the first street on the right, followed immediately by a left turn. Then at the roundabout, turn right and stop half way up the hill, please.”
- “Shortly we’ll be approaching the freeway. Please continue along the freeway for approximately one kilometre, then take the exit. From there, take the turn towards ... (location) and stop just after the first set of traffic lights, please.”

Note

DE should avoid giving the applicant more than three directions at any one time to the extent where it may cause confusion.

Manoeuvres

Slow ride and U-turn

“I’d like to assess your ability to undertake the slow ride manoeuvre incorporating a U-turn. Please ride to the next intersection (or the end of the road or other specified location), do a U-turn and then do a slow ride on the way back.

Remember you are to stay about half a metre from the kerb and maintain at least a slow walking pace.”

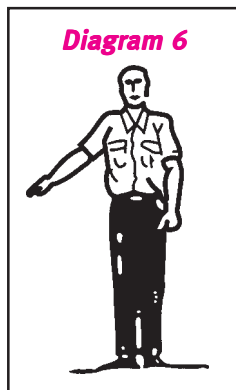
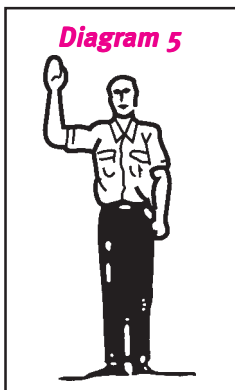
Emergency stop and U-turn

“I’d like you to demonstrate an emergency stop incorporating a U-turn.

Please ride to the next intersection (or the end of the road or other specified location), do a U-turn and, on the way back, build up your speed to 40 km/h.

When I raise my hand like this (see **Diagram 5**), please stop the motorbike quickly and safely but in full control.

If a vehicle turns into the street behind you, I will give you an appropriate signal like this (see **Diagram 6**). In this case, just pull over normally to the side of the road.”



Hill start

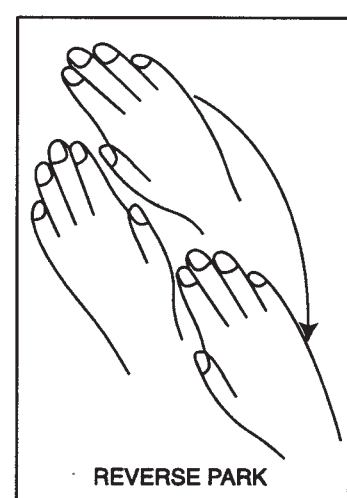
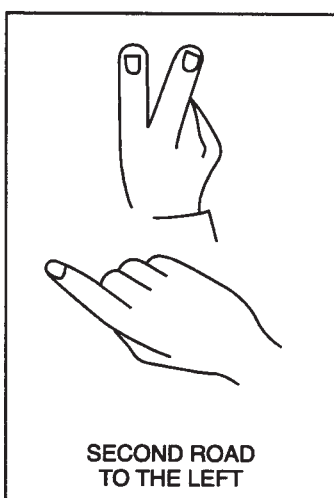
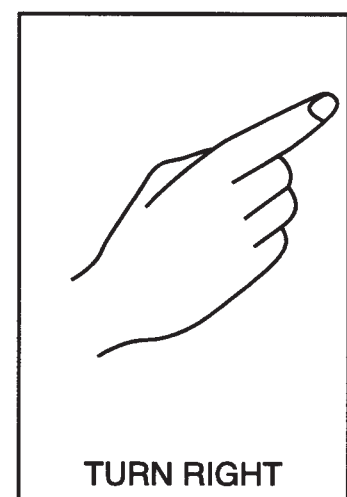
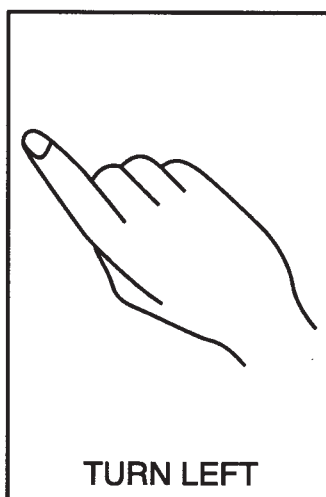
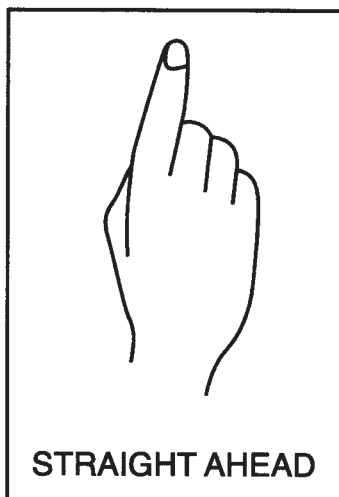
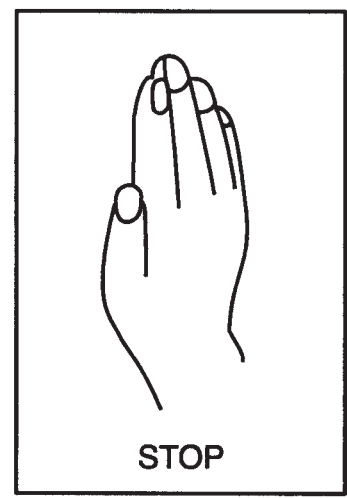
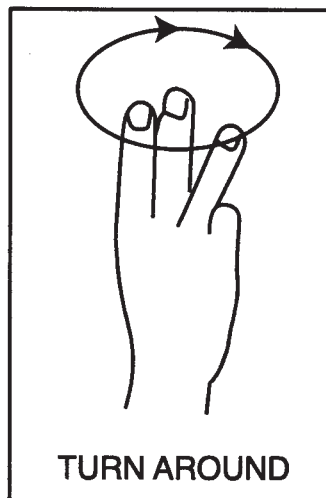
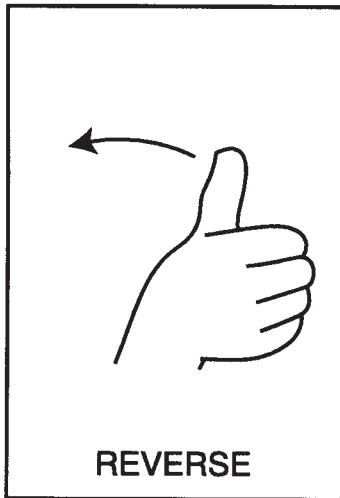
“Please pull over on to the edge of the road ahead somewhere safe and legal. I’d like you to now demonstrate a hill start.” (Proceed with normal directions.)

2.6 Directing applicants with special needs

Applicants with hearing impairments, or those from non-English speaking backgrounds may have difficulty understanding directions given by DEs. The following suggestions may be helpful.

- If the applicant is hearing impaired, show them the designated statements on the laminated Driving Examiner message card, rather than expressing them verbally.
- Use the different language versions of the Driving Examiner message and pre-drive check instructions for applicants from non-English speaking backgrounds who are having difficulty understanding information and directions.
- Use hand signals (see diagrams opposite page) to assist you in directing the applicant during the assessment process.
- If necessary, arrange an official interpreter to attend the test with the applicant. Queensland Transport permits the use of an official interpreter, provided they are not an interested party.

Hand signals



3. Test route design



Driver Licence Assessment

Section 3 – Test route design
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3.0 Introduction

This section of the manual describes the criteria for design of test routes and related issues.

The purpose of test route design criteria is to ensure:

- Consistency of testing conditions across all areas of Queensland
- A broad and comprehensive range of relevant driving situations are assessed.

PA (DA)s and DEs need to be familiar with the following issues relating to test route design:

- Test route approval
- Test duration/time
- Test route design issues
- Safety
- Compulsory elements of test routes – specific driving situations
- Locations for manoeuvres
- Monitoring

Test routes (for all classes) that are used by QT DEs must meet test route requirements as outlined in this manual and the approval of the PA (DA) or M (DA).

Test routes (for all classes) that are used by Queensland Police Service testing officers must meet test route requirements as outlined in this manual and meet the approval of the Officer in Charge, Queensland Police Service.

3.1 Test time

The duration of the test must be considered when designing a test route. The test times for the different licence classes are:

Licence class	Window period	On-road time
C, RE, R & LR	45 minutes	25 to 35 minutes
MR & HR	90 minutes	60 to 70 minutes
HC	90 minutes	70 to 80 minutes

Unless the test is terminated for any reason, the minimum drive time of 25 minutes applies to classes C, RE, R and LR tests. In urban centres, applicants should expect an on-road assessment period of around 30 minutes.

Uncontrollable and unpredictable events such as road works and traffic accidents may affect the duration of the test.

Test route design

3.2 Test route difficulty

The following points in relation to test route difficulty must be considered:

- When designing test routes, avoid including driving situations that are known to be particularly problematic or hazardous. Principal Advisors (Driver Assessment) must ensure that these difficult areas are identified and communicated to all DEs in their jurisdiction.
- When selecting test routes, situations where applicants are directed into an area with different traffic restrictions should be avoided (for example, altered speed limit) which are not signed at that particular point.
- Driving Examiners should avoid exposing applicants to the more difficult specific driving situations at the beginning of the test so that the applicant has time to settle into the assessment. For example, it would be preferable not to direct the applicant onto a freeway at the beginning of the test.
- It is necessary to follow all the procedures in the manual regarding test route design (including the locations for manoeuvres) to ensure that test route difficulty is reasonably consistent between testing areas.

3.3 Safety on test route

It is essential that the design of all test routes takes into consideration the safety of the DE, the applicant and other road users.

3.4 Specific driving situations

Certain specific driving situations must be incorporated into every test route. The inclusion of these specific driving situations will help ensure greater consistency and relevance of test route design.

Driving Examiners need to consider:

- The *types and minimum ranges* of specific driving situations to be incorporated in a test route. These are specified for:
 - lane driving
 - intersections
 - higher and lower speed zones
 - higher and lower density areas
 - crossings
- How to *incorporate* specific driving situations in a test route.
- The conditions for the *exemption* of specific driving situations from a test route.

Where possible, every test route must include certain *numbers* and *types* of these specific driving situations.

3.4.1 Lane driving

Each test route must contain the lane driving situations detailed below except in cases where exemptions apply (see *Exemptions*).

Note that the most likely exemption will be that a specific driving situation or situations are not available within a particular area. In these cases, please use as many of the required specific driving situations as possible.

Specific driving situations	Minimum range
Multi-laned to assess lane changing	2 lane changes to the left, 2 lane changes to the right
One way road	One
Marked roads (that is, marked with at least a centre line)	Preferable to include as many as possible
Unmarked roads	One
Wide roads	One
Narrow roads	Two (preferably 1 on a hill)
Curves/bends	One merge
Merging and exiting	One exit (preferable in a higher speed zone)

Note

If possible, it is preferable to consider including the following situations if they are appropriate for the class being assessed:

- special purpose lanes including transit lanes
- lanes with overhead lane control devices
- area with *Trucks Must Enter or Buses must Enter* signs
- area with *Trucks & Buses Must Use Low Gear* sign

3.4.2 Intersections

Each test route must contain the full range of intersections detailed below except in cases where exemptions apply (see *Exemptions*).

Note that the most likely exemption will be that a specific driving situation or situations are not available within a particular area. In these cases, please use as many of the required specific driving situations as possible.

Each test route must contain:

Intersection type	Minimum range
Roundabout	2
Combination	1
Staggered	1
T section/crossroads	20

Note

The range suggested is a minimum range only – it is likely that more than the minimum specified will be covered throughout the test.

In the process of assessing the applicant in these required specific driving situations, the following situations relating to intersections must be included:

- One way road(s)
- Uncontrolled intersection(s)
- Controlled – stop sign(s)
- Controlled – give way(s)
- Controlled – signals
- Directional markings
- Directional signs
- Multi-laned intersection(s)
- Edge lines
- Right and left turns in roughly equal proportions.

3.4.3 Higher and lower speed zones

Each test route must contain a range of both higher and lower speed zones as detailed below, except in cases where exemptions apply. (See *3.4.8, Exemptions*)

Specific driving situations	Minimum range
Higher speed zones (80 or > km/h for example, freeway or motorway)	1
Lower speed zones (<60 km/h for example, local traffic area, areas with traffic calming, school zones)	1

Note

The range suggested is a minimum range only – it is likely that more than the minimum specified will be covered throughout the test.

3.4.4 Higher and lower traffic density

Each test route must contain a range of both higher and lower traffic density areas as detailed below, except in cases where exemptions apply. (See *3.4.8, Exemptions*)

Specific driving situations	Minimum range
Area with high traffic density	1 (preferably at least 500m long)
Area with low traffic density	1

Note

The range suggested is a minimum range only – it is likely that more than the minimum specified will be covered throughout the test.

Test route design

3.4.5 Crossings

Each test route must include the range of crossing types detailed below except in cases where exemptions apply. (See 3.4.8, Exemptions)

Note that the most likely exemption will be that a specific driving situation or situations are not available within a particular area. In these cases, please use as many of the required specific driving situations as possible.

Each test route must contain:

Specific driving situation	Minimum range
Pedestrian crossing	1
Level crossing or children's crossing	1

Note

The range suggested is a minimum range only – it is likely that more than the minimum specified will be covered throughout the test.

3.4.6 How to mark the report form

- In Section A of the form, tick the appropriate circles as the specific driving situations related to intersections are completed. Even though the same specific driving situation may be included several times in a test route, it is marked only once on the report form.
- Do not tick any specific driving situations prior to the test in case it is terminated.
- Specific driving situations that are not tested because of valid exemptions should be left as blank circles.

3.4.7 Incorporation of specific driving situations into test routes

There are some differences in how the specific driving situations are to be incorporated into test routes for various vehicle classes.

Classes C and LR

The required specific driving situations can be included:

- as part of a prescribed or predetermined test route, or
- informally, as part of a test route designed by an individual DE or police officer.

Classes MR, HR & HC

The required specific driving situations must be incorporated as part of a prescribed or predetermined set route.

- Compulsory prescribed test routes for heavy vehicles have been instigated to ensure that testing is conducted in a suitable area and does not adversely affect local community members (for example, in areas sensitive to noise), cause traffic delays or pose a safety hazard.
- PA (DA) and DEs at each testing location need to develop a sufficient number of prescribed routes for assessing these classes. The PA (DA) is responsible for ensuring that heavy vehicle test routes are established, recorded and allocated appropriately in accordance with the procedures outlined in the manual.
- No route deviation is permitted unless there is a sound reason for doing so, for example, blocked access to a test route because of traffic delay due to road works or traffic accident. Where any part of the test is conducted on an unauthorised test route, the examiner is to notify the PA (DA) of the change in test route and the associated reason.

3.4.8 Exemptions

All test routes must include the specific driving situations detailed in this manual except in the following situations:

1. One or more of the specific driving situations is not accessible within the time frame of the test. This may occur in either metropolitan or rural testing areas.

Notes

In metropolitan testing areas, it is not acceptable to totally exempt certain specific driving situations because they are difficult to access routinely. If it is difficult to routinely access any of the specific driving situations detailed below, Q-SAFE requires that at least one in every four tests includes the particular driving situation in question.

- higher speed zone
- lower speed zone
- higher traffic density area
- roundabout
- lane changing
- merging/exiting
- crossings.

This requirement will be monitored by the PA (DA) in the testing area.

In rural areas where some specific driving situations are not accessible at all, it is reasonable to exclude these situations from the test. Note that in testing areas which have twenty or less of the specific driving situations detailed on Section A of the report form, applicants for Class C must complete all of the manoeuvres. Further information on this requirement is given in *Section 6 – Manoeuvres*.

2. Where a temporary and unpredictable event (for example, road works) has made it impossible to include a specific driving situation for a particular test.
3. If the assessment of the applicant is curtailed because of test termination.

3.5 Locations for the manoeuvres

There are conditions that must be considered when deciding on the locations for conducting manoeuvres. These conditions must be taken into account when test routes are being designed so that appropriate assessment locations can be incorporated. Further information on these conditions is given in *Section 6 – Manoeuvres*.

3.6 Monitoring

The PA (DA) or in the case of the Queensland Police Service, the Officer in Charge, is responsible for monitoring the different aspects of the test route design and ensuring that the procedures and policies in the manual are observed.

It is also necessary to review test routes at least every year.

4. Test preliminaries



Driver Licence Assessment

Section 4 – Test preliminaries

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4.0 Introduction

The test preliminaries section of Q-SAFE has two main components:

- The Driving Examiner message *A message from your Driving Examiner*.
- The vehicle check.

4.1 A message from your Driving Examiner

The Driving Examiner message is a list of statements about the test that is provided to the applicant at the time of booking and immediately before the test. It has been designed to give the applicant some helpful information on how the test will be conducted, and to clarify any misperceptions they may have about the assessment process. Use of the Driving Examiner message will help improve the consistency of information about the test that is given to applicants.

The DE is required to read the applicant designated statements from the Driving Examiner message prior to the pre-drive check. Before reading these statements, the DE should greet the applicant in a warm and friendly manner to help put the applicant at ease. Suggested wording for greeting an applicant are outlined in *Section 2 – Test Wording*.

All examiners are provided with a laminated copy of the Driving Examiner message for their use during testing.

Note that the Driving Examiner message generally uses the word “assessment” rather than “test”, as this reflects the approach associated with Q-SAFE.

The message is also available in a range of other languages for applicants whose first language is not English.

The designated statements that the DE must read to the applicant are indicated on the Driving Examiner message with asterisks (*).

Note that there are some differences between the designated statements for motorbikes (Classes R and RE) and the statements for all other classes.

The test officially commences once these statements have been read to the applicant and any questions answered. No third party is allowed to assist the applicant once the test has officially started unless instructed by the examiner (for example, official interpreter).

There is no requirement to mark anything on the report form to indicate that the statements from the Driving Examiner message have been read to the applicant.



Driver Licence Assessment

Driver Licence Assessment

A Message from your Driving Examiner

LISTED BELOW IS SOME HELPFUL INFORMATION ON Q-SAFE AND WHAT YOU WILL BE EXPECTED TO DO

- * Q-SAFE is designed to evaluate your ability to drive safely and correctly in different driving situations which may include a variety of speed zones.
- * I will be asking you to undertake a series of driving tasks throughout the assessment. You will be given clear directions in ample time.
- * If I don't give you any specific directions, please just follow the road and be directed by road signs, signals and road markings.
- You will be expected to perform the driving tasks when conditions are safe and in accordance with the road rules.
- If you have a mobile phone, please ensure it is switched off for the duration of this assessment.
- Please make any lane changes that are necessary to follow my directions.
- At no time during the assessment will I ask you to perform any driving tasks that are illegal.
- You may see me marking the report form during the assessment - please do not assume that an error has occurred.
- If your vehicle is fitted with blind spot mirrors you are still required to conduct shoulder checks to ensure there are no vehicles in the blind spot.
- Once the assessment has commenced I am unable to answer any questions that may influence your driving performance.
- * Do you have any questions?

Note

- * These four statements are to be read by the DE to the applicant prior to the assessment. (For motorbike applicants see next page.)

Please note that other language versions are available.



A Message from your Driving Examiner

(This message is applicable to motorbike applicants only)

LISTED BELOW IS SOME HELPFUL INFORMATION ON Q-SAFE AND WHAT YOU WILL BE EXPECTED TO DO.

- * Q-SAFE is designed to evaluate your ability to ride safely and correctly in different driving situations which may include a variety of speed zones.
- * I will be following you during the assessment. Please keep me in your vision and should you lose sight of me or I am delayed for any reason, please stop somewhere safe and legal and wait for me.
- * I will make my directions as clear as possible.
- * After you have followed my directions, please stop somewhere safe and legal on the side of the road and wait for me.
- * Do you have any questions?

Note

- * These five statements are to be read by the DE to all motorbike applicants.

Note

DE should avoid giving the applicant more than three directions at any one time to the extent where it may cause confusion.

4.2 Vehicle check

The vehicle check is carried out immediately after the test has officially commenced. If the test vehicle fails to pass the check then the test is terminated at that point.

4.3 Purpose of vehicle check

The vehicle check is a visual check of the vehicle to assess its suitability for testing purposes. It is not an assessment of the vehicle's roadworthiness as carried out by Queensland Transport inspectors.

4.4 Criteria for vehicle check

The criteria for the vehicle check has been developed from departmental policies, national standards and relevant legislation. A variety of sources have been used to develop the criteria because there is no specific legislation that outlines standards for testing vehicles.

Driving Examiners are required to assess the suitability of vehicles for testing according to the following criteria:

- 1. *Minimum standards for test vehicles as outlined in Queensland Transport policy.***
- 2. *Other criteria according to Queensland Transport policy.***

4.5 Minimum standards for test vehicles

Class	Minimum Standard
RE	A motorbike with an engine capacity of not more than 250ml. Note: The test cannot be taken on a moped or motortrike.
R	A motorbike with an engine capacity more than 250ml. Note: The test cannot be taken on a motortrike (unless a special need application is approved).
C	A vehicle (other than a motorbike) <= 4.5 t GVM, built or fitted to carry no more than 12 adults including the driver
LR	<ul style="list-style-type: none"> ● A bus more than 4.5t GVM but not more than 8t GVM. <p>Note: A bus less than 4.5 t GVM which is built or fitted to carry more than 12 adults (including the driver) is not to be used for the purpose of the practical driving test as it is not considered to be representative of a class LR type vehicle.</p> <p>Note: BUSES PRESENTED FOR LR CLASS TESTS: Until 31 December 2004 a bus presented for an LR class test is acceptable if it is:</p> <ul style="list-style-type: none"> ■ 4.45t GVM to 4.5t GVM and built or fitted to carry 13 adults or more (including the driver) or ■ 3.5t GVM and below 4.45t GVM and built or fitted to carry 18 adults or more (including the driver). <ul style="list-style-type: none"> ● A truck more than 4.5t GVM but not more than 8t GVM. Note: A truck presented for an LR test must be a rigid vehicle. A bobtail prime mover is not acceptable for an LR test.
MR	<ul style="list-style-type: none"> ● A truck or bus with not more than 2 axles and more than 8t GVM. <p>Note: A truck presented for an MR test must be a rigid vehicle. A bobtail prime mover is not acceptable for an MR test. A modification plate must be fitted.</p>
HR	<ul style="list-style-type: none"> ● A bus with at least 3 axles and with more than 15t GVM. ● A truck with at least 3 axles and with more than 15t GVM. <p>Additional requirements for a rigid truck are:</p> <ul style="list-style-type: none"> ■ Body and turntable mounting meets modification codes J1 & P2 and approved by an authorised officer ■ Body must extend from rear of cabin to a point 1.5m (min) behind the centre of the rear axle group ■ Body must be at least 2.4m wide ■ Body construction must allow loading of 75% of vehicle's RGVM ■ Vehicle to have suitable load restraint system (ie tie down points, coaming rails, rope rails) ■ Turntable may be attached or protruding through a hole in the body floor provided a test load could be restrained ■ Body construction and turntable positioning must comply with Australian Standard 2174.1994 <p>Note: Modified prime movers capable of carrying a load may be used as a test vehicle when fitted with the body and certified by an authorised person. A bobtail prime mover is not acceptable for an HR test.</p>
HC	<ul style="list-style-type: none"> ● A prime mover with more than 15t GVM with at least 3 axles and semitrailer with at least 2 axles. ● A truck more than 15t GVM with at least 3 axles and a trailer more than 9t GVM but with at least 2 axles.
UD	<p>The vehicle must fit the definition of a specially constructed vehicle.</p> <p>Note: It is not necessary to distinguish between tractors towing trailers with different weights (eg trailer can weigh 2t or 10t). If the person presents for the test with a specific vehicle then the test should be conducted on that vehicle, including any trailers. All UD test vehicles must be roadworthy.</p> <p>Note: The test standard for UD class is currently under review.</p>

Test preliminaries

4.6 Other criteria

Other criteria for the vehicle check relate to the following:

- 4.6.1 Flashing turn signal lamps
- 4.6.2 Brake lights
- 4.6.3 Brake levers
- 4.6.4 Number plates
- 4.6.5 Tyres
- 4.6.6 Bull or roo bars
- 4.6.7 Registration labels
- 4.6.8 Motor vehicle inspection labels
- 4.6.9 Windscreens
- 4.6.10 Windows
- 4.6.11 Doors
- 4.6.12 Driver aids
- 4.6.13 Seats
- 4.6.14 Seatbelts
- 4.6.15 Rear vision mirrors
- 4.6.16 Internal sun visors
- 4.6.17 General cleanliness
- 4.6.18 Speedometer
- 4.6.19 Steering wheels
- 4.6.20 Warning devices
- 4.6.21 Motorbike handlebars
- 4.6.22 Chain guards
- 4.6.23 Convertible style vehicles
- 4.6.24 Dangerous goods vehicles
- 4.6.25 Portable warning triangles (RR 226).

Note

These criteria cover the fundamental aspects of a vehicle check for testing purposes. They do not provide guidance in every situation. In cases where examiners are required to use their discretion, their main responsibility is to ensure that the vehicle is suitable to use for the test.

4.6.1 Flashing turn signal lamps

Flashing turn signal lamps must meet the conditions detailed below.

- Lamps to the front of the vehicle can show a white or amber light.
- Lamps to the rear of the vehicle can only show amber light.
- Vehicles equipped with signalling devices must be capable of signalling for both left and right turns.

Note

- Any vehicle first registered after 1 December 1961 must have both right turn and left turn signalling devices fitted.
- If any turn signal lamp is damaged and the light from the bulb is not showing the required colour, the applicant may, as a temporary measure, cover the turn signal light with suitable cellophane or similar material that will change the emitted light to the required colour.

4.6.2 Brake lights

Testing vehicle brake lights must be appropriately fitted and in proper working order.

Specifically, the brake lights fitted to any testing vehicle must:

- Be affixed at the rear of the motor vehicle;
- When lighted display a clear red light to the rear of the vehicle so that it will be visible at a distance of at least 60m by day or night;
- Be affixed so that the centre of the lamp is not higher than 1.5m from the level of the ground on which the vehicle stands and so that it, or where there are two or more such lamps one of them, is in the centre, or to the right-hand or offside of such vehicle;
- Be such that it will light when any service brake on the vehicle or combination of vehicles is applied.

Note

- Any motorbike which was first registered on or after 1 January 1962 must have at least one brake light that complies with the above requirements.
- The rear window brake light of a motor vehicle does not have to be operational.
- If any brake light is damaged and the light from the bulb is not showing a red light, the applicant may, as a temporary measure, cover the brake light fitting with a suitable material that will change the light from the bulb to a red colour.
- In cases where multiple brake lights are fitted, a minimum of one brake light on each side of the vehicle must be operational.

4.6.3 Brake levers

Motorbikes brake levers must meet the following conditions:

- Have no sharp or jagged edges
- Have a comfortable full handgrip.

4.6.4 Number plates

Test vehicles must be fitted with number plates that meet the following conditions:

- Number plates for vehicles other than motorbikes must be securely attached to both the front and rear of the vehicle and be clearly legible and visible from a distance of 20m.
- Motorbike number plates must be securely attached to the rear of a motorbike and be clearly legible from a distance of 20m.

Note

- In cases where a number plate(s) is partially legible or illegible, the test must not proceed and the applicant should be advised that the number plate must be replaced.
- Any letter, symbol or figure of a number plate must not be obscured by any part of, or thing attached to, the vehicle, or by any loading being carried on the vehicle. This includes the fitting of a tow bar where the tow bar or the tow ball obscures the number plate.
- Vehicles displaying trade plates cannot be used on test vehicles.

4.6.5 Tyres

Tyres on test vehicles must comply with the following requirements:

- Tyres must meet the minimum standard for the vehicle as outlined on the tyre placard affixed to the vehicle. Each tyre and rim fitted to the vehicle must have enough size and load bearing capacity to safely carry the weight put on it.
- In general, vehicles must be fitted with the same type of tyre construction on all wheels, that is, all radial ply tyres or all crossply tyres. However, vehicles which have dual wheels on the rear may have radial ply tyres on the front and cross ply tyres on the rear.
- Each tyre fitted to the motor vehicle must have a tread pattern of a depth of at least 1.5mm on every part of the tyre that touches the road, and must not be fitted with cleats or another device likely to damage a road.
- For a vehicle with a GVM over 4.5t: at least 75% of the tyre width that normally comes in contact with the road.
- Tyres should be appropriately inflated.
- Any tyre that has been treated by re-grooving is unsuitable.

- Tyres must not be damaged in any way that may compromise safety. For example, serious cuts, cracks or bulges in the sidewall, or tread separating from the tyre carcass.

Note

- P165/75 SR13 is an example of a typical tyre marking. The definition is as follows: P passenger 165 section width 75 height-to-width ratio; S speed rating; R radial; 13 rim diameter (inches).
- Space-saver tyres are not suitable for testing as they are designed for emergency use only.
- Where the tyre or rim protrudes outside of the normal mudguard line, flexible plastic fibreglass or rubber flares must be fitted. The tyre or rim must not rub on wheel arches or running gear under any conditions.

4.6.6 Bull or roo bars

Bull or roo bars are acceptable, provided the bars or anything attached to them do not constitute a danger to other road users, and meet the following conditions:

- Do not prevent a driver from having sufficient view or control.
- Do not project more than 1m in front of the headlamp or 150mm on either side of the vehicle.
- Have no sharp edges or additional fittings (eg fishing rod holders) protruding forward from the front outer face or above the top of any bumper bar or bull/roo bar.
- Do not obscure the turn indicator lamps when they are flashing.

4.6.7 Registration labels

All vehicles presenting for a driving assessment must be currently registered.

The DE must be satisfied that the registration is current by:

- Checking the registration label, or
- Sighting a current registration certificate, or
- Checking departmental records.

4.6.8 Motor vehicle inspection labels

Commercial vehicles, such as those used by driver trainers, may only be used for testing if the vehicle's inspection certificate is current or if there is a certificate of exemption (including vehicles maintained under National Heavy Vehicle Accreditation Scheme or alternative accreditation scheme).

Test preliminaries

4.6.9 Windscreens

The test vehicle windscreen must have a suitable level of visibility. The area of the windscreen which is swept by the wipers must not be damaged to the extent that safety is compromised by poor visibility.

Examiners are required to use their discretion to determine if windscreen damage or marks left after repairs potentially affect safety.

Note

- In cases where windscreen visibility is only affected by dirt or grease, the examiner may allow the applicant time to clean the windscreen.
 - The upper portion of the windscreen may be tinted provided it does not affect visibility. It should not extend lower than a horizontal line contacting the uppermost point of the arcs swept by the wipers.
-

4.6.10 Windows

Test vehicle windows must meet the following conditions:

- They must be able to be opened and closed
- They must have a safe level of visibility.

Note

For the purposes of testing, window tinting is permissible provided that visibility is not compromised in a way which may affect road safety.

4.6.11 Doors

All doors on test vehicles must be able to be opened from the inside and outside and fitted with door handles.

4.6.12 Driver aids

In some cases, testing vehicles may have been modified to suit the physical requirements of the driver (eg person with a medical condition). These vehicles are suitable for testing provided the applicant can produce evidence that the vehicle has been legally modified (eg vehicle modification certificate).

4.6.13 Seats

All test vehicles must have an appropriate seat available for the DE that is properly secured to the vehicle.

Note

This requirement does not apply to motorbikes and some specially constructed vehicles (for example Class UD vehicles).

4.6.14 Seat belts

The test vehicle must have seat belts fitted in accordance with Australian Design Rules. Motor cars manufactured prior to 1969, trucks manufactured prior to 1977 and certain omnibuses which have not been modified in any way are not required to have seat belts fitted. However the presentation of test vehicles not fitted with seat belts (excluding motorcycles) should be discouraged.

Note

Vehicles that are route service buses (or involved in local operation) do not require seat belts to be fitted for passengers, however, the driver must wear a seat belt if fitted to the vehicle.

4.6.15 Rear vision mirrors

All test vehicles must be fitted with a minimum of one internal rear vision mirror and one external offside rear vision mirror.

Exceptions to this requirement are detailed below.

1. Motor vehicles are required to have a rear vision mirror on each side of the vehicle in the following situations:

- Vehicles designed to carry at least eight passengers or mainly to carry goods;
- Where any trailer towed by the vehicle is wider than the vehicle;
- Where a mirror fixed to the inside of the vehicle cannot perform the function of a rear vision mirror.

Note

- A rear vision mirror must not project more than 150mm outwards past the side of the vehicle. However, in the case of a motor vehicle with a gross vehicle weight of 8.5t and over, such mirrors may project 230mm on each side beyond the maximum width provided each such mirror is capable of collapsing to 150mm.
 - A mirror fitted to a vehicle other than a passenger car, with a gross vehicle weight of 2.1t and over should be at least 150 square cm in area.
-

2. Motorbikes or *motortrikes with one front wheel, built after June 1975, must have at least one rear vision mirror fitted to each side.

Note

* **Motortrikes** are not suitable test vehicles unless on production of a medical certificate.

3. Driver trainer vehicles (except motorbikes and motor vehicles for which a class LR or higher licence is required) must be fitted with an:

- Additional internal rear view mirror for the trainer.
- External driving mirror on each side of the vehicle.

Note

Shape of rear vision mirrors: A rear vision mirror is generally a flat reflecting surface, however it is acceptable to have a convex mirror on the near side of the vehicle. It is also permissible to fit an additional convex mirror to the offside of the vehicle (eg “blind spot” mirror).

4.6.16 Internal sun visors

Test vehicles are required to be fitted with internal sun visors.

However, in cases where they are not present, it is acceptable to proceed with the test provided their absence does not compromise the applicant’s ability to drive safely. Driving examiners should take into consideration whether the applicant can overcome any safety risk through other means such as glare resistant sunglasses.

4.6.17 General cleanliness

The inside of the test vehicle must be sufficiently clean so that it does not jeopardise the health or safety of vehicle occupants.

Specifically, the inside of the test vehicle should be:

- Reasonably hygienic (eg no rotting food, no animal excrement).
- Reasonably clean (eg no excessive dirt or grease on seats or seatbelts).
- Free of potentially hazardous loose materials (eg food containers, paint tins, papers).

4.6.18 Speedometer

Test vehicles must be fitted with a functional speedometer.

4.6.19 Steering wheels

In cases where there has been a replacement steering wheel fitted to a test vehicle, it must meet the following conditions:

The replacement steering wheel may be up to 25mm smaller than the original wheel that it is replacing, however the minimum diameter should not be less than 350mm unless specifically approved.

4.6.20 Warning devices

Test vehicles must be fitted with a warning device (eg horn) that makes a constant sound. The sound it makes must be sufficient to warn a person of the presence of the vehicle.

The switch that operates the warning device must be positioned appropriately so that the driver can operate it quickly and effectively with one hand, regardless of the position of the steering wheel or handlebars.

4.6.21 Motorbike handlebars

Motorbike handlebars should conform to the requirements outlined below.

- The handlebars of the motorbike shall be symmetrical on either side of the front wheel and steering head assembly.
- They must not extend vertically above the part of the steering head to which they are attached for a distance greater than 380mm.
- They must not extend less than 250mm or more than 450mm on each side of the centre line of the motorbike.
- The height of the lowest part of the handgrip above the lowest part of the upper surface of the driver’s seat shall not exceed 380mm.
- No part of the handlebars, or equipment or controls attached, should contact the machine other than at the steering stops.

Note

After market manufactured handlebars are acceptable provided they meet the conditions above, are properly constructed out of suitable materials, are adequately mounted and are free of any sharp protrusions or edges.

Test preliminaries

4.6.22 Chain guards

Vehicles fitted with a chain that transmits engine power (eg motorbikes) must have appropriate protection from this chain for the driver/rider or passenger.

Specifically, chains should be sufficiently guarded to protect a person if the chain breaks during driving and to prevent situations such as loose clothing or feet getting caught by the chain or between the chain and sprocket.

Note

- In cases where there is doubt about the coverage of the chain guard, examiners must be satisfied that appropriate protection is provided from the chain as detailed above.
- The drive chain should also be properly adjusted and tensioned, that is, generally there should be no more than 25mm of vertical movement of the chain.

4.6.23 Convertible-style vehicles

If the test vehicle is a convertible, the hood must be in the up position for the vehicle to be suitable for the test.

4.6.24 Dangerous goods vehicles

- A vehicle normally used to transport dangerous goods may be used for testing provided it meets the conditions outlined below:
- If the vehicle is used for the carriage of non-flammable substances, a letter or certificate must be provided from the owner or authorised company stating that the vehicle tanks have been emptied and purged and that no liquids, solids, powders or vapours still remain in the tanks. The certificate or letter must be kept in the vehicle for the duration of the assessment.
- If the vehicle is used for the carriage of flammable substances, a certificate or letter must be provided from an organisation or company responsible for the purging of the tanks stating that the tanks have been purged and that there are no vapours of an explosive nature remaining. The certificate or letter must be kept in the vehicle for the duration of the assessment.
- All signs suggesting that dangerous goods are being carried in the vehicle should be removed or reversed. Any decals may remain visible.

4.6.25 Portable warning triangles

Vehicles with a GVM over 12t must be equipped with at least 3 portable warning triangles.

4.7 Other issues

There are two other issues that DEs must be aware of when they are carrying out the vehicle check.

i) Vehicle modification

- If in the process of carrying out a vehicle check, the DE believes that a vehicle has been modified without approval, they must notify their Principal Advisor (Driver Assessment) and Customer Service Centre office manager.
- Driving Examiners should be aware that according to state legislation it is illegal to make certain modifications to vehicles without proper approval.

ii) Rectifying minor faults

- In some cases, minor faults identified on vehicle check may be able to be rectified within a very short period of time.
- Examples of minor faults that may be rectified include:
 - changing brake or indicator light globe
 - changing a tyre
 - adjusting the sound of the horn
 - adjusting a stop light sender switch for a motorbike
 - adjusting a motorbike drive chain
 - cleaning a dirty windscreen.
- The test should be allowed to proceed if an identified fault can be corrected in sufficient time to complete the assessment before the next appointment. If there is insufficient time, the assessment should be cancelled.

4.8 How to mark the report form

The outcome of the vehicle check must be recorded in the *Application and Assessment Details* section of the report form by crossing the appropriate box (suitable/unsuitable).

If the testing vehicle is unsuitable the test is terminated and the *Test Terminated* box in the *Assessment Result* section must be crossed and the reason detailed.

5. Pre-drive check



Driver Licence Assessment

Section 5 – Pre-drive check

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5.0 Introduction

The pre-drive check assesses the applicant's ability to locate and explain a range of vehicle controls. It is carried out after the vehicle inspection is completed.

The pre-drive check is a performance check, however, it is discussed separately because in some ways it is different to all the other performance checks in the test.

The most notable difference between the pre-drive check and the other performance checks are (Section C of the report form) is the DE must assess the required number of items from the list, and check off those items as they are assessed.

In the other performance checks (sections D, E and F of the report form), it is only necessary to record errors.

The requirements for the pre-drive check are outlined below. Information on pre-drive check scoring and how to mark the report form is also given.

Suggested wording to use for the pre-drive check is detailed in *Section 2 – Test Wording*.

5.1 Pre-drive check – requirements

Performance outcome

The applicant is required to demonstrate their understanding of a range of vehicle controls. At the direction of the DE, the applicant should be able to locate and explain the operation of the pre-drive check items detailed below.

- For C and LR classes, two items are to be selected
- For R and RE classes, four items are to be selected
- For MR, HR and HC classes, four items are to be selected.

ITEM	CLASS
Choke (Note 1)	RE, R
Side stand	RE, R
Fuel/reserve (Note 1)	RE, R
Kill switch	RE, R
Mirrors (Note 2)	RE, E, R, C, LR, MR, HR, HC
Headlights/dip	RE, E, R, C, LR, MR, HR, HC
Wipers	C, LR, MR, HR, HC
Washers	C, LR, MR, HR, HC
Demister	C, LR, MR, HR, HC
Air conditioner	C, LR, MR, HR, HC
Hazard lights	C, LR, MR, HR, HC
Seat adjustment (Note 3)	C, LR, MR, HR, HC
Auxiliary brake (Note 4)	MR, HR, HC
Trailer brake (if relevant)	MR, HR, HC

Note 1

For Classes R and RE, riders should be seated on the motorbike to locate, operate or adjust the **fuel tap** and the **choke** if not located on the handle bars. The examiner is to request that this be performed without looking at these controls. Please note that applicants must be allowed to observe the choke control if located near the engine area

Note 2

Applicant is required to locate all the **mirrors** and indicate or demonstrate how they are adjusted using the appropriate controls. They are not required to explain what is visible in the mirrors.

Note 3

Applicant is required to locate all **seat adjustment** controls and either indicate or demonstrate their knowledge of how to use them. A braced driving posture that permits effective control in both routine and emergency conditions should be adopted and maintained.

Note 4

For the purposes of Q-SAFE, **auxiliary brake** means engine/exhaust brake.

Important Notes

- The DE should advise the applicant that they may demonstrate the operation of controls with the ignition key switched off. This prevents any possible damage that may occur (for example windscreen wipers on a dry screen).
 - Some vehicles will not have all the controls detailed in the pre-drive check (for example air conditioner). The examiner is required to assess the relevant controls that are present in that particular test vehicle.
 - Applicants are only required to demonstrate the functional operation of controls listed in the *Vehicle Check* section.
-

5.2 Pre-drive check – scoring

- A NCDE is scored if the applicant is unable to locate and explain how to operate/adjust any of the controls described in the requirements above.
- If NCDEs are scored, the test continues and the accumulated errors count toward the overall assessment result.
- There are no CDEs or specific repeated driving errors in the pre-drive check.

5.3 How to mark the report form

In Section C of the report form, check off the vehicle controls assessed by ticking the circles provided.

Leave the circle blank if a control is not assessed because it is not present in the vehicle.

Score any errors (NCDEs) by crossing the box next to the appropriate control.

6. Manoeuvres



Driver Licence Assessment

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6.0 Introduction

In Q-SAFE there are certain manoeuvres that must be assessed for the different classes.

The key issues that you need to be familiar with are:

- The types of manoeuvres that are **compulsory** for the different classes;
- The **requirements** for each of the manoeuvres;
- The **conditions on locations** where manoeuvres can be conducted;
- The performance checks and scoring criteria used to assess the manoeuvres;
- The required **test wording** to use when directing an applicant to undertake the manoeuvres.

All these issues, except test wording, are discussed in detail in this section. When applicable, information regarding how to mark the report form is also given.

See *Section 2 – Test Wording* for further information.

6.1 Compulsory & optional manoeuvres

COMPULSORY MANOEUVRES	CLASS
Reverse park	C
Reversing exercise	LR, MR, HR, HC
Gear change exercise	C (automatic only), MR, HR, HC
Hill start	RE, R, LR, MR, HR, HC
Uncouple/recouple	HC
Slow ride	RE, R
Emergency stop	RE, R
U-turn (maximum of 2)	RE, R

OPTIONAL MANOEUVRES (Select 1)

Turn around	C
U-turn	C
Hill start	C
Reversing exercise	C

Important Note

Applicants for class C are required to perform all of the listed and optional manoeuvres in testing locations that have 20 or less of the required specific driving situations detailed on the report form. For further details, see *Rural/remote area policy*, Section 1, page 13.

Note

A driver is allowed to activate the hazard lights of a vehicle while moving slowly, if there is obstruction likely to be caused to other drivers or pedestrians, for example during low speed manoeuvres. (RR 221)

How to mark the report form

In section B of the report form, tick the circles to record which manoeuvres have been assessed for the class being tested.

It is not necessary to record anything on the report form in relation to manoeuvre requirements.

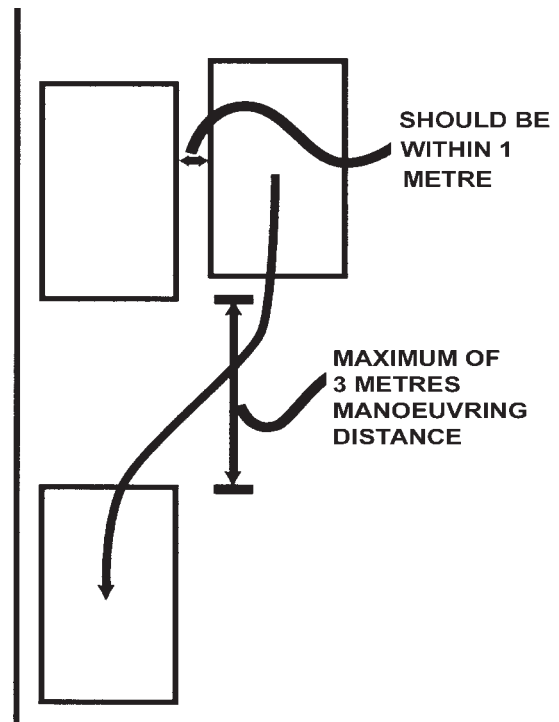
Descriptions of what is required for each of the manoeuvres are detailed according to class.

6.2 Specific requirements for cars – class C

Reverse park requirements (Diagrams 8 & 9)

- Pull up alongside a parked vehicle for the reverse park exercise.
- Reverse into a space behind a parked vehicle using a maximum of two reverse movements and one forward movement. Must finish within a maximum of 45cm from the kerb and 1m to 2m from the vehicle in front. Note that the optimum distance will vary slightly, depending on the vehicle's steering geometry.
- Any reverse movements must be conducted with a maximum distance of 3m between the parked vehicle and the front of the test vehicle.
- Drive off from this position using a maximum of one change of direction (that is, one reverse movement) if required.
- Must perform the reverse park on the designated vehicle unless circumstances occur which necessitate a change.

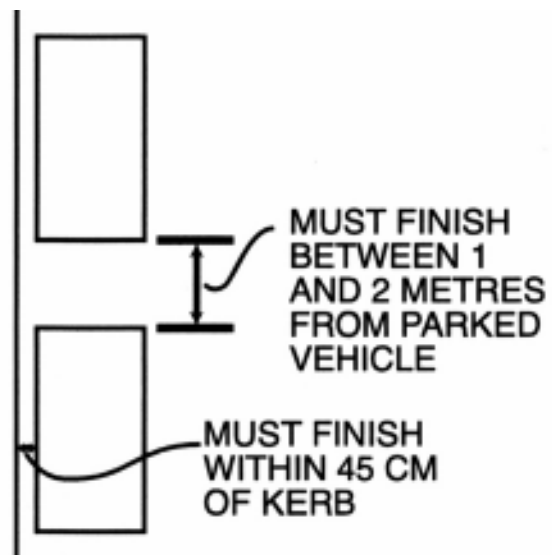
Diagram 8



Note

Should the applicant reverse more than 3m, the DE must politely request the applicant to stop and continue the exercise with the forward movement.

Diagram 9



Turn around manoeuvre requirements

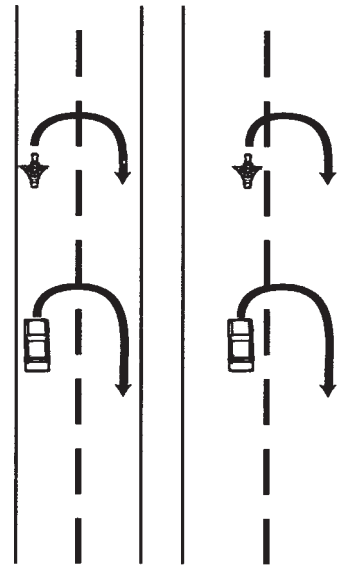
- Conduct the manoeuvre on a street 6m to 8m wide.
- Turn the vehicle around between the kerbs using forward and reverse gears with a minimum number of attempts.
- Should not touch the kerbs during the manoeuvre.
- Examiner needs to take into consideration the constraints of the street width and the turning circle of the test vehicle. However, it should not require more than four direction changes to complete the turn around manoeuvre (that is more than five points to the turn).

Note

The DE should advise the applicant to undertake the manoeuvre within the confines of the roadway. (Driveways should not be used for this purpose.)

Diagram 10

Appropriate U-turn



U-turn requirements (Diagrams 10–14)

- Turn the vehicle around in one forward movement at an intersection with appropriate space for the turn or within the confines of a wide street.
- A right signal should be displayed and the turn should be commenced from as close as practicable to the centre of the road where there is a dividing line and or median strip. Where there is no diving line or median strip, the turn should be commenced from a position to the left of the centre of the road. (RR 42)
- For the purpose of this exercise, a U-turn can be conducted at any intersection or road where the driver has clear view of any approaching traffic, and the driver can safely make the U-turn without unreasonably obstructing the free movement of traffic.

Note

- The U-turn must be conducted only in areas where it is legally permitted.
- A No U-turn sign applies until the next intersection, the end of the road or when another sign permits a U-turn. (RR 39)
- The U-turn illustrations in Q-SAFE show the preferred paths to take, however it is important that DEs do not penalise applicants for performing a legal U-turn that varies from the illustrations in the Q-SAFE manual.

Diagram 11

Appropriate U-turn

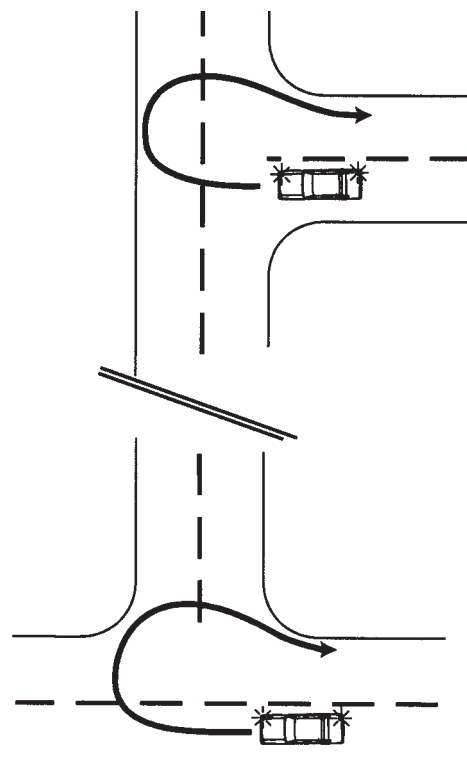


Diagram 12

Appropriate U-turn

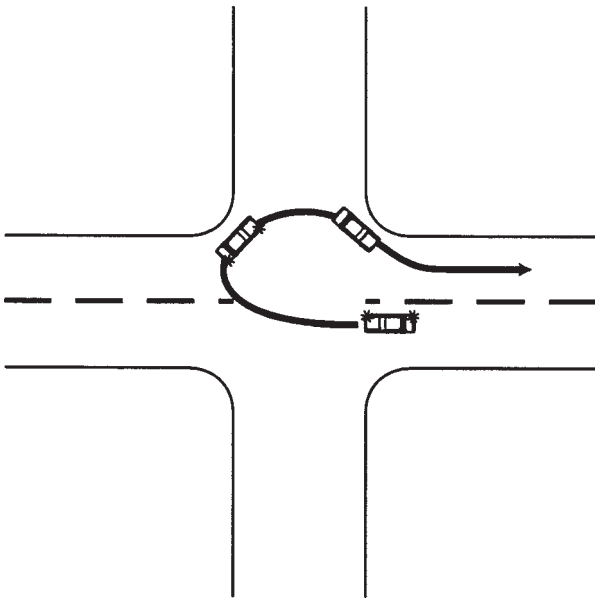


Diagram 14

Appropriate U-turn

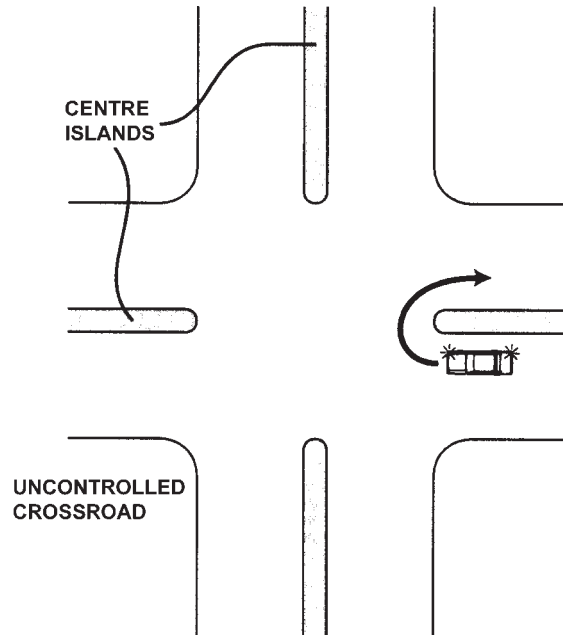
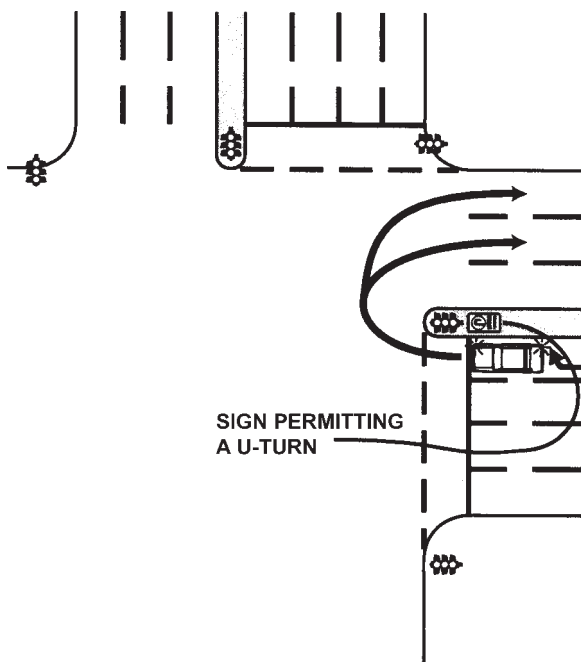


Diagram 13

Appropriate U-turn



Hill start requirements

Move off smoothly from a stationary position and travel up a moderate incline without rolling back.

Reversing exercise requirements

Reverse the vehicle along a straight or slightly curved stretch of road for a distance of between 25m and 30m, staying within approximately 50cm of the kerb.

Gear change exercise requirements (automatic cars only)

- Demonstrate ability to select a lower gear of the vehicle and then to re-select the normal “drive” gear while moving.
- If practicable it is preferable to conduct this exercise while travelling down a slight to moderate decline.

Note

For the purpose of this exercise it is only necessary to select the next lower gear before “drive”.

6.3 Specific requirements for heavy vehicles – Classes LR, MR, HR & HC

Reversing exercise requirements (class LR, MR, HR & HC) Diagram 15

- Reverse the vehicle around a corner as if reversing into a loading bay. The manoeuvre can be conducted in a left or right-hand direction.
- The manoeuvre should be commenced from a position parallel to and within 2m of the left road edge or kerb. At the completion of the exercise, the vehicle should be parallel to and within 2m of the edge or kerb.
- The applicant should be given two attempts to successfully reverse the vehicle around a corner. In each attempt, two reverse movements and one forward movement is allowed. The forward movement for left and right reverse can be as far as the edge or kerb.
- This exercise should be done predominantly using the mirrors when observing to the rear. An occasional glance over the shoulder is allowed.
- For dog trailer combinations, the applicant should be given the option to reverse with or without the trailer steerable axle locked.

Gear change exercise requirements (class MR, HR & HC)

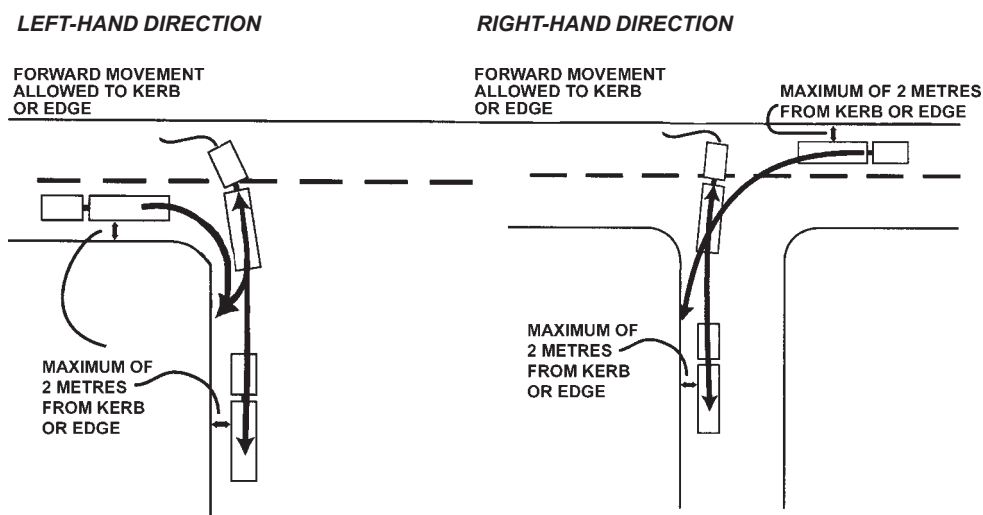
- With the vehicle in motion travelling along a road with a level surface or slight incline, change down the gears to a lower gear (excluding crawler gears). The highest gear in the lower range is sufficient where the gearbox has a dual range.
- On vehicles fitted with a five or six speed gear box (with constant mesh in first gear and syncro the remainder), applicants are only required to change down to second gear with the vehicle in motion.
- If the gearbox of the test vehicle has a facility for splitting gears, the applicant may be asked to split gears while changing up during this exercise.

Note

It is unnecessary to ask the applicant to undertake the gear changing exercise if the above requirements have been demonstrated by the applicant during the course of the test.

Diagram 15

Heavy vehicle – reversing exercise



Manoeuvres

Hill start requirements (class LR, MR, HR & HC)

Move off smoothly from a stationary position and travel up a moderate incline without rolling back.

Note

- On Class LR, MR and HR vehicles not moving from a parked position, the hand brake should be used to secure the vehicle when waiting to move off on a hill.
- On heavy combination vehicles, not moving from a parked position, the trailer brake should be used to secure the vehicle when waiting to move off on a hill (for example waiting at traffic lights). This is to avoid activating the spring brakes.

Uncouple/recouple requirements (class HC only)

Correct sequence and procedure – uncouple

- Apply park brake to truck.
- The applicant should alight from the cab facing the vehicle.
- Secure wheel chocks.

Note

This is necessary only for vehicles that do not have a spring brake system or brake away system not fitted or operational.

- Lower trailer/drawbar support legs.
- Disconnect, retract and secure:
 - electric cable from the trailer
 - hydraulic lines from the trailer
 - chains where applicable
 - brake hoses from the trailer.
- Release turntable jaws/pin coupling.

Note

In some cases, extra time (that is more than 12 minutes) should be allowed for the exercise, for example flying saucer-type coupling.

- If the vehicle is fitted with air bag suspension, where necessary, the air dump valve should be operated to prevent any damage to the vehicle.
- Drive prime mover/truck forward for a distance of approximately 10m.

Note

Where applicable, the examiner should be seated next to the applicant to fulfil regulations regarding an accompanying licence holder.

Correct sequence and procedure – recouple

- Ensure pin coupling/jaws are in the correct position for recoupling.
- Reverse prime mover/truck back towards the trailer. The driver is permitted to stop and observe the position of the prime mover/truck in relation to the trailer coupling. Where applicable, activate valve to refill air bag suspension.

Note

Where applicable, the examiner should be seated next to the applicant in order to fulfil regulations regarding an accompanying licence holder.

- After the prime mover/truck and trailer have coupled, the driver should check that all mechanisms have locked by:
 - attempting to carefully ease forward against the trailer brakes (that is tug test);
 - visually checking the coupling to ensure locking pin/jaws have engaged (after first applying the park brake).
- Connect and check the condition of:
 - brake hoses
 - hydraulic lines
 - electric cables
 - chains if applicable (ensuring they are crossed).
- Wind up trailer support legs and lock in position or secure draw bar leg.
- Start engine and build up air pressure to operating level.
- Driver should turn engine off and walk around vehicle listening for air leaks and checking the condition of all tyres.
- Remove wheel chocks if applicable.
- Check trailer brake, foot brake lights, indicators, and sound the horn.

Note

This is to ensure the correct functioning of the electrical system.

- An additional tug test should then be conducted on the trailer brake at low speed after recouple and at the direction of the examiner.

6.4 Specific requirements for motorbikes – classes R & RE

Slow ride requirements

- Ride the motorbike slowly (at no more than a slow walking pace) for a distance of about 20m, staying in full control of the vehicle.
- At very low speeds it may be appropriate to ride the clutch and use the rear brake slightly for the purpose of increasing stability.

Emergency stop requirements

- Bring the motorbike to a stop as quickly and safely as possible from a maximum speed of 40 km/h.
- Must stay in full control of the vehicle.
- Both brakes must be used and the wheels should not lock up.

U-turn requirements

- Conduct a maximum of two U-turns of varying descriptions at intersections and/or between the kerbs of a road.
- The U-turns should be commenced from a position where the rider's vehicle is parallel and as near as practicable to the road's centre line OR from a position to the left of the centre of the road where there is a clear view of any approaching traffic. (RRs 37 & 42)

Hill start requirements

Move off smoothly from a position parallel to the edge or kerb and travel up a moderate incline without rolling back.

6.5 Conditions on locations where manoeuvres can be conducted

There are *conditions* that need to be considered when deciding on the *locations for conducting the manoeuvres*. These conditions must be taken into account when *test routes* are being designed.

Where practicable, these conditions need to be followed by DEs and the PA (DA) will be responsible for monitoring that they are observed.

There are a number of *general conditions that apply to all classes*, as well as *conditions specific to the particular classes*. These conditions are detailed below.

There is no requirement to mark anything related to these conditions on the report form.

General conditions – all classes

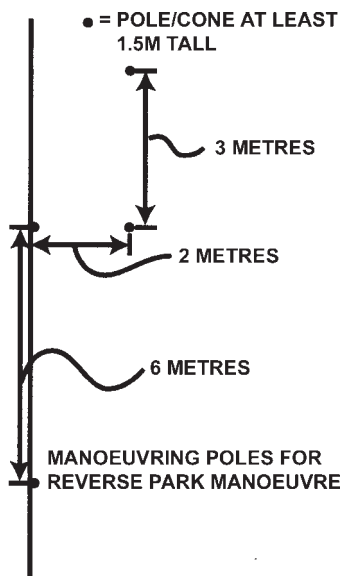
- It is recommended that manoeuvres be conducted in a location that is not in the vicinity of the testing centre. This is preferable because it allows the applicant time to settle into the test and it reduces the chance of complaints from residents close to the testing centre. Note that this is a recommendation only and there are cases where it may be appropriate to undertake manoeuvres close to the testing centre (for example the uncouple/recouple manoeuvre).
- All manoeuvres must be conducted in a legal location (according to relevant legislative requirements).
- If possible, it is preferable to conduct the manoeuvres in a low traffic density area.
- DEs must consider safety factors (for example visibility, traffic density, road surface, road space) when deciding on locations to undertake manoeuvres.
- Specific locations that are not suitable for conducting manoeuvres should be identified by PA (DA)s and DEs, and communicated to all DEs in the area. This information should be monitored and regularly reviewed.

Manoeuvres

Specific conditions – classes C, R & RE

- Ensure the street has kerbs (where possible).
- The reverse park can be conducted in a suitable space behind any car on the left side of the road. Where there is no vehicle available for conducting the reverse park manoeuvre, the examiner may simulate by using traffic cones or poles as illustrated in Diagram 16. This will apply mainly in remote areas and must be approved by the PA (DA) or officer in charge. Applicants should not be asked to perform the reverse park manoeuvre in a situation where they may have to position the vehicle across a driveway.

Diagram 16



- For the turn-around manoeuvre, the street width is to be between 6–8m.
- U-turns (see Diagrams 10–14) are to be performed at:
 - intersections where there is ample space, a clear view of all traffic approaching from each direction and a low volume of traffic with no controlling Stop signs; or
 - intersections controlled by traffic lights with a sign permitting U-turns; or
 - a wide road where there is ample space and a low volume of traffic.

- The hill start should be conducted on a moderate hill and in a location where the traffic is not hindered.

Note

The hill start does not necessarily need to be conducted as an isolated manoeuvre. It may instead occur whilst assessing other aspects of the applicant's driving performance. For example, the applicant may perform a hill start during the course of the test by moving off from traffic lights on a hill.

- The reversing exercise for class C vehicles is to be conducted on a street which is either straight or has a slight curve/bend.
- The automatic gear changing exercise should be conducted along a stretch of road with either a level surface, or one with a slight decline.
- For manoeuvres other than the hill start and automatic gear changing exercise, the road should be level or have a slight grade.

Specific conditions – classes LR, MR, HR & HC

Reversing exercise

- Select a quiet area where there is good visibility and plenty of road space with a minimal risk of inconveniencing other road users.
- Select an intersection where the applicant demonstrates driving ability by reversing around a right or left bend or turn of approximately 90 degrees.

Gear changing exercise (class MR, HR & HC)

- Select a suitably quiet approved location for changing down through the gears.
- Select a section of road that is level or one with a slight incline. Allow ample distance to change down through the gears.

Uncouple and recouple (class HC only)

- Select a firm, level, even road surface.
- Select a suitable, quiet approved area with an appropriate amount of road space.

Hill start

- The hill start should be conducted on a moderate hill and in a location where the traffic is not hindered.

Note

The hill start does not necessarily need to be conducted as an isolated manoeuvre. It may instead occur during the process of assessing other aspects of the applicant's driving performance. For example, the applicant may perform a hill start during the course of the test by moving off from traffic lights on a hill.

6.6 Assessment of manoeuvres

The manoeuvres for all classes are assessed according to the performance checks detailed in sections D, E and F of the report form.

There is only one performance check that is specific to the assessment of the manoeuvres. It is called *Manoeuvre Positions* and is found in Section D of the report form.

Most of the other performance checks (such as clutch, gears, observation/scanning, signals, mirrors, judgement) also apply to the assessment of manoeuvres.

(For example, while an applicant is performing a reverse park, the DE should be watching for errors in relation to manoeuvring position as well as use of the clutch, brakes, gears, signals, mirrors, observation/scanning and judgement.)

See *Section 7 – Scoring Criteria and Performance Checks* for more detailed information.

7. Scoring criteria and performance checks



Driver Licence Assessment

Section 7 – Scoring criteria and performance checks

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7.0 Introduction

This section of the manual contains detailed information on the performance checks in the test (excluding the pre-drive check) and the scoring criteria for the different driving errors.

A brief summary of scoring criteria for driving errors, marking the report form and performance checks is given before the individual performance checks are covered in detail. Driving errors not related to specific performance checks are discussed.

7.1 Scoring criteria for performance checks

Performance checks are important aspects of the driving task that the Driving Examiner is required to assess.

There are a range of performance checks in the tests, including the pre-drive check (discussed in *Pre-drive Check* section of the manual) and those relating to vehicle operation, hazard recognition/decisions and motorbikes. The performance checks in section D and E of the report form apply to all classes, whereas those in section F are for motorbikes only.

All performance checks in the test have a defined performance outcome which gives the DE an indication of what is expected for that particular aspect of the driving task.

Most performance checks are assessed as the applicant negotiates the specific driving situations and manoeuvres on the test route. For example, as the applicant is negotiating a roundabout (a specific driving situation), the DE could be assessing a range of performance checks such as use of signals and mirrors, road position, judgment, clutch control and steering.

In general, the number and type of errors accrued in the performance checks determines the overall result of the test.

Errors in the applicant's driving performance (as they relate to the various performance checks) are scored as:

- **non-critical driving errors (NCDE)**
- **specific repeated driving errors (SRDE)**
- **critical driving errors (CDE)**

Each of these types of errors is described below.

NCDE: a non-critical driving error

A non-critical driving error is an error that does not by itself compromise safety to road users or the safe operation of the vehicle. There are specific scoring criteria defining NCDEs as they relate to each performance check. For example, for the performance check of steering control and operation, the criteria for a NCDE are “operates the steering wheel incorrectly” or “does not steer a steady course”. Accumulated non-critical driving errors never add up to result in a critical driving error.

An NCDE that is incurred by an applicant should be marked on the DAR form as an NCDE for one test element only and not also scored as an NCDE error for other test elements on the DAR form.

SRDE: a specific repeated driving error

An SRDE is marked when an applicant accrues six non-critical driving errors for a certain performance check. SRDEs can only be marked for a few of the performance checks, such as signalling and steering control.

For example, if an applicant accumulates six signalling errors, this constitutes one SRDE. The test runs its full course even after the applicant has accrued one SRDE, however, the overall test result is considered unsuccessful.

Scoring criteria and performance checks

CDE: a critical driving error

A CDE is one that compromises the safety of any road user or indicates an inappropriate level of skill or ability. There are specific scoring criteria that define CDEs for most of the performance checks. For example, for the performance check of steering, the criteria for a critical driving error are “loses control of steering” or “removes both hands from the steering wheel while the vehicle is in motion”. If a critical driving error occurs, the test is terminated and the applicant is directed back to the test centre by the shortest possible route.

Critical driving errors are more serious than non-critical driving errors. The applicant needs to accrue only one critical driving error to result in test termination and an unsuccessful test result. Whereas, nine or more non-critical driving errors must be accumulated over the course of the test for an unsuccessful result.

While most of the critical driving errors relate specifically to certain performance checks, there are some CDEs that do not. These are called **general critical driving errors** .

How to mark the report form

The performance checks are scored in the following sections of the report form:

- *Pre-drive Check* – section C
- *Vehicle Operation* – section D
- *Hazard Recognition/Decisions* – section E
- *Motorbikes* – section F

Marking the report form for the pre-drive check is discussed in the *Pre-drive Check* section of the manual.

In sections D, E and F of the report form, all the performance checks relating to vehicle operation, hazard recognition/decisions and motorbikes are listed. Next to each performance check are boxes for the various types of driving errors (NCDE, CDE, SRDE). Errors are scored according to the criteria outlined for each individual performance check.

Driving Examiners should mark driving errors only as described in the scoring criteria for each performance check.

Errors are marked by placing a cross in the appropriate box next to the relevant performance check where an error has occurred.

Other important points to remember when you are scoring the performance checks are:

- If no error has occurred then the box is simply left empty.
- Do not mark any more errors than there are boxes available to mark them. For example, if there are only three boxes allocated for NCDEs, then only three NCDEs can be scored. Any more NCDEs that occur for that particular performance check (or elements of a performance check) are not recorded.
- CDEs are marked only if the scoring criteria for a CDE for that performance check are met. Repeated or accumulated NCDEs never result in a CDE.
- Those performance checks where a SRDE can be marked have five boxes for NCDEs. If the sixth NCDE is made it is marked in the SRDE box.

7.2 General critical driving errors

General critical driving errors are critical driving errors that are not related to any of the performance checks. Receiving one general critical driving error results in test termination and the applicant is directed back to the testing centre by the shortest possible route. This is the same outcome as receiving a critical driving error related to a performance check.

There are four general critical driving errors that can be marked in the test:

1. Intervention by the Driving Examiner
2. Collision
3. Dangerous action
4. Disobeys an official direction.

The criteria for scoring these general critical driving errors are outlined below.

7.2.1. General CDE – intervention by Driving Examiner

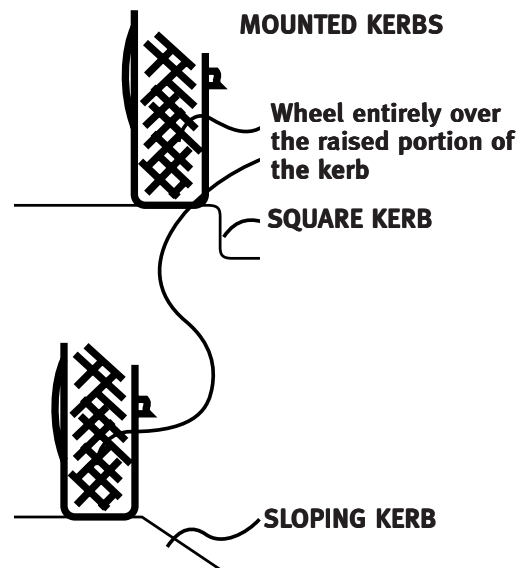
Driving Examiner is required to intervene, either verbally or physically:

- To prevent an accident
- To prevent a dangerous situation occurring (for example inadequate vehicle control that could compromise safety)
- To help the applicant through any part of the test because of their inability (that is when it becomes necessary because of safety or inadequate time to complete the test).

7.2.2. General CDE – collision

- A collision is defined as a situation where the test vehicle strikes another object (for example vehicle, power-pole or pedestrian) resulting in potential or actual damage or injury.
- This GCDE also includes mounting the kerb with one or more wheels (Diagram 17).

Diagram 17



Note

There are some situations where a heavy vehicle is legally allowed to mount the centre island of a roundabout (that is where the roundabout is appropriately designed for the purpose). (RR rule 115).

7.2.3. General CDE – dangerous action

- A dangerous situation is created by the applicant's driving (either action or inaction) that results in another road user (including pedestrian) being forced to take evasive action to prevent a collision or any other danger.

7.2.4. General CDE – disobeys an official direction

Disobeys an official direction by:

- A police officer
- A school crossing supervisor
- An authorised traffic controller.

How to mark the report form

General critical driving errors are recorded in *General Critical Driving Error* section of the report form by placing a cross in the appropriate box. You will also need to:

- Cross the box indicating "Test Terminated"
- Cross the box marked "Unsuccessful" (*Assessment Result* section)
- Cross the box marked "1 CDE" (*Criteria for an Unsuccessful Assessment Result* section)
- Detail the reason in *Appraisal* area.

Scoring criteria and performance checks

7.3 Individual performance checks

All the individual performance checks relating to vehicle operation, hazard recognition/decision making and motorbikes are detailed in the remainder of this section. These include:

- 7.3.1 Ancillary controls
- 7.3.2 Clutch (operation and coasting)
- 7.3.3 Stalling
- 7.3.4 Accelerator
- 7.3.5 Gears
- 7.3.6 Steering
- 7.3.7 Braking
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- 7.3.19 Signs, signals and road markings
- 7.3.20 Sequence (system of vehicle control and uncouple/recouple)
- 7.3.21 Balance and control (classes RE, R)
- 7.3.22 Posture (classes RE, R)
- 7.3.23 Helmet improperly worn (classes RE, R)

The scoring criteria for the different driving errors for each performance check are also outlined in this section.

Please note the following issues before reading the individual performance checks:

- The pre-drive performance check is described in Section 5, *Pre-drive Check*;
- Section 11, *Glossary* contains definitions for different terms that you may encounter in this section on performance checks;
- Driving Examiners need to be familiar with Q-SAFE's requirements for use of wording when directing the applicant during their assessment. For further details see Section 2, *Test wording*.

7.3.1 Ancillary controls

Performance outcome

The applicant should operate or adjust all the ancillary controls of the test vehicle correctly whilst maintaining full control of the vehicle.

Scoring criteria

Non-critical driving errors (all classes)

- Operates any ancillary control incorrectly or inappropriately (for example opens the door while moving or uses the horn in an inappropriate manner).

Note

Where an applicant proceeds to drive off whilst leaving a door ajar, (that is on the first catch) the DE should select a suitable location for the applicant to stop the vehicle before prompting. This NCDE should be marked only after 2 prompts from the DE to "check your controls and instruments please". Sufficient time should be allowed for each prompt.

- Wearing a seat belt which is not correctly adjusted/fitted. (WHERE LEGALLY REQUIRED)

Critical driving errors (all classes)

- Fails to start the engine (because of incorrect gear selection in an automatic vehicle).
- Assumes the engine is running when it is not.
- Unable to start or engage the gear of the vehicle because of any electronic disabling device.
- Attempts to start the engine twice on the same occasion when it is already running.

Note

These CDEs should be marked only after 2 prompts from the DE to "check the controls and instruments please". Sufficient time should be allowed for each prompt.

- Fails to wear a seat belt when legally required.

Note

This CDE includes a situation where a driver does not ensure a passenger under the age of 16 years is wearing his/her seat belt or approved child restraint. (RR 266).

- Uses a hand held mobile phone while the vehicle is moving or stationary (but not parked) (RR 300).

Critical driving errors (class RE & R)

- Rides away with the side stand down.

7.3.2 Clutch (operation and coasting)

Performance outcome

The applicant should be capable of controlling the clutch in a manner that produces a smooth take up of power to the driving wheels and assists in the changing of gears.

Scoring criteria

Non-critical driving errors (all classes)

- Excessively and continuously rides the clutch (includes during low speed manoeuvres).
- Rests foot on the clutch (when not being operated) for more than 15 seconds (except motorbikes).
- Releases the clutch too quickly.
- Coasts with clutch depressed prior to or during a turn OR for a duration of between three and five seconds.
- Fails to use the clutch in an appropriate manner to maintain control at low speeds (for example during heavy slow moving traffic and reversing manoeuvres).

Note

For the purposes of Q-SAFE *an appropriate manner* will be determined by the driving conditions at the time. For example, for low speed tight cornering on the reverse park manoeuvre, the driver may need to feather the clutch to maintain good control. For low speed driving with less manoeuvring, such as slow moving traffic or straight reverse, it may be more appropriate to fully release the clutch.

Specific repeated driving errors (all classes)

- Repeated clutch coasting (that is six times).

Critical driving error (all classes)

- Operates clutch in a manner which compromises safety.

Non-critical driving errors (all classes)

- Operates the clutch incorrectly.

Notes

- On vehicles with a synchromesh gear box, the clutch must be depressed fully (that is, all the way to the floor).
- When operating the clutch on a moving vehicle with a constant mesh gearbox, the clutch should only be depressed for 5–8cm (that is, avoiding activating the clutch brake by not depressing the pedal right to the floor).

Clutch (continued)

Critical driving error (all classes)

- Coasts with the clutch depressed for a duration of more than five seconds.

Critical driving error (class R & RE)

- Lifts the front wheel due to poor clutch control or heavy acceleration.

7.3.3 Stalling

Performance outcome

The applicant should be capable of controlling the vehicle to prevent unnecessary stalling.

Scoring criteria

Non-critical driving errors (all classes)

- Stalls the vehicle for any reason.

Specific repeated driving errors (all classes)

- Repeated stalling (that is, six times).

Critical driving error (all classes)

- Stalls engine in a situation that causes obstruction to traffic and contributes to a dangerous situation.

7.3.4 Accelerator

Performance outcome

The applicant should be able to operate the accelerator pedal smoothly and progressively for both acceleration and deceleration.

Scoring criteria

Non-critical driving errors (all classes)

- Operates the accelerator pedal, or motorbike throttle, in an uncontrolled manner.
- Applies too much accelerator (or motorbike throttle) pressure causing the engine to rev excessively, while the clutch is disengaged or partially disengaged.

Critical driving error (all classes)

- Operates the accelerator pedal or motorbike throttle in a manner that compromises safety.

Scoring criteria and performance checks

7.3.5 Gears

Performance outcome

The applicant is required to demonstrate correct usage of all the gears appropriate for speed, vehicle and driving conditions.

All heavy vehicle gear changes should be made within the optimum rev range for the vehicle.

Notes

- In some cases, skip shifting is an acceptable practice. However, this practice is not generally required for cars shifting up through the gears. Consideration should be given to whether the speed is appropriate for the gear ratio and the nature of the driving conditions at the time.
- The gear change exercise for heavy vehicles may be performed during the normal course of the test (that is the applicant demonstrates their ability to select gears as prescribed without a request from the examiner). If the applicant does not demonstrate the exercise requirements (as described in Section 6 page 7) then the DE must request the exercise be conducted. Two attempts at this exercise would then be allowed.

Scoring criteria

Non-critical driving errors (class RE, R, C & LR)

- Selects an inappropriate gear for the situation. This includes failing to select overdrive or fifth gear where appropriate (that is speeds greater than 80 km/h).
- Coasts in neutral for a duration of between three and five seconds.

Non-critical driving error (all classes except motorbikes)

- Depresses the button when re-selecting drive gear during the auto gear change exercise.
- Changes gear or attempts to change gear without using the clutch.

Note

The NCDE should only be marked after the applicant has been made aware that for the purposes of Q-SAFE, the clutch must be used when changing gears.

Gears (continued)

Non-critical driving errors (class MR, HR & HC)

- Excessive crashing of gears.
- Selects an inappropriate gear for the situation but without causing any adverse loss of control.
- Coasts in neutral for a duration of between three and five seconds.

Note

This element should be marked only if the selected gear is not appropriate for the speed, vehicle and driving conditions.

Critical driving error (all classes except motorbikes)

- In an automatic vehicle, selects either *reverse* (while travelling forward) or *park* while the vehicle is in motion.
- In a manual vehicles, selects “reverse” while travelling forward or a forward gear while reversing.

Critical driving errors (MR, HR, HC)

- Demonstrates a serious lack of knowledge and ability to change gears appropriately for the speed, vehicle and driving conditions (for example selecting too high a gear while descending a steep hill causing loss of control or inability to select the lower gears of the vehicle).

Note

An important consideration when determining this CDE is the system of vehicle control (that is travelling at the correct speed in the correct gear to negotiate the hazard safely).

- Coasts in neutral for a duration of more than five seconds.
- Unable to complete the gear change exercise after two attempts.

Specific repeated driving error (class MR, HR & HC)

- Repeated non-critical errors for gears (that is six errors).

Non-critical driving error (motorbikes only)

- Uses the gears inappropriately during the emergency stop (that is using the gears to assist in braking) and consequently increases the braking distance.

7.3.6 Steering

Performance Outcome Steering Control

The applicant is required to steer a safe and steady course and maintain the correct course in a manner that is appropriate for the road and traffic conditions.

Performance Outcome Steering Operation

The applicant is required to operate the steering device in an appropriate manner. That is, hand over hand or the push-pull method.

Notes

After the turn it is permissible for the steering wheel to slip back through the hands providing that the driver maintains control of the steering.

Scoring criteria

Non-critical driving errors – steering control (all classes)

- Does not steer a steady course (for example wanders off course, jerky operation, unaware of incorrect position of steering wheels when moving off).
- Rolls up an angle type kerb but without mounting it.

Non-critical driving errors – steering operation (all classes except motorcycles)

- Operates the steering wheel incorrectly, that is:
- Places hands inside the rim of the steering wheel
- Steers with one hand only (except for when reversing and when operating vehicle controls)
- Steers using the palm of one hand
- Operates the steering wheel with the vehicle stationary (dry steering)
- Holds the steering wheel with arms crossed or in a manner that restricts the movement of the wheel (for example one arm resting on the door).

Steering (continued)

Specific repeated driving error – steering control (all classes except motorbikes)

- Repeated non-critical steering control errors (that is six errors). Note that this does not include non-critical steering operation errors.

Critical driving errors – steering control (all classes except motorbikes)

- Loses control of the steering.

Critical driving errors – steering operation (all classes except motorbikes)

- Removes both hands from the steering wheel while the vehicle is in motion.

Note

This CDE should not be marked in cases where the applicant removes both hands from the steering wheel for a fraction of a second and without compromising safety (for example at very low speed during a manoeuvre).

Scoring criteria and performance checks

7-3-7 Braking

Performance outcome

All classes

The applicant is required to use the brakes in a manner that is appropriate for the situation. In general, they should slow the vehicle smoothly and progressively. The handbrake/park brake should be used only when the vehicle is stationary.

Note

This performance check should **not** be marked in cases where the applicant brakes heavily (but in full control and in a defensive manner) to avoid a hazard that was beyond their control.

Motorbikes

The rider should use both front and rear brakes when slowing and stopping. The motorbike should come to a stop during the emergency stop exercise.

Note

During very slow riding it may become appropriate to use the rear brake (but not the front brake) for enhancing stability.

Scoring criteria

Non-critical driving errors (all classes)

- Causes the vehicle to pitch forward because of excessive or erratic brake operation.
- Fails to secure the vehicle with either the handbrake or foot brake when stationary (for example waiting at traffic lights).

Note

This NCDE does not refer to situations where the foot is being transferred from the brake to the accelerator.

- Applying/using brake pedal in an inappropriate manner (for example only uses big toe on pedal).

Note

For the purposes of Q-SAFE, the ball of the foot should be used to correctly operate the brake pedal.

Non-critical driving error (all classes)

- Rolls on a grade where safety is not compromised.

Braking (continued)

Non-critical driving errors (all classes except motorbikes)

- Applies foot brake heavily during a turn.
- Leaves the handbrake on (or operates the handbrake) whilst the vehicle is in motion without affecting the performance of the vehicle.
- Driver uses left foot for braking.

Critical driving error (all classes)

- Unnecessarily brakes abruptly (for example when confused over road markings) causing following vehicles to take evasive action. (RR 53)
- Rolls on a grade where safety is compromised.

Critical driving errors (all classes except motorbikes)

- Heavy brake operation that causes the wheels of the vehicle to lock up and skid without being quickly corrected.
- Riding the brake, causing erratic control of the vehicle.
- Operates the handbrake from a higher speed (that is above a fast walking pace) where a loss of control of the vehicle occurs.
- Leaves the handbrake on in a manner that affects the performance of the vehicle (that is slows the vehicle with brakes binding or continual stalling).

Note

This CDE should only be marked after two prompts from the DE to “check the controls and instruments please”.

Non-critical driving errors (motorbikes only)

- An occasion where the rear brake is not used when slowing or stopping.
- Locks up rear wheel (including during the emergency stop exercise) but corrects quickly.
- Does not stop during the emergency stop exercise.
- Applies the brakes inappropriately whilst negotiating corners.

Braking (continued)

Critical driving errors (motorbikes only)

- Little or no use of the front brake.
- Very little use of rear brake (that is not used for most of the test).
- Locks up front wheel, including during the emergency stop exercise.
- Locks up rear wheel (including during the emergency stop exercise) and without suitable correction.

Note

This CDE should not be marked if the applicant corrects quickly in relation to their speed and the situation at the time.

- Applies the brakes continually (causing the brake light to show) for a prolonged period of time while the vehicle is in motion.

Note

For this CDE, the DE must ensure that the fault is not caused by a defective brake light switch.

7.3.8 Road position

Performance outcome

The vehicle being driven by the applicant should be in the correct road position appropriate to the road or traffic situation.

This performance check does not apply to turns (see 8.3.10 *Left turn position* and 8.3.11 *Right turn Position*).

Scoring criteria

Non-critical driving errors (all classes)

- Fails to stay within the confines of a lane (excluding situations where the applicant is unable to comply, for example road works).
- Takes up a road position that is inappropriate for the prevailing environmental and traffic conditions, that is, failing to read the road ahead and make necessary adjustments to the course taken (including lane changes). (For example, crossing edge line inappropriately and/or moving in and out of parked cars.)

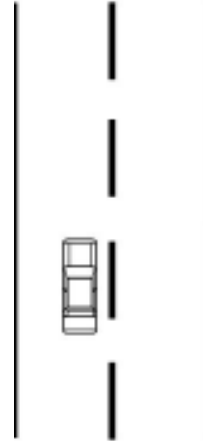
Road position (continued)

Note

For motorbikes this NCDE also applies if the applicant rides over paint, inspection covers and oil marks in a lane where these are avoidable.

- Fails to keep left, where practicable, on a two way road – Diagram 18).

Diagram 18



Note

- This NCDE should only be marked once in any given road or street.
- This NCDE does not apply to motorbikes. (RR 129).

- Unnecessarily drives in the right lane (RR 130).

Note

Drivers in a multi-laned road where there is a *keep left unless overtaking* sign or where the speed limit is over 80 km/h must keep to the left unless there is a legally acceptable reason. (For example where a *left lane must turn left* sign applies to the left lane and the driver is intending continuing straight ahead, where a right turn is anticipated or where traffic in each other lane is congested.) (RR 130)

- Stops or parks in an inappropriate place. For example:
 - Stops within 1m of a fire hydrant or fire plug indicator (RR 194).
 - Stops at a bus stop within 20m before, or 10m after the sign, when not driving a bus (RR 195).
 - Stops on a road where there is a continuous yellow edge line (RR 169).

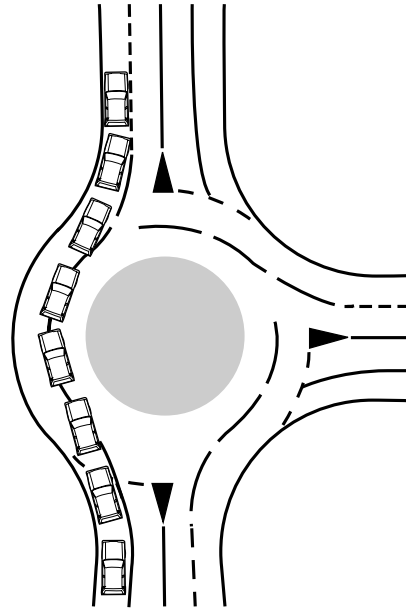
Scoring criteria and performance checks

Road position (continued)

Critical driving errors (all classes)

- Takes an inappropriate course while travelling straight ahead through a multi-lane roundabout, creating a hazardous or potentially hazardous situation (see Diagram 19).
- Overtake inappropriately. For example:
 - Overtaking when approaching a pedestrian/children's crossing (RR 65).
 - Overtaking without clear view of approaching traffic or where an approaching vehicle is forced into evasive action (RR 140).
 - Unlawfully overtaking on the left of another vehicle.
- Stops on a level crossing.
- Stops on a crest or curve (outside a built-up area) with less than 100m clear visibility to the rear (RR 193).

Diagram 19



Critical driving error (all classes except motorbikes)

- Driving with one third or more of the vehicle unnecessarily on the incorrect side of the road (see Diagram 20).

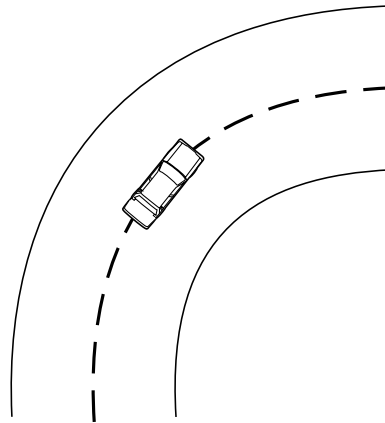
Diagram 20

Specific repeated driving error (all classes)

- Repeated non-critical road position errors (that is six errors).

Critical driving error (motorbikes only)

- Rides too close to a centre line (marked or unmarked road), lane line or left/right edge or kerb potentially compromising safety (for example this would include a situation where any part of the rider's body crosses the centre line).



7.3.9 Manoeuvre positions

Performance outcome

During the reverse park, U-turn, turn around manoeuvre, straight reverse and heavy vehicle reverse manoeuvres, the manoeuvring vehicle should be positioned within the stated guidelines (as described in Section 6, *Manoeuvres*).

Driving Examiner to record only one marking for the reverse park manoeuvre position.

Note

Where the applicant is requested to stop (that is to perform manoeuvre), the DE is to advise of the specific location. An applicant should not be penalised if there is a valid reason why the manoeuvre cannot be completed (for example the driver of the vehicle being parked interrupts the assessment). In this type of situation it is appropriate for the DE to direct the applicant to a different vehicle to carry out the exercise.

Scoring criteria

Non-critical driving errors – reverse park (class C only)

- Finishes the reverse park 45cm or more from the kerb or more than 2m from the vehicle in front.
- During the reverse park, moves the vehicle further than a distance of 3m between the parked vehicle and the front of the test vehicle.

Note

Should the applicant reverse more than 3m, the DE must politely request the applicant to stop and continue the exercise with the forward movement.

Non-critical driving error – turn around manoeuvre (class C only)

- Unnecessarily requires more than four direction changes to complete the manoeuvre (that is more than five points to the turn).

Non-critical driving error – reverse exercise (class C only)

- Positions the vehicle more than 50cm from the kerb while performing any part of the straight reverse manoeuvre.

Manoeuvre position (continued)

Non-critical driving error – U-turn (classes C, RE & R)

- Unable to turn the vehicle around in one forward movement.

Note

At an intersection where there is no dividing line or medium strip, a U-turn can be commenced from a position to the left of the centre of the road. (RR 42).

Non-critical driving errors – heavy vehicle reversing exercise (class LR, MR, HR & HC)

- Initially positions further than 2m away from the kerb to commence the heavy vehicle reversing manoeuvre on the first attempt.
- Finishes the exercise more than 2m away from the kerb on the first attempt.

Critical driving error – heavy vehicle reversing exercise (class LR, MR, HR & HC)

- Unable to successfully complete the reversing manoeuvre within two attempts.

7.3.10 Left turn position

Performance outcome

The applicant is required to negotiate a variety of left turn situations including laned and un-laned roads, roundabouts, traffic lights, stop signs, give way signs and uncontrolled crossroads.

The driver is to select and maintain an appropriate position on approach, during and immediately after the turn – Diagrams 21 and 22.

Diagram 21

Cars and Motorbikes

Path A is the preferred road position for a left-hand turn. Path B or C may be used if there is any appropriate reason (for example an obstruction in the left lane).

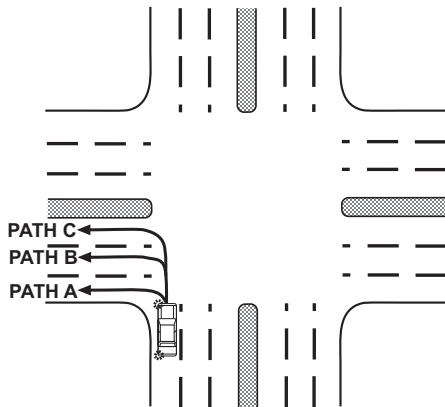
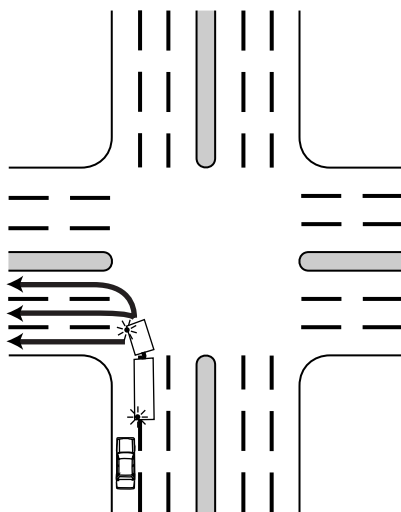


Diagram 22

Heavy Vehicles

This diagram illustrates the acceptable positions for heavy vehicles turning left.



Note

Vehicles 7.5m or more in length displaying a “Do Not Overtake Turning Vehicle” sign can turn left from, or partly from, the lane next to the left lane.

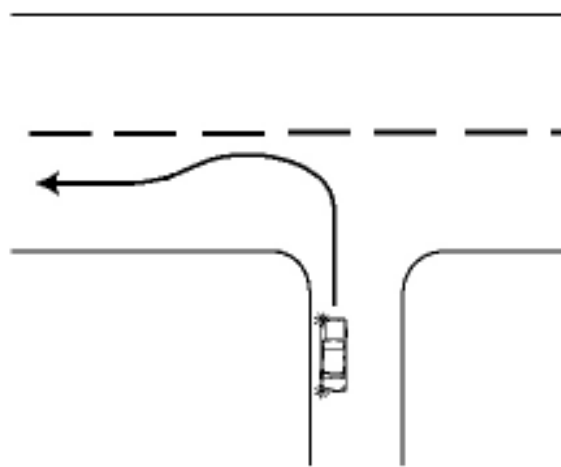
Left turn position (continued)

Scoring criteria

Non-critical driving errors (all classes)

- Approaches the turn in a position that is not as close as practicable to the far left side of the road.
- After commencing the turn does not position the vehicle as close as practicable to the left boundary of the road (for example swings wide to finish the turn unnecessarily close to the centre of a two way road – Diagram 23).

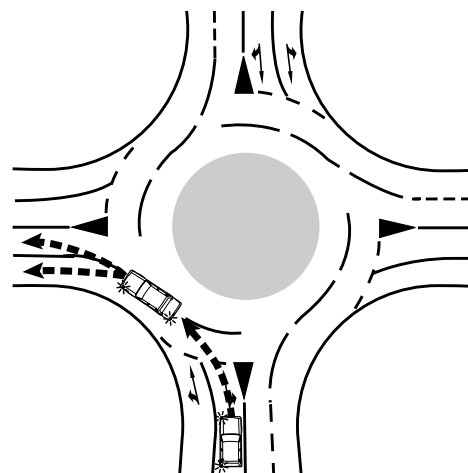
Diagram 23



Critical driving errors (all classes)

Turns from or through an incorrect or non-allocated marked lane – Diagram 24).

Diagram 24



Note

A driver may turn left into a special purpose lane and drive for a permitted distance (that is 50m for bicycle lanes and 100m for all others). If a driver breaches this rule by driving further than the permitted distance, this would be marked in *Road Position*. (RR 158).

Left turn position (continued)

CDE all classes (continued)

- Because of incorrect positioning, causes other vehicles to take evasive action.

Critical driving error (all classes except motorbikes)

- Driving with one third or more of the vehicle unnecessarily on the incorrect side of the road in any turning situation.

Non-critical driving errors (class LR, MR, HR & HC)

- Negotiates a left turn with any part of the vehicle encroaching unnecessarily onto incorrect road space.
- In a vehicle 7.5m or more in length, unnecessarily encroaches onto road space in an adjacent lane on the approach to the turn.

Note

Vehicles must be within 50m of the intersection before they encroach onto adjacent lane space. (RR 28)

Critical driving error (motorbikes only)

- Rides too close to the left-hand edge or kerb during a left turn (for example where potential danger may exist in the form of striking roadside objects).
- Makes a wide turn where all or part of the motorbike crosses the centre of the road the vehicle is turning into.

7.3.11 Right turn position

Performance outcome

The applicant is required to negotiate a variety of right turn situations including marked and unmarked roads, roundabouts, traffic lights, stop signs, give way signs, road related areas (RR 43) and uncontrolled crossroads.

The driver is to select and maintain an appropriate position on approach, during and immediately after the turn – see Diagrams 25 and 26 which illustrate appropriate positions for right-hand turns.

Diagram 25

Appropriate lane positions for turning right from marked allocated lanes.

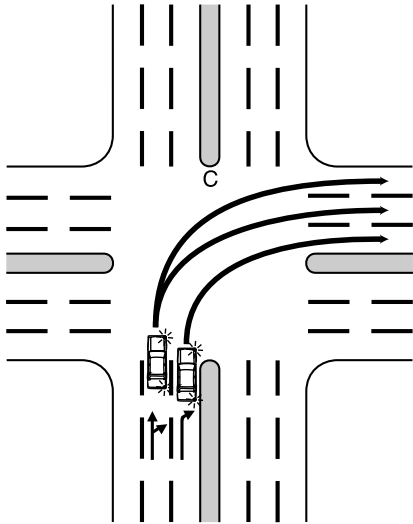
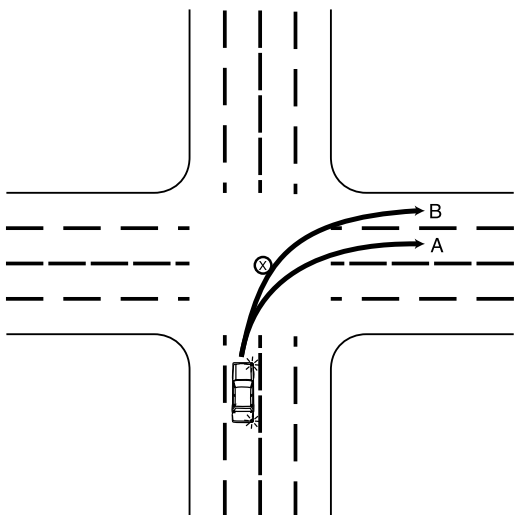


Diagram 26

Appropriate lane positions (A, B) for turning right into a two way multi-lane road.



Right turn position (continued)

Scoring criteria

Non-critical driving errors (all classes)

- On the approach to the turn, does not keep the vehicle entirely within the lane boundary or to the left of, parallel to and as close as practicable to the centre of the road or dividing line or median strip.

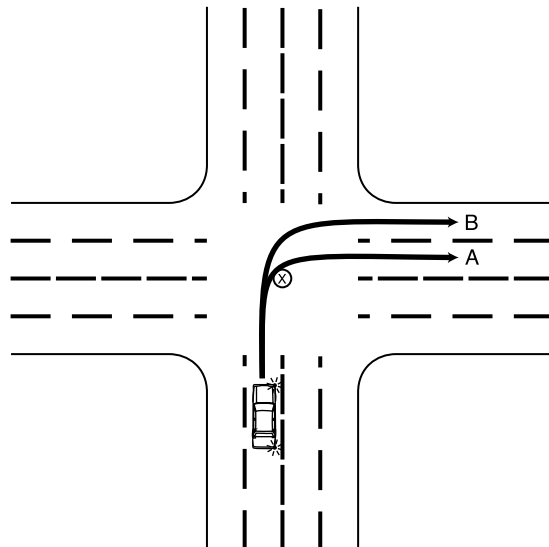
Note

Where there is no dividing line or medium strip a U-turn can be commenced from a position to the left of the centre of the road. (RR 42)

- Fails to turn from a position as close as practicable to the far right side of a one way street.
- Positions the front wheels to the right while waiting to turn, except in situations where this may be appropriate (for example, wide median strip dividing the road) .
- Makes a wide turn by driving unnecessarily to the left of the centre of the intersection where circumstances do not require it (Diagram 27).

Diagram 27

Drives unnecessarily to the left of the centre of the intersection as indicated by A and B. In some cases, this may be acceptable for heavy vehicles.



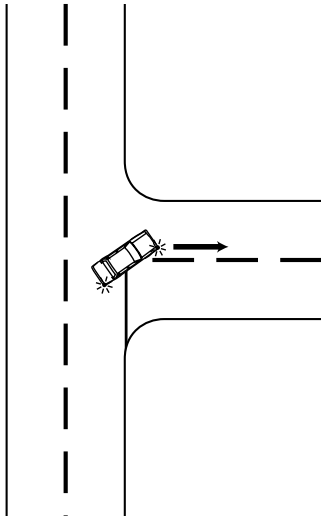
Right turn position (continued)

Non-critical driving error (all classes except motorbikes)

- Cuts the corner marginally but without causing a potentially dangerous situation – Diagram 28. Note that this element does not include motorbikes.

Diagram 28

Cuts the corner marginally with less than one third of the vehicle width on the incorrect side of the road.

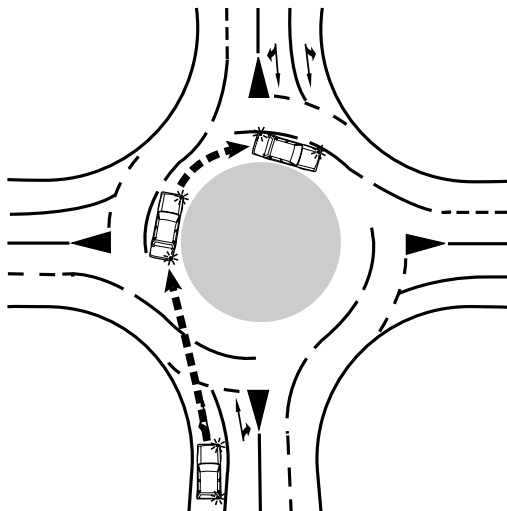


Critical driving errors (all classes)

- Turns from or through an incorrect or non-allocated marked lane (including turning right at a roundabout from the left lane – Diagram 29).

Diagram 29

Turning right from a non-allocated lane.



Right turn position (continued)

Note

A driver may turn right into a special purpose lane and drive for a permitted distance (that is 50m for bicycle lanes and 100m for all others). If a driver breaches this rule by driving further than the permitted distance, this would be marked in *Road Position*. (RR 158)

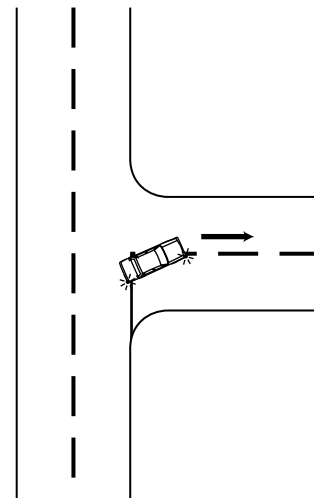
- Undertakes a U-turn on a multi-lane roundabout from the left lane.

Critical driving error (all classes except motorbikes)

- Driving with one third or more of the vehicle unnecessarily on the incorrect side of road in any turning situation – Diagram 30.

Diagram 30

Cuts the corner with more than one third of the vehicle width on the incorrect side of the road.



Scoring criteria and performance checks

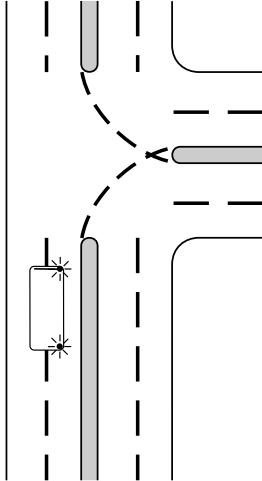
Right turn position (continued)

Non-critical driving error (class LR, MR, HR & HC)

- In a vehicle 7.5m or more in length, unnecessarily encroaches into an adjacent lane on the approach to the turn – Diagram 31.

Diagram 31

In a vehicle 7.5m or more in length, unnecessarily encroaches into an adjacent lane on the approach to the turn.



Note

Vehicles must be within 50m of the intersection before they encroach onto adjacent lane space. (RR 32)

Critical driving error (motorbikes only)

- Allows any portion of the motorbike or rider's body to encroach:
 - Onto the incorrect side of the road or
 - Over the right-hand edge or kerb of a one way street (for example where a potential danger may exist in the form of striking roadside objects).

7.3.12 Observation/scanning and shoulder checks

Performance outcome

The applicant is required to scan, observe and monitor the driving environment in every direction as appropriate to the driving task.

Scoring criteria for general observation/scanning

Non-critical driving errors (all classes)

- Fails to scan and observe all the road space ahead, to the sides and behind the vehicle (for example at a controlled intersection where the controls are not facing the test vehicle).
- Does not conduct a blind spot check over the appropriate shoulder at every lane change or divergence which would include moving off from and moving into the side of the road where there is significant lateral movement.

Note

This practice may not always be appropriate for heavy vehicles but may be included for smaller buses and trucks.

- Fails to scan and observe primarily to the rear while the vehicle is being reversed.

Note

Use of the mirrors only is not acceptable when reversing in most class C types of vehicle. Exceptions would include panel van type vehicles.

- Driver diverts attention away from the driving task for an inappropriate period of time (for example stares at or continually observes the position of the gear lever or other vehicle controls).

Observation/scanning (continued)

Critical driving errors (all classes)

- Fails to scan and observe at an uncontrolled intersection or uncontrolled level crossing
- Fails to scan and observe at an intersection with a control (for example Give Way or Stop sign) facing the test vehicle
- Diverts eyes from the direction of travel including conducting the blind spot check in a manner that compromises the safety of the driving task (for example when driving in a forward direction, stares over the shoulder for a prolonged period or looks back to the rear as a substitute for using the mirrors)

Critical driving errors (class C only)

- Fails to look to the rear when reversing.

Note

The CDE is to be marked only when the applicant fails to physically look at any time to the rear when reversing. (The applicant must apply all-round observation which includes turning the head to the rear.)

Scoring criteria for shoulder checks at lane change or divergence

Specific repeated driving error (all classes)

- Does not conduct a blind spot check over the appropriate shoulder at every lane change or divergence which would include moving off from and moving into the side of the road where there is significant lateral movement.

Note

This practice may not always be appropriate for heavy vehicles but may be included for smaller buses and trucks.

- Six or more diverging situations where blind spot, shoulder checks are not conducted.

Note

This SRDE refers only to the second NCDE and vice-versa.

7.3.13 Mirrors

Performance outcome

The applicant is required to use the rear vision mirrors as an integral element of the system of vehicle control on the approach to any hazard or potential hazard.

Note

Because of the nature of this performance check, it can only be conducted at certain locations or during certain sections of the test (that is intersections, roundabouts, lane changes, manoeuvres and sections of the route where a general mirror checking regimen can be verified).

Scoring criteria

Non-critical driving errors (all classes)

- Does not check the rear vision mirrors before:
 - slowing, stopping the vehicle
 - turning, changing lanes, diverging, merging
 - confronting any traffic hazard
- Stares into a mirror for a prolonged period of time (that is, a period of time which is excessive for the driving situation).

Non-critical driving error – heavy vehicle reversing manoeuvre (class LR, MR, HR & HC)

- Does not use the exterior mirrors primarily when observing to the rear during the manoeuvre (that is, uses the view over the left shoulder through the rear window to assist with positioning the vehicle).

Note

Occasional glancing over the shoulder is allowed.

Scoring criteria and performance checks

7.3.14 Signalling

Performance outcome

The driver is required to signal in the correct direction long enough to give sufficient warning to other drivers and pedestrians when intending to:

- Turn
- Diverge
- Move into the edge of the road or kerb.
- Enter a line of traffic (RR 45)
- At a T-intersection where the continuing road curves to the left/right leaving the continuing road to proceed straight ahead onto the terminating road.

The driver is required to signal in the correct direction for five seconds when moving off from a stationary position.

Note

- In situations where a driver is unable to give electronic signals, a driver may be required to do prescribed hand signals as described in RRs 50 and 55 (for example right signal and stopping signals).
- Hazard lights may be used when driving in hazardous weather conditions such as fog. (RR 221)

Scoring criteria

Non-critical driving errors (all classes)

- Fails to signal their intention with sufficient warning to turn or diverge left or right when legally required to do so.

Note

This NCDE does not apply in circumstances where it would be impractical or inappropriate to do so, for example where there is only a short distance between the first street and the intended turn location.

- Fails to signal left before exiting from a roundabout when legally required to do so. (RR 118)
- Activates the signal in the wrong direction.

Note

This NCDE should be marked only if the applicant turns in the opposite direction to the one that was signalled.

Signalling (continued)

- Fails to cancel the signal within five seconds after the turn or divergence has been completed.
- Cancels the signal prematurely (that is before the turn or divergence is commenced or completed) and without subsequent reapplication.
- Signals unnecessarily, where confusion to other road users may occur.

Specific repeated driving error (all classes)

- Repeated non-critical signalling errors (that is six errors).

Critical driving error (all classes)

- If the signal is put on incorrectly (for example put on too early or is left on) and causes a dangerous situation – Diagram 32.

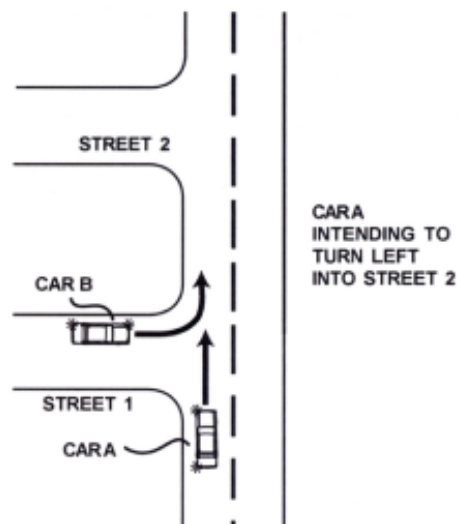
Note

This CDE should be marked where other road users need to take evasive action.

Diagram 32

Example only

Signal is put on incorrectly (car A) causing a dangerous situation.



7.3.15 Traffic hazard

Performance outcome

The applicant should respond in a defensive manner and in appropriate time if a road or traffic hazard occurs during the course of the test (for example out of order traffic lights at a busy intersection or an animal running out in front of the vehicle).

Note

In assessing this performance check, consideration must be given to the speed of the vehicle, any defensive action taken by the applicant (for example covering the brake) and the potential for danger.

Scoring criteria

Non-critical driving error (all classes)

- Does not respond appropriately or quickly enough in the event of a traffic hazard.

7.3.16 Judgement

Performance outcome

The driver is required to judge and utilise a safe gap in traffic when negotiating intersections, lane changing or merging and without causing other road users to take evasive action.

The applicant should make a correct decision and respond appropriately with regard to judgement of the speed and distance of any traffic or pedestrians.

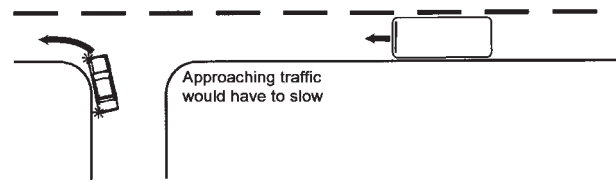
Scoring criteria

Non-critical driving errors (all classes)

- Does not judge appropriately the speed and distance of other vehicles while negotiating intersections, lane changes or merging situations (Diagram 33).

Diagram 33

The vehicle turning left has not appropriately judged the speed and distance of the oncoming vehicle necessitating a marginal adjustment of speed by this vehicle.



Note

This NCDE generally refers to situations where there is only a marginal adjustment of speed by other road users and with no compromise of safety. In more serious situations a CDE would be scored.

- Stops appropriately but when presented with a safe gap in the traffic decides not to proceed.
- Stops in a situation where there are no vehicles or pedestrians present and it is clear to proceed.
- Gives way unnecessarily to another road user (that is incorrect application of give way rule).

Scoring criteria and performance checks

Judgement (continued)

Critical driving errors (all classes)

- Enters a choked intersection or level crossing, causing obstruction to other vehicles, trains and/or pedestrians.
- Fails to clear the intersection, after moving into the intersection in preparation for a right turn on an amber or red traffic signal.

Note

This CDE should only be marked when the applicant fails to utilise a safe gap to clear the intersection.

- Fails to give way to vehicles (see Diagram 34) and other road users including:
 - Emergency vehicles
 - Cyclists
 - Pedestrians
 - Horses (at the direction of the person in charge)
 - Escorted vehicles
 - Buses pulling out and displaying the regulatory Give Way sign. This applies only in situations when the applicant is legally required to give way.

Note

It is important that the applicant demonstrates a sound knowledge of give way rules and should not be penalised if he/she proceeds and there is no possibility of a give way situation arising from the actions of other road users (for example other driver stops of their own volition to allow applicant to continue with turn around manoeuvre).

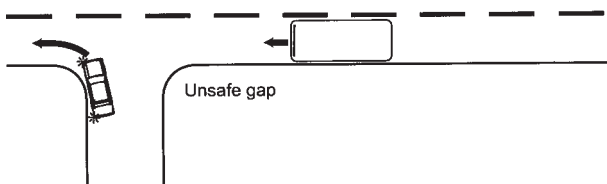
Judgement (continued)

EXAMPLES OF GIVE WAY SITUATIONS

- When driving through a break in a dividing strip a driver must give way to vehicles on the part of the road the driver is entering. (RR 84)
- A driver entering a median turning bay must give way to any oncoming vehicle already in the turning bay. (RR 86)
- Drivers must give way when leaving or entering a road-related area. (RRs 74 and 75)
- Drivers must give way to other vehicles when entering a turning lane after driving from a painted island. (RRs 85 and 138)
- Drivers must give way to pedestrians on a slip road. (RR 72)
- Drivers must give way to vehicles ahead of them when merging in another line of traffic. (RR 149)
- Drivers must give way to pedestrians on and entering a children's crossing. (RR 80)
- Drivers must give way to any pedestrian on a marked foot crossing with a yellow flashing light (Belisha Beacon). (RR 65)
- Drivers in shared zones must give way to all pedestrians. (RR 83)
- Drivers must give way to buses in a built up area in speed zones up to 70 km/h. (RR 77).

Diagram 34

Fails to give way.



7.3.17 Safety margins

Performance outcome

The applicant should drive the vehicle ensuring that there is an appropriate buffer zone in front of and to the sides of the vehicle and is in the correct position when stopped in a line of traffic. Note that the following distance is assessed using the time lapse formula (except for distance between heavy vehicles).

Scoring criteria

Non-critical driving errors (all classes)

- Reduces the following distance from the vehicle in front to less than two seconds but more than one second.
- Reduces the following distance from the vehicle in front to less than four seconds but more than two seconds in adverse conditions.

Note

Examiners should take into account extra following distances required for heavy vehicles.

- Maintains less than 1.2m side distance from parked vehicles, cyclists, pedestrians or oncoming traffic when travelling at normal road speeds.

Note

The 1.2m distance may be reduced if the speed is lowered accordingly and providing safety is not compromised.

- Stops in a line of traffic with insufficient space between the test vehicle and the vehicle in front.

Note

The gap should be sufficient to allow the test vehicle to manoeuvre forward around the vehicle if necessary.

- Drives too close to the left-hand edge or kerb of the road (including firm brushing or nudging the kerb) or the right-hand edge or kerb of a one way street. Driving closer than 30cm is reasonable if driving at slow speeds and in confined situations.

Safety margins (continued)

Critical driving errors (all classes)

- Follows other traffic with one second or less following distance (or in adverse conditions less than two seconds).
- Fails to maintain a safe distance when:
 - Passing or overtaking stationary or moving vehicles (including cyclists)
 - Passing roadside obstacles.
 - Passing pedestrians walking on a road or road-related area or in a shared zone.

Note

This CDE should be marked if the relationship between the speed of the vehicle and the safety margin is inappropriate (for example 60 km/h with a 0.5m margin).

Critical driving errors (class HC only)

- Reduces the following distance to below 200m between two long vehicles in a road train area or below 60m in other areas outside a built up area. (RR 127)

Note

This error would not apply on a multi-lane road or where the test vehicle is overtaking.

7.3.18 Progress

Performance outcome

The applicant should progress with the general flow of the traffic (at a speed that is not excessive for the situation) and without exceeding the speed limit. Acceleration should be smooth, progressive and appropriate for the traffic conditions.

Scoring criteria

Non-critical driving errors (all classes)

- Fails to adjust speed appropriately in response to an advisory speed sign (non-hazardous situation).
- Accelerates too rapidly or too slowly for the prevailing traffic and environmental conditions.
- Drives too fast for the situation, including in reverse, but does not exceed speed limit.

Note

This driving error refers to any speed that is marginally more than is appropriate, for example for reversing manoeuvres, turning, roundabouts.

- Drives too slowly for the situation, that is, up to 15 km/h under the speed limit where the road, vehicle and/or traffic conditions do not require it.

Critical driving errors (all classes)

- Drives more than 8 km/h over the speed limit.
- Drives 10% or more over the speed limit in a speed zone between 40 km/h and 80 km/h.
- Drives excessively too slow for the situation where the road, vehicle and/or traffic conditions do not require it. For example:
 - less than 80 km/h in a 100/110 km/h zone
 - less than 60 km/h in an 80 km/h zone
 - less than 45 km/h in a 60 km/h zone
 - less than 25 km/h in a 40 km/h zone

Progress (continued)

Note

- The last two CDEs should not be marked if momentary and quickly corrected and did not compromise safety to road users.
 - Buses over 5 tonnes and all other vehicles over 12 tonnes are restricted to a speed of 100 km/h even if the posted speed limit is over 100 km/h. (RR 24A)
 - The third CDE should not be marked where the applicant safely progresses with traffic for example progresses with traffic below the posted speed limit in the left lane of a multi lane road.
-

- Increases speed while being overtaken, causing actual or a potentially dangerous situation. (RR 145).
- Drives too fast for the situation, for example adverse weather conditions or approaching a safety zone or pedestrian/children's crossing (RRs 80 and 162), and in doing so compromises safety, including in reverse.

7.3.19 Signs, signals and road markings

Performance outcome

The driver is required to obey any regulatory road sign, traffic signal or road marking.

The applicant is required to bring the vehicle to a stop (as described in the traffic regulations) as close as practicable to, but not over, the line (actual line or building line or the traffic light) when required to do so.

Drivers are allowed to drive over single and double continuous white dividing lines to avoid an obstruction so long as the driver can do so safely. The level of hazard must be taken into account when making the decision. (RR 139).

Scoring criteria

Non-critical driving errors (all classes)

- Brings the vehicle to a stop with the vehicle protruding marginally over a stop line.
- Disobeys a *through traffic keep right* (or similar) sign where there is legal access back onto a road.
- When intending to turn right at traffic signals, fails to enter the intersection on a green light (when appropriate to do so) and wait for a safe gap in the traffic.

Note

The NCDE above refers to the first vehicle in line waiting to turn right.

- Demonstrates poor knowledge/understanding of traffic signals.

Note

This NCDE is for situations of a less serious nature (for example waits unnecessarily in a turning lane for a green arrow when legally able to proceed).

- When turning right, inappropriately moves into the intersection behind the first vehicle. This applies in cases where the driver faces a traffic signal showing a green light.

Note

Generally only the first vehicle should move into the intersection to position for a right turn.

- Unnecessarily crosses a continuous line separating the lanes. (RR 147)

Signs, signals and road markings (continued)

Critical driving errors (all classes)

- Disobeys any regulatory road sign (except a *Through traffic keep right* sign), traffic signal or road marking including:
 - Standing in a line of traffic over a *keep clear* road marking
 - Driving onto a railway crossing while the red lights are still flashing
 - *Heavy vehicles use low gear* sign (RR 108)
 - Disobeying an illuminated red flashing diagonal cross situated on an overhead lane control device (RR 152)
 - Drives unnecessarily to the right of two continuous parallel dividing lines (RR 139)

Note

■ Disobeying a speed regulatory sign would be marked under *Progress* performance check and disobeying a *No stopping* sign of any kind would be marked in *Road Position* performance check.

■ A driver may turn left at a red signal if there is a sign permitting him/her to do so. (RR 59)

■ At a stop sign or line, it is acceptable for the driver to make a correct stop and then move forward for a safe distance beyond the stop line, sign or intersection to increase vision before proceeding, provided approaching traffic is not impeded. Note that stop lines carry the same authority as the equivalent sign. (RR 67–71, 122).

■ *Truck Must Enter* and *Bus Must Enter* signs must be obeyed by these types of vehicles. (RRs 105 and 107)

■ A *No U-turn* sign applies until the next intersection or the end of the road or when another sign ends the restriction. (RR 39)

■ In cases where traffic lights are out of order or partially operating, and there is a traffic light-stop sign at the intersection, the driver must comply with RR 67 as if there were a stop sign at an intersection without traffic lights.

Scoring criteria and performance checks

Signs, signals and road markings (continued)

- Disobeys a stop sign, including:
 - Driving through a stop sign at any speed
 - Not stopping the vehicle at the stop line or, if there is no stop line, as near as practicable to, but before the intersection.

Note

For the purposes of Q-SAFE, stopping at the stop line means stopping within 1m of the stop line. However, in some cases this may not be practicable and the DE is required to make a judgement based on traffic conditions at the time.

- Stopping with the vehicle over the stop line or intersection to the extent that it could cause a potentially dangerous situation.

Note

At a stop sign, it is acceptable for the driver to make a correct stop and then move forward for a safe distance beyond the stop line or intersection to increase vision before proceeding, provided approaching traffic is not impeded.

7.3.20 Sequence (system of vehicle control and uncouple/recouple)

Performance outcome

1. Sequence – system of vehicle control

The applicant must combine the elements that make up the system of vehicle control in the correct sequence (that is course/mirrors/signals/speed/gears/mirrors/evasive action/acceleration).

The applicant should adhere to the correct sequence of the system of vehicle control on the approach to any hazard or potential hazard.

Note

Each individual element of the system of vehicle control is marked under separate performance checks. This performance check relates only to the sequence in which elements occur. Where an element is omitted (such as mirrors) the 'sequence' should be marked in addition to the element omitted.

2. Sequence – heavy combination uncouple/recouple

An applicant for a heavy combination licence is required to uncouple the trailer, drive forward approximately 10m and then reverse back onto the trailer to recouple. The vehicle should then be ready to drive off. The applicant should be able to uncouple and recouple the trailer (having regard for all safe practices) in the correct sequence within twelve minutes. Be aware that some types of vehicle may need slightly longer. (See Section 6, *Manoeuvres*)

Scoring criteria

Non-critical driving error – sequence system of vehicle control (all classes)

- The applicant applies an incorrect sequence to the system of vehicle control (for example starts to brake before checking mirrors or slows down before determining an appropriate course).

Non-critical driving error – sequence heavy combination uncouple/recouple (class HC only)

- Fails to ensure the release of jaws/pin coupling in preparation for the uncouple or recouple.
- Chocks not stowed securely and not causing a potentially hazardous situation.

Sequence (continued)

Critical driving errors – sequence heavy combination uncouple/recouple (class HC only)

- Unable to complete the task.
- Omits a segment (or operates out of sequence) causing a potentially dangerous situation to arise, for example:
 - Fails to apply park brake
 - Fails to carry out an initial tug test
 - Fails to lower or raise support legs and secure wind-up handle
 - Fails to ensure jaws/pin coupling is locked
 - Fails to chock wheels when required (i.e. spring-brake or brake away system not fitted or operational)
 - Fails to disconnect and secure or reconnect hoses and cables
 - Fails to ensure that air pressure is at a correct operating level before driving off.
- Exceeds the twelve minutes allocated for the exercise. Extra time should be allowed in some cases, for example flying saucer-type couplings.

7.3.21 Balance and control (motorbikes only)

Performance outcome

A rider should maintain full balance and control of the motorbike in all speed and driving conditions.

Scoring criteria

Non-critical driving errors

- Displays a lack of ability or skill in maintaining good balance and control (for example during low speed riding has to place a foot down to steady the vehicle).
- Fails to maintain a slow walking pace during the slow ride exercise.

Critical driving errors

- Applicant falls off the motorbike or lays the vehicle down.
- Operates the vehicle with a severe lack of control or balance and in a manner that compromises safety.

Specific repeated driving error

- Applicant repeatedly (that is more than five times) displays a lack of ability to balance or control the vehicle.

7.3.22 Posture (motorbikes only)

Performance outcome

The applicant should ride the motorbike with feet, knees, body, arms, hands and head in the appropriate position for safe and comfortable riding.

Scoring criteria

Non-critical driving errors

- Continually rides with toes on the footpegs.
- Continually rides with knees protruding out from the tank.
- Continually fails to lean with the motorbike, in a manner that interferes with cornering ability.
- Continually rides with the head not in an upright position.
- Continually rides in a seated position too far back from the tank.
- Continually rides sliding laterally from side to side across the seat.
- Continually rides with any hand off the handlebar without an appropriate reason and without causing a loss of balance and control.

Note

An appropriate reason would include switching to reserve fuel or adjusting a helmet visor.

Critical driving errors

- Removes both hands from the handlebars while the vehicle is in motion.
- Places feet on footpegs other than those allocated for use of the foot controls.

7.3.23 Helmet improperly worn (motorbikes only)

Performance outcome

The rider should ensure that an appropriate helmet is worn that is securely fitted and strapped according to manufacturer's specifications and Australian Design Rules.

Scoring criteria

Critical driving error

- Rides with the helmet improperly fitted or not securely strapped.

8. Assessment result



Driver Licence Assessment

Section 8 – Assessment result Contents

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8.0 Introduction

Generally, the applicant's assessment result is either successful or unsuccessful.

An unsuccessful assessment result is recorded in the following situations:

Nine or more accumulated non-critical driving errors

These non-critical driving errors may have occurred in relation to any of the performance checks – pre-drive check, vehicle operation, hazard recognition/decisions or motorbikes.

One specific repeated driving error

This occurs where six NCDEs have been recorded for a certain performance check.

Most cases of test termination

The conditions for test termination that are associated with an unsuccessful assessment result are:

- One critical driving error (including a general critical driving error)
- Refusal by the applicant to attempt any part of the test without a valid reason
- Coercion of the DE by the applicant
- Applicant under the influence of alcohol or other drugs
- Interference by a third party (eg relative, driver trainer)
- Unsuitable vehicle (including failed vehicle inspection)
- Separation from DE (motorbikes only).

The applicant receives a successful assessment result if there are no grounds for an unsuccessful result.

Important note

There are four conditions for test termination that do **not** lead to an unsuccessful assessment result because they are beyond the applicant's control. These conditions are:

- Illness
- Breakdown of the vehicle
- Adverse weather conditions
- Accident where the applicant was *not* at fault.

In these cases, the test is terminated but the assessment result is **neither** unsuccessful or successful. (Note: Any refund of the test fee in these situations is at the discretion of the Customer Service Centre Office Manager.)

For further details, please see Section 9, page 3, *Conditions for Test Termination*.

Assessment result

8.1 How to record the assessment result on the report form

- If the result is successful, cross the box marked *Successful* in the *Assessment Result* section of the report form. Provide the applicant with written feedback on their driving performance in the area for *Appraisal*.

Note

Guidelines on written feedback are given later in this section.

- If the result is unsuccessful, cross the box marked *Unsuccessful* and, if applicable, cross the box marked *Test Terminated*. Examiners also need to cross the appropriate box in the *Criteria for an Unsuccessful Assessment Result* section. (Note that this list on the report form does not cover all criteria for an unsuccessful result eg interference by third party.) The reasons for the unsuccessful result must be detailed in the *Appraisal* area.
- If the test is terminated for conditions that are beyond the applicant's control, the *Test Terminated* box is crossed and the reason noted in the *Appraisal* area. In these cases, there is neither a successful nor unsuccessful assessment result recorded, and no boxes marked in the *Criteria for an Unsuccessful Assessment Result* section.
- The DE must sign the *Assessment Result* section of the report form and record their DE's number.

8.2 How to provide written feedback to the applicant on their driving performance

Detailed written feedback to the applicant is compulsory, whether they are successful or unsuccessful. Written feedback aims to make the assessment result more informative and educational for both the applicant and their trainer/tutor. The feedback is recorded in the *Appraisal* area of the *Assessment Result* section of the report form.

Information on general requirements for all written feedback is detailed below. This is followed by some key examples of written feedback to illustrate some of these requirements.

Requirements for written feedback

- All feedback must relate specifically to the applicant's performance on the driving test. Examiners must avoid making comments about the applicant's driving skills that are beyond the scope of the test.
- The DE is required to provide constructive information on both the strengths and weaknesses of the applicant's performance, whether they have been successful or unsuccessful. They should try to be as positive as possible and note areas where the applicant has performed well and others where improvements are needed. It is not necessary to comment on every aspect of the test where the applicant performed well.
- Any driving errors that were made during the test must be explained verbally and supported by written comments. It is not sufficient to just note the type of error made and the relevant performance check. Ideally, the driving error should be explained in terms of the scoring criteria for that particular error.
- If multiple non-critical driving errors were accrued during the test, it is sufficient to summarise the trends of errors that occurred rather than explain each NCDE. It is adequate to explain the most significant NCDEs as there may not be enough space on the report form to detail every error.
- A critical driving error (including general) or a specific repeated driving error must be fully explained according to its scoring criteria.
- If the test is terminated for any reason, the DE must give a detailed explanation of why this occurred.

Some examples of written feedback to illustrate these requirements are shown on the following pages.

Written feedback – Example 1

Car – Class C (manual)

In this example, the DE comments to aspects of the applicant’s driving performance that were related to the test.

The DE refers to the main non-critical driving errors that were made and briefly explains them in terms of their scoring criteria.

A positive comment is made in relation to the person’s hill start and reverse park manoeuvre.

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Progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																																																																			
Signs/Signals/Markings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																																																																																																			
Sequence - System of Vehicle Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																			
Uncouple/Recouple	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																			
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		<input checked="" type="checkbox"/> error <table border="1"> <thead> <tr> <th></th> <th>NCDE</th> <th>SRDE</th> <th>CDE</th> </tr> </thead> <tbody> <tr><td>Balance & Control</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Posture</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Helmet</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		NCDE	SRDE	CDE	Balance & Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Helmet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																				
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Helmet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																			

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Written Feedback – Example 2

Car – class C

In this example, the DE explains the CDE made according to its scoring criteria and the time that it occurred.
The DE comments on a positive aspect of the drive.

Assessment Result <i>please</i> <input checked="" type="checkbox"/>								
Successful <input type="checkbox"/>	Unsuccessful <input checked="" type="checkbox"/>	Test Terminated <input checked="" type="checkbox"/>						
Appraisal ...CDE for PROGRESS (at 10.40 am) - exceeded speed limit 50 km/h in a 40 km/h zone.....								
NCDEs for OBSERVATION - insufficient.....								
Good steering control and operation.....								
Driving Examiner's Initials <u>GN</u> Driving Examiner's Number <u>64</u>								
Criteria for an Unsuccessful Assessment Result <i>please</i> <input checked="" type="checkbox"/>								
	Regular Q-SAFE	Tow truck/driver authorisation						
Non-Critical Driving Errors (NCDE)	9 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>						
Specific Repeated Driving Error (SRDE)	1 or more <input type="checkbox"/>	1 or more <input type="checkbox"/>						
Critical Driving Error (CDE)	1 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>						
General - Critical Driving Errors Intervention by Examiner <input type="checkbox"/> Collision <input type="checkbox"/> Dangerous action <input type="checkbox"/> Disobeys official direction <input type="checkbox"/>								
C - Pre-Drive Check	D - Vehicle Operation				E - Hazard Recognition/Decisions			
<input checked="" type="checkbox"/> assessed <input checked="" type="checkbox"/> error All Classes NCDE <input type="checkbox"/> Mirrors Adjustment <input type="checkbox"/> <input type="checkbox"/> Headlights/Dip <input type="checkbox"/> Cars and Trucks (Class C,LR,MR,HR,HC) <input checked="" type="checkbox"/> Wipers <input type="checkbox"/> <input checked="" type="checkbox"/> Washers <input type="checkbox"/> <input type="checkbox"/> Demister <input type="checkbox"/> <input type="checkbox"/> Air Conditioner <input type="checkbox"/> <input type="checkbox"/> Hazard Lights <input type="checkbox"/> <input type="checkbox"/> Seat Adjustment <input type="checkbox"/> <input type="checkbox"/> Emergency Lights (Tow Truck only) <input type="checkbox"/> Trucks (Class MR,HR,HC) <input type="checkbox"/> Auxiliary Brake <input type="checkbox"/> <input type="checkbox"/> Trailer Brake <input type="checkbox"/> Motorbikes (Class R & RE) <input type="checkbox"/> Choke <input type="checkbox"/> <input type="checkbox"/> Side Stand <input type="checkbox"/> <input type="checkbox"/> Fuel/Reserve <input type="checkbox"/> <input type="checkbox"/> Kill Switch <input type="checkbox"/>	<input checked="" type="checkbox"/> error NCDE SRDE CDE Ancillary Controls <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Clutch <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Clutch Coasting <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stalling <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accelerator <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gears (Class RE, R, C, LR) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gears (Class MR, HR, HC) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Steering Control <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Steering Operation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Braking <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Road Position <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Manoeuvre Positions <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Left Turn Position - Before <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> After <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Right Turn Position - Before <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> After <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> error NCDE SRDE CDE Observation/Scanning <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Shoulder Checks <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mirrors <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Signalling <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traffic Hazard <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Judgment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Safety Margins <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Progress <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Signs/Signals/Markings <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sequence - System of Vehicle Control <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Uncouple/Recouple <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	F - Motorbikes <input checked="" type="checkbox"/> error NCDE SRDE CDE Balance & Control <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Posture <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Helmet <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					

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Written Feedback – Example 3

Car – class C (automatic)

In this example, the DE gives a description of why the test was terminated.

The DE refers to NCDEs that were made.

Assessment Result please <input checked="" type="checkbox"/>			
Successful <input type="checkbox"/>	Unsuccessful <input type="checkbox"/>	Test Terminated <input checked="" type="checkbox"/>	
Appraisal <u>Test vehicle involved in an accident... applicant not at fault. Accident occurred at 11.45 am.</u>			
NCDEs: <u>SHOULDER CHECKS: insufficient. MIRRORS: insufficient use before slowing or stopping.</u>			
Driving Examiner's Initials <u>PD</u> Driving Examiner's Number <u>32</u>			
Criteria for an Unsuccessful Assessment Result please <input checked="" type="checkbox"/>			
	Regular Q-SAFE	Tow truck/driver authorisation	
Non-Critical Driving Errors (NCDE)	9 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>	
Specific Repeated Driving Error (SRDE)	1 or more <input type="checkbox"/>	1 or more <input type="checkbox"/>	
Critical Driving Error (CDE)	1 <input type="checkbox"/>	1 <input type="checkbox"/>	
General - Critical Driving Errors Intervention by Examiner <input type="checkbox"/> Collision <input type="checkbox"/> Dangerous action <input type="checkbox"/> Disobeys official direction <input type="checkbox"/>			
C - Pre-Drive Check	D - Vehicle Operation		E - Hazard Recognition/Decisions
<input checked="" type="checkbox"/> assessed <input checked="" type="checkbox"/> error	<input checked="" type="checkbox"/> error		<input checked="" type="checkbox"/> error
All Classes NCDE	NCDE	SRDE	CDE
<input type="checkbox"/> Mirrors Adjustment	Ancillary Controls		Observation/Scanning
<input type="checkbox"/> Headlights/Dip	Clutch		Shoulder Checks
Cars and Trucks (Class C,LR,MR,HR,HC)	Clutch Coasting		Mirrors
<input type="checkbox"/> Wipers	Stalling		Signalling
<input type="checkbox"/> Washers	Accelerator		Traffic Hazard
<input checked="" type="checkbox"/> Demister	Gears (Class RE, R, C, LR)		Judgment
<input type="checkbox"/> Air Conditioner	Gears (Class MR, HR, HC)		Safety Margins
<input checked="" type="checkbox"/> Hazard Lights	Steering Control		Progress
<input type="checkbox"/> Seat Adjustment	Steering Operation		Signs/Signals/Markings
<input type="checkbox"/> Emergency Lights (Tow Truck only)	Braking		Sequence - System of Vehicle Control
Trucks (Class MR,HR,HC)	Road Position		Uncouple/Recouple
<input type="checkbox"/> Auxiliary Brake	Manoeuvre Positions		
<input type="checkbox"/> Trailer Brake	Left Turn Position - Before		F - Motorbikes
Motorbikes (Class R & RE)	After		<input checked="" type="checkbox"/> error
<input type="checkbox"/> Choke	Right Turn Position - Before		Balance & Control
<input type="checkbox"/> Side Stand	After		Posture
<input type="checkbox"/> Fuel/Reserve			Helmet
<input type="checkbox"/> Kill Switch			

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Written Feedback – Example 4

Car – class C (manual)

In this example, the DE describes the SRDE according to its scoring criteria and explains why the test was unsuccessful.

The DE notes the NCDEs made and an aspect of the test where the applicant performed well.

Assessment Result <i>please</i> <input checked="" type="checkbox"/>																																																																																																																																							
Successful <input type="checkbox"/>	Unsuccessful <input checked="" type="checkbox"/>	Test Terminated <input type="checkbox"/>																																																																																																																																					
Appraisal SRDE – ROAD POSITION: did not stay within the lane on numerous occasions during the drive. Manoeuvres were performed well.																																																																																																																																							
Driving Examiner's Initials RD Driving Examiner's Number 19																																																																																																																																							
Criteria for an Unsuccessful Assessment Result <i>please</i> <input checked="" type="checkbox"/>																																																																																																																																							
	Regular Q-SAFE	Tow truck/driver authorisation																																																																																																																																					
Non-Critical Driving Errors (NCDE)	9 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>																																																																																																																																					
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Critical Driving Error (CDE)	1 <input type="checkbox"/>	1 <input type="checkbox"/>																																																																																																																																					
General - Critical Driving Errors Intervention by Examiner <input type="checkbox"/> Collision <input type="checkbox"/> Dangerous action <input type="checkbox"/> Disobeys official direction <input type="checkbox"/>																																																																																																																																							
C - Pre-Drive Check	D - Vehicle Operation				E - Hazard Recognition/Decisions																																																																																																																																		
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Before</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>After</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Right Turn Position - Before</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>After</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		NCDE	SRDE	CDE	Ancillary Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clutch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clutch Coasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stalling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accelerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gears (Class RE, R, C, LR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gears (Class MR, HR, HC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steering Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steering Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Road Position	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Manoeuvre Positions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Left Turn Position - Before	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	After	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right Turn Position - Before	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	After	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> error <table border="1"> <thead> <tr> <th></th> <th>NCDE</th> <th>SRDE</th> <th>CDE</th> </tr> </thead> <tbody> <tr><td>Observation/Scanning</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Shoulder Checks</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Mirrors</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Signalling</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Traffic Hazard</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Judgment</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Safety Margins</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Progress</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Signs/Signals/Markings</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Sequence - System of Vehicle Control</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Uncouple/Recouple</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		NCDE	SRDE	CDE	Observation/Scanning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder Checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signalling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Margins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signs/Signals/Markings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sequence - System of Vehicle Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uncouple/Recouple	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F - Motorbikes <input checked="" type="checkbox"/> error <table border="1"> <thead> <tr> <th></th> <th>NCDE</th> <th>SRDE</th> <th>CDE</th> </tr> </thead> <tbody> <tr><td>Balance & Control</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Posture</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Helmet</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </tbody> </table>		NCDE	SRDE	CDE	Balance & Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Helmet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Left Turn Position - Before	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				
After	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				
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Observation/Scanning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				
Shoulder Checks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				
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Uncouple/Recouple	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				
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Balance & Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				
Posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				
Helmet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																				

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Written Feedback – Example 5

Motorbike – class R

In this example, the DE provides informative and positive feedback on the applicant’s riding performance.

The DE comments on errors made.

Assessment Result <i>please</i> <input checked="" type="checkbox"/>				
Successful <input checked="" type="checkbox"/>	Unsuccessful <input type="checkbox"/>	Test Terminated <input type="checkbox"/>		
Appraisal Demonstrated good riding skills during test.				
NCDEs - SIGNALLING: insufficient use of signals; and unable to locate kill switch.				
Driving Examiner's Initials CD Driving Examiner's Number 10				
Criteria for an Unsuccessful Assessment Result <i>please</i> <input checked="" type="checkbox"/>				
	Regular Q-SAFE	Tow truck/driver authorisation		
Non-Critical Driving Errors (NCDE)	9 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>		
Specific Repeated Driving Error (SRDE)	1 or more <input type="checkbox"/>	1 or more <input type="checkbox"/>		
Critical Driving Error (CDE)	1 <input type="checkbox"/>	1 <input type="checkbox"/>		
General - Critical Driving Errors Intervention by Examiner <input type="checkbox"/> Collision <input type="checkbox"/> Dangerous action <input type="checkbox"/> Disobeys official direction <input type="checkbox"/>				
C - Pre-Drive Check	D - Vehicle Operation			E - Hazard Recognition/Decisions
<input checked="" type="checkbox"/> assessed <input checked="" type="checkbox"/> error	<input checked="" type="checkbox"/> error	NCDE	SRDE	CDE
All Classes				
<input checked="" type="checkbox"/> Mirrors Adjustment				
<input type="checkbox"/> Headlights/Dip				
Cars and Trucks (Class C,LR,MR,HR,HC)				
<input type="checkbox"/> Wipers				
<input type="checkbox"/> Washers				
<input type="checkbox"/> Demister				
<input type="checkbox"/> Air Conditioner				
<input type="checkbox"/> Hazard Lights				
<input type="checkbox"/> Seat Adjustment				
<input type="checkbox"/> Emergency Lights (Tow Truck only)				
Trucks (Class MR,HR,HC)				
<input type="checkbox"/> Auxiliary Brake				
<input type="checkbox"/> Trailer Brake				
Motorbikes (Class R & RE)				
<input checked="" type="checkbox"/> Choke				
<input checked="" type="checkbox"/> Side Stand				
<input type="checkbox"/> Fuel/Reserve				
<input checked="" type="checkbox"/> Kill Switch				
Ancillary Controls				
Clutch				
Clutch Coasting				
Stalling				
Accelerator				
Gears (Class RE, R, C, LR)				
Gears (Class MR, HR, HC)				
Steering Control				
Steering Operation				
Braking				
Road Position				
Manoeuvre Positions				
Left Turn Position - Before				
After				
Right Turn Position - Before				
After				
Observation/Scanning				
Shoulder Checks				
Mirrors				
Signalling				
Traffic Hazard				
Judgment				
Safety Margins				
Progress				
Signs/Signals/Markings				
Sequence - System of Vehicle Control				
Uncouple/Recouple				
F - Motorbikes				
<input checked="" type="checkbox"/> error	NCDE	SRDE	CDE	
Balance & Control				
Posture				
Helmet				

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Written Feedback – Example 6

Truck – class HR

In this example, the DE explains why the test was unsuccessful by detailing the reason for the CDE made. The DE makes a comment on an aspect of the test performed well.

Assessment Result <i>please</i> <input checked="" type="checkbox"/>				
Successful <input type="checkbox"/>	Unsuccessful <input checked="" type="checkbox"/>	Test Terminated <input checked="" type="checkbox"/>		
Appraisal <i>CDE for GEARS at 9.47 am - applicant's demonstrated lack of ability to change gears appropriately for speed and road conditions causes loss of control of vehicle.</i>				
<i>Good use of mirrors during test drive.</i>				
Driving Examiner's Initials <u>QR</u> Driving Examiner's Number <u>81</u>				
Criteria for an Unsuccessful Assessment Result <i>please</i> <input checked="" type="checkbox"/>				
	Regular Q-SAFE	Tow truck/driver authorisation		
Non-Critical Driving Errors (NCDE)	9 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>		
Specific Repeated Driving Error (SRDE)	1 or more <input type="checkbox"/>	1 or more <input type="checkbox"/>		
Critical Driving Error (CDE)	1 <input checked="" type="checkbox"/>	1 <input type="checkbox"/>		
General - Critical Driving Errors Intervention by Examiner <input type="checkbox"/> Collision <input type="checkbox"/> Dangerous action <input type="checkbox"/> Disobeys official direction <input type="checkbox"/>				
C - Pre-Drive Check	D - Vehicle Operation			E - Hazard Recognition/Decisions
<input checked="" type="checkbox"/> <i>assessed</i> <input checked="" type="checkbox"/> <i>error</i> All Classes NCDE <input type="checkbox"/> Mirrors Adjustment <input type="checkbox"/> <input type="checkbox"/> Headlights/Dip <input type="checkbox"/> Cars and Trucks (Class C,LR,MR,HR,HC) <input type="checkbox"/> Wipers <input type="checkbox"/> <input checked="" type="checkbox"/> Washers <input type="checkbox"/> <input type="checkbox"/> Demister <input type="checkbox"/> <input type="checkbox"/> Air Conditioner <input type="checkbox"/> <input type="checkbox"/> Hazard Lights <input type="checkbox"/> <input checked="" type="checkbox"/> Seat Adjustment <input checked="" type="checkbox"/> <input type="checkbox"/> Emergency Lights (Tow Truck only) <input type="checkbox"/> Trucks (Class MR,HR,HC) <input checked="" type="checkbox"/> Auxiliary Brake <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Trailer Brake <input type="checkbox"/> Motorbikes (Class R & RE) <input type="checkbox"/> Choke <input type="checkbox"/> <input type="checkbox"/> Side Stand <input type="checkbox"/> <input type="checkbox"/> Fuel/Reserve <input type="checkbox"/> <input type="checkbox"/> Kill Switch <input type="checkbox"/>	<input checked="" type="checkbox"/> <i>error</i> NCDE SRDE CDE Ancillary Controls <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Clutch <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Clutch Coasting <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Stalling <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Accelerator <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gears (Class RE, R, C, LR) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Gears (Class MR, HR, HC) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Steering Control <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Steering Operation <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Braking <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Road Position <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Manoeuvre Positions <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Left Turn Position - Before <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> After <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Right Turn Position - Before <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> After <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <i>error</i> NCDE SRDE CDE Observation/Scanning <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shoulder Checks <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Mirrors <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Signalling <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Traffic Hazard <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Judgment <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Safety Margins <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Progress <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Signs/Signals/Markings <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Sequence - System of Vehicle Control <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Uncouple/Recouple <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	F - Motorbikes <input checked="" type="checkbox"/> <i>error</i> NCDE SRDE CDE Balance & Control <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Posture <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Helmet <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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Written Feedback – Example 7

Car – class C (Manual)

In this example, the DE gives applicant positive feedback on their driving performance and notes specific areas where they performed well.

The DE comments on NCDEs made during the test.

Assessment Result <i>please</i> <input checked="" type="checkbox"/>							
Successful <input checked="" type="checkbox"/>	Unsuccessful <input type="checkbox"/>	Test Terminated <input type="checkbox"/>					
Appraisal <i>Good effort demonstrated sound driving practices overall.</i>							
<i>NCDE - failed to check blind spot when moving off.</i>							
<i>- insufficient use of signals when exiting roundabout.</i>							
Driving Examiner's Initials <u>RC</u> Driving Examiner's Number <u>99</u>							
Criteria for an Unsuccessful Assessment Result <i>please</i> <input checked="" type="checkbox"/>							
	Regular Q-SAFE	Tow truck/driver authorisation					
Non-Critical Driving Errors (NCDE)	9 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>					
Specific Repeated Driving Error (SRDE)	1 or more <input type="checkbox"/>	1 or more <input type="checkbox"/>					
Critical Driving Error (CDE)	1 <input type="checkbox"/>	1 <input type="checkbox"/>					
General - Critical Driving Errors Intervention by Examiner <input type="checkbox"/> Collision <input type="checkbox"/> Dangerous action <input type="checkbox"/> Disobeys official direction <input type="checkbox"/>							
C - Pre-Drive Check	D - Vehicle Operation			E - Hazard Recognition/Decisions			
<input checked="" type="checkbox"/> assessed <input checked="" type="checkbox"/> error	<input checked="" type="checkbox"/> error			<input checked="" type="checkbox"/> error			
All Classes NCDE	NCDE	SRDE	CDE	NCDE	SRDE	CDE	
<input checked="" type="checkbox"/> Mirrors Adjustment				Observation/Scanning			
<input checked="" type="checkbox"/> Headlights/Dip				Shoulder Checks	<input checked="" type="checkbox"/>		
Cars and Trucks (Class C,LR,MR,HR,HC)				Mirrors			
<input type="checkbox"/> Wipers				Signalling	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Washers				Traffic Hazard			
<input type="checkbox"/> Demister				Judgment			
<input type="checkbox"/> Air Conditioner				Safety Margins			
<input type="checkbox"/> Hazard Lights				Progress			
<input type="checkbox"/> Seat Adjustment				Signs/Signals/Markings			
<input type="checkbox"/> Emergency Lights (Tow Truck only)				Sequence - System of Vehicle Control			
Trucks (Class MR,HR,HC)				Uncouple/Recouple			
<input type="checkbox"/> Auxiliary Brake							
<input type="checkbox"/> Trailer Brake				F - Motorbikes			
Motorbikes (Class R & RE)				<input checked="" type="checkbox"/> error	NCDE	SRDE	CDE
<input type="checkbox"/> Choke				Balance & Control			
<input type="checkbox"/> Side Stand				Posture			
<input type="checkbox"/> Fuel/Reserve				Helmet			
<input type="checkbox"/> Kill Switch							

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Written Feedback – Example 8

Bus – class HR

In this example, the DE explains why the bus test was terminated on the basis of a GCDE.

Assessment Result <i>please</i> <input checked="" type="checkbox"/>								
Successful <input type="checkbox"/>	Unsuccessful <input checked="" type="checkbox"/>	Test Terminated <input checked="" type="checkbox"/>						
Appraisal <u>Applicant disobeyed police direction to stop at accident scene (at 3.07 pm)</u>								
Driving Examiner's Initials <u>JD</u> Driving Examiner's Number <u>25</u>								
Criteria for an Unsuccessful Assessment Result <i>please</i> <input checked="" type="checkbox"/>								
	Regular Q-SAFE	Tow truck/driver authorisation						
Non-Critical Driving Errors (NCDE)	9 or more <input type="checkbox"/>	6 or more <input type="checkbox"/>						
Specific Repeated Driving Error (SRDE)	1 or more <input type="checkbox"/>	1 or more <input type="checkbox"/>						
Critical Driving Error (CDE)	1 <input type="checkbox"/>	1 <input type="checkbox"/>						
General - Critical Driving Errors Intervention by Examiner <input type="checkbox"/> Collision <input type="checkbox"/> Dangerous action <input type="checkbox"/> Disobeys official direction <input checked="" type="checkbox"/>								
C - Pre-Drive Check	D - Vehicle Operation				E - Hazard Recognition/Decisions			
<input checked="" type="checkbox"/> assessed <input checked="" type="checkbox"/> error All Classes <input type="checkbox"/> Mirrors Adjustment <input type="checkbox"/> Headlights/Dip Cars and Trucks (Class C,LR,MR,HR,HC) <input checked="" type="checkbox"/> Wipers <input checked="" type="checkbox"/> Washers <input type="checkbox"/> Demister <input type="checkbox"/> Air Conditioner <input checked="" type="checkbox"/> Hazard Lights <input checked="" type="checkbox"/> Seat Adjustment <input type="checkbox"/> Emergency Lights (Tow Truck only) Trucks (Class MR,HR,HC) <input type="checkbox"/> Auxiliary Brake <input type="checkbox"/> Trailer Brake Motorbikes (Class R & RE) <input type="checkbox"/> Choke <input type="checkbox"/> Side Stand <input type="checkbox"/> Fuel/Reserve <input type="checkbox"/> Kill Switch	<input checked="" type="checkbox"/> error NCDE SRDE CDE Ancillary Controls Clutch Clutch Coasting Stalling Accelerator Gears (Class RE, R, C, LR) Gears (Class MR, HR, HC) Steering Control Steering Operation Braking Road Position Manoeuvre Positions Left Turn Position - Before After Right Turn Position - Before After	<input checked="" type="checkbox"/> error NCDE SRDE CDE Observation/Scanning Shoulder Checks Mirrors Signalling Traffic Hazard Judgment Safety Margins Progress Signs/Signals/Markings Sequence - System of Vehicle Control Uncouple/Recouple	F - Motorbikes <input checked="" type="checkbox"/> error NCDE SRDE CDE Balance & Control Posture Helmet					

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9. Conditions for test termination



Driver Licence Assessment

Section 9– Conditions for test termination

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9.0 Introduction

This section of the manual describes the conditions for test termination.

If a test is terminated, the applicant must be directed back to the testing centre by the shortest possible route.

Information on how to mark the report form is detailed after the conditions for test termination.

Note

For further information on some conditions for test termination (for example coercion, alcohol and other drugs, illness and interference by a third party), refer to Part 1 of this manual.

9.1 Applicant-related

Test is terminated if:

Critical driving error

Applicant accrues one critical driving error (that is, a CDE or a GCDE).

Refusal

Applicant refuses to attempt any part of the test without a valid reason (for example applicant refuses to undertake or complete a manoeuvre because of lack of practice).

Coercion

A bribe is offered to the DE or any form of corrupt practice is suggested.

Alcohol and other drugs

There are reasonable grounds to suspect that the applicant is under the influence of alcohol or other drugs (that is, the applicant demonstrates observable signs that makes the DE believe that he/she is affected by alcohol or other drugs).

Illness

Applicant is ill to the point that it would not be appropriate to continue the test.

Interference by third party

Applicant receives instruction or advice from a third party after the test has officially commenced (that is, after the statements have been read from the Driving Examiner message and any questions answered). Examples of third parties include driver trainers, official interpreters and relatives.

Separation from Driving Examiner (motorbikes only)

Motorbike licence applicant becomes separated from the DE during the course of the test for a period of time that prevents completion of the assessment.

Conditions for test termination

9.2 Vehicle-related

Test is terminated if:

Unsuitable vehicle

- Failed vehicle check.
- Vehicle is unsuitable for the class of licence which the applicant is applying.
- It becomes apparent during the test that the vehicle is not functional for the purposes of testing. For example:
 - speedometer not working
 - excessive exhaust fumes
 - extreme noise from vehicle
 - hand brake is not functional
 - selected gear will not remain engaged
 - inability to brake appropriately with short brake levers (motorbikes only).

Breakdown

Vehicle breaks down after the test has commenced.

9.3 Other conditions

Test is terminated if:

Adverse weather

- Extremely adverse weather conditions occur (for example flooding, severe thunderstorm or dense fog), making the test significantly more difficult than normal.
- Applicant is involved in an accident of any consequence (ie damaged test vehicle) during the test.

9.4 How to mark the report form

- Test termination must be recorded by crossing the box marked 'Test Terminated' in the *Assessment Result* section of the report form. The reason for test termination must also be detailed in the *Appraisal* section.

Note

Depending on the condition that resulted in test termination, it may also be necessary to mark additional areas of the report form. For example, if the test is terminated because of a critical driving error, this should be recorded and an unsuccessful test result noted.

- When a test is terminated, the assessment result is generally marked as unsuccessful. However, this is not appropriate in cases where the test was terminated because of conditions beyond the applicant's control. The following conditions for test termination are usually not associated with an unsuccessful assessment result:
 - illness
 - breakdown
 - adverse weather
 - accident

In these types of cases, only the 'Test Terminated' box should be marked and the reason detailed.



Driver Licence Assessment

10. Special testing

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10.0 Introduction

This part of the manual details procedures for special testing. All these procedures are based on standard Q-SAFE driver licence assessment procedures with appropriate modifications to meet the requirements of special testing.

In general, special testing should only be undertaken by DEs who have received appropriate training and been authorised by their PA (DA).

Specific information on the following special testing procedures is given in this part of the manual.

- Specialist driver assessment – driver authorisation and tow trucks
- Assessment for Class UD licences

10.1 Specialist driver assessments – driver authorisation and tow trucks

Driver authorisation is a qualification which a driver of a public passenger vehicle must obtain in order to operate that vehicle. Driver authorisation is issued for drivers of buses, taxis, limousines and motorbike riders providing touring services.

To obtain driver authorisation an applicant must have:

- Held a driver licence (open or provisional) continuously for three years (or five years for motorbikes) or
- Satisfactorily completed a specialist driver assessment, if they have not held their licence for that period of time.

To obtain a tow truck driver's certificate an applicant must have:

- Held a current driver licence authorising them to drive a tow truck (of the class for which they are applying) for a continuous period of three years or
- Satisfactorily completed a specialist driver assessment if they have not held that licence class for three years continuously.

Specialist driver assessments are practical driving assessments which test driving skills necessary to obtain a QT authority to drive specialist vehicles.

Specialist driver assessments are undertaken where the applicant requires driver authorisation or a tow truck driver's certificate.

Specialist driver assessments are conducted using Q-SAFE Driver Licence Assessment Procedures, with additional performance checks relevant to the application. A more stringent level of scoring is used to reflect a higher standard of performance and knowledge required to pass a specialist driver assessment.

Specialist driver assessments are designed to test a higher skill level expected of someone with three years driving experience.

Specialist driver assessments may only be conducted by DEs who have been trained and authorised by their PA (DA).

Specific details on procedures for specialist driver assessment for driver authorisation and tow trucks are given in the next sections.

Special testing

10.2 Procedures for specialist driver assessment – driver authorisation

Procedures for this assessment are set at a higher standard than Q-SAFE.

This type of assessment is undertaken when an applicant for driver authorisation has not held his or her licence for a continuous period of three years (or five years for motorbikes).

A higher standard of testing is reflected in the following areas:

- Increased test time
- An extended pre-drive check
- Additional manoeuvres
- More stringent scoring criteria for performance checks.

Details on each section of the test are given below. Remember to record the assessment on the *Specialist Driver Assessment Report* form.

10.2.1 Test route design

- Driving Examiners should design the test route using the same criteria as those in the standard Q-SAFE assessment.
- All the specific driving situations required as part of the test route design for Q-SAFE should be included in these assessments.
- The time allocated for such assessments has been increased. This accommodates an extended pre-drive check and allows for additional manoeuvres to be undertaken.

The test times are:

Assessment type	Window	On-road time
Taxi & Limousine	90 minutes	60 minutes
Motorbike	90 minutes	70 minutes
Bus	90 minutes	70 minutes

10.2.2 Preliminaries

The preliminaries (that is, *A Message from Your Driving Examiner* and vehicle check) should be conducted in accordance with the usual Q-SAFE procedures.

10.2.3 Pre-drive check

The pre-drive check for this assessment requires the DE to assess all Q-SAFE items relevant to the vehicle class.

10.2.4 Manoeuvres

- Driving Examiners should refer to the same conditions on locations for conducting manoeuvres as listed in Q-SAFE.
- All Q-SAFE manoeuvres relevant to the vehicle class must be assessed. That is, all manoeuvres listed as compulsory and optional for a standard Q-SAFE are compulsory for Driver Authorisation assessments. (See Section 6.1, *Compulsory Manoeuvres*)
- In addition, there are a number of **additional manoeuvres** incorporated into the Specialist Driver Assessment.
- The conditions for locations on additional manoeuvres are described below.
- For bus tests, three additional manoeuvres particular to a skill level required for a driver of a public transport vehicle are also required to be tested.

Buses

Bus Stop exercise

- The bus must come to a halt at a bus stop within 0.5m of the kerb.
- The passenger entry door should be as close as practicable to the point where passengers will enter the bus.
- On coming to a halt, the vehicle should then be secured.
- The door must then be opened as if passengers were being picked up.
- The doors should then be closed before the bus moves off.

Conditions for location

- Any bus stop that is normally used by passenger service buses for picking up and setting down passengers.

Emergency Stop exercise

- The bus must be able to come to a stop safely and as quickly as possible from a speed of approximately 40 km/h.
- The driver must have full control of the vehicle during the emergency stop and must ensure that the vehicle does not skid.

Conditions for location

- A safe area where there is:
 - clear visibility in all directions
 - ample road space
 - low volumes of traffic
 - a level bitumen road.

Straight reverse (for articulated buses)

- Reverse the vehicle in a straight line for a distance of approximately 25 m, staying within 2 m of the left road edge or kerb.
- In this exercise, only the mirrors should be used when observing to the rear.

Conditions for location

- Select a quiet area where there is good visibility and plenty of road space with a minimal risk of inconveniencing other road users.

Motorbikes

- All Q-SAFE manoeuvres relevant to RE and R Class are to be assessed and it is compulsory to conduct two U-turns.
- The following additional manoeuvres must also be conducted:

Parking exercise

- Park the vehicle in a safe and legal position along a stretch of road at the DE's direction.
- Ensure that one wheel (preferably the rear wheel) is as close as practicable to the boundary of the road.
- Drive off from that position.

Conditions for location

- This exercise should be conducted along any street where legal parking space is available.
- The road chosen may have various parking and stopping controls along some portions of its length (for example, *no standing* signs or a post box on the side of the road).

Riding with a pillion passenger

- The applicant should be assessed across a range of road types and driving conditions, at the direction of the DE, for approximately 15 minutes, with a pillion passenger seated on the vehicle.
- Driving situations should include a variety of left and right turns at different types of intersections.
- Balance and control should be checked by the DE during the different driving situations.
- The pillion passenger must be a volunteer accompanying the test applicant.

Conditions for location

- This exercise should be conducted over as many different road types and specific driving situations as time allows.

10.2.5 Performance checks and scoring criteria

All the standard Q-SAFE performance checks must be scored for Specialist Driver Assessment – Driver Authorisation. There are additional scoring criteria for Specialist Driver Assessment. These are listed below.

Ancillary controls

Critical driving errors (all classes)

- Only one prompt is allowed after at least 30 seconds. Then after a further 20 seconds, the DE should explain the situation and record the CDE.

Note

In standard Q-SAFE testing, two prompts are permitted before a CDE is marked for this performance check.

Critical driving error (buses only)

- Opens a passenger access door while the vehicle is moving or fails to close a passenger access door prior to the vehicle moving.

Steering control

Specific repeated driving error – steering control (all driver authorisation classes)

- Repeated non-critical steering control errors (that is, six errors).

Special testing

Braking

Critical driving error (buses only)

- Fails to apply the handbrake/park brake while stopped at bus stop.

Non-critical driving errors (buses only)

- Stops at a bus stop with the passenger access door too far away from the kerb (for example, more than 0.5m away).
- Stops at a bus stop with the passenger access door too far away from the point where passengers would normally board the bus.

Manoeuvre position

Critical driving error (motorbikes only)

- Parks the motorbike illegally.

Non-critical driving errors (motorbikes only)

- Parks the motorbike incorrectly.

Notes

- A motorbike must be parked so at least one wheel is as close as possible to the kerb.
- A motorbike with a side car must be parked parallel to the kerb.

10.2.6 Assessment result

The assessment result is determined using more stringent scoring criteria than used in standard Q-SAFE procedures.

An unsuccessful assessment result is recorded in the following situations:

Six or more accumulated non-critical driving errors

- These non-critical driving errors may have occurred in relation to any of the performance checks or pre-drive check items.

Note

This is in contrast to the nine NCDEs that result in an unsuccessful test in standard Q-SAFE procedures.

One specific repeated driving error

- This occurs where six NCDEs have been recorded for a certain performance check.

Critical driving error

- Applicant accrues one critical driving error (a CDE or GCDE).

Note

In accordance with standard Q-SAFE procedures, the test is terminated if the applicant scores one critical driving error (see Section 9, *Conditions for test termination*).

10.3 Procedures for specialist driver assessment – tow trucks

Driving Examiners are required to assess an applicant for a tow truck driver's certificate when that person has not held the appropriate driver licence for a continuous period of three years.

Driving assessments for tow truck driver's certificates are carried out to determine the applicant's ability to:

- Drive and properly control the tow truck;
- Position the tow truck to prepare a motor vehicle for towing;
- Assess their knowledge of the proper procedures for towing various classes of motor vehicles.

Driving assessment requirements relevant to tow truck drivers are based on normal Q-SAFE procedures with some differences in pre-drive check, manoeuvre requirements, performance checks and scoring criteria, and assessment result.

Details on each section of the test follow. Remember to record the assessment on the *Specialist Driver Assessment Report* form.

10.3.1 Test route design

- Driving Examiners should design the test route using the same criteria as those in the standard Q-SAFE assessment.
- All the specific driving situations required as part of the test route designed for Q-SAFE should be included in these assessments.
- The time allocated for tow truck driver assessments is a 90 minute window with an on-road component of up to 70 minutes. This accommodates an extended pre-drive check and allows for additional manoeuvres to be undertaken.

10.3.2 Preliminaries

The preliminaries (that is, *A Message from Your Driving Examiner* and vehicle check) should be conducted in accordance with the usual Q-SAFE procedures.

10.3.3 Pre-drive check

There is one specific pre-drive check item in addition to all the Q-SAFE items relevant to the vehicle class.

The applicant is required to locate and demonstrate the operation of the flashing emergency lights (although listed as a pre-drive check item, this check is to be conducted during the on-road component).

10.3.4 Manoeuvres

The compulsory manoeuvres to be undertaken for tow truck assessments are all Q-SAFE manoeuvres relevant to the vehicle class plus the following additional manoeuvre:

- The recovery of a vehicle in preparation for towing

Note

The reversing and gear changing exercise is to be conducted with the vehicle being towed.

10.3.5 Performance checks and scoring criteria

All the standard Q-SAFE performance checks must be scored for Specialist Driver Assessment – Tow Trucks. Additional criteria for this assessment are detailed below.

Ancillary controls

Non-critical driving error

- Fails to use gloves when appropriate (for example, handling wire winch cable).

Braking

Critical driving error

- Fails to adequately secure the towing vehicle, and/or the vehicle being towed, to prevent them from rolling away.

Note

This CDE refers to a situation where a vehicle could roll away without a driver (for example during the recovery exercise).

Manoeuvre positions

Critical driving error

- Fails to appropriately prepare and secure the vehicle ready for towing.

Notes

- It is inappropriate for chains/hooks to be secured to vehicle components such as tie rod ends, steering linkages, hydraulic lines, as this may cause further damage to the vehicle under tow.
- Appropriate material should be used where it is necessary to protect vehicle components from further damage (for example rubber cushions).

10.3.6 Assessment result

The assessment result is determined using more stringent scoring criteria than used in the standard Q-SAFE procedures.

An unsuccessful result is recorded if the applicant has received:

- Six or more accumulated non-critical driving errors in the whole test
- One specific repeated driving error
- One critical driving error (a CDE or a GCDE)

The feedback on the applicant's driving performance is to be given in accordance with standard Q-SAFE procedures.

The conditions for test termination are the same as those in usual Q-SAFE procedures.

Special testing

10.4 Assessment for Class UD licences

Driving Examiners may be required to test people applying for a Class UD licence. Vehicles for this class of licence are defined as “specially constructed vehicles”. Common examples include cane harvesters and haul out tractors.

Driving Examiners should be aware that people applying for a Class UD licence do not always have to undergo a practical driving assessment.

Driving assessments for a Class UD licence are carried out to ensure a person can drive the vehicle safely and competently on a public road.

Driving assessment procedures for Class UD licences are based on standard Q-SAFE procedures with some minor differences.

10.4.1 Test route design

The test should be conducted on a public road unless a suitable road system is available (for example Gatton Agricultural College). In most cases the PA (DA) will approve the area where the assessment will be conducted.

- Wherever possible, test routes should include the minimum range of specific driving situations. Normal conditions for exemptions apply.
- Test times are the same as those in usual Q-SAFE procedures.

10.4.2 Preliminaries

- The preliminaries (that is, A *Message from Your Driving Examiner* and vehicle check) should be conducted in accordance with the usual Q-SAFE procedures.
- Driving Examiners should follow Q-SAFE guidelines for test wording and be aware that it may be more appropriate to use wording for motorbike testing in cases where they are required to follow the test vehicle.

Note

- In cases where the DE is required to follow the test vehicle during the assessment (for example, where there is no seat for the examiner in the vehicle), it may be more appropriate to use the driving examiner message for motorbikes.
- Many vehicles used for Class UD licence testing may not meet all the Q-SAFE vehicle inspection criteria. For example, some vehicles may have no seat for the DE or only one brake light. In these situations, the DE is required to use their discretion when determining the vehicle's suitability for testing purposes. DEs should remember that their main responsibility is to ensure the testing vehicle is safe for all occupants and the general community.

10.4.3 Pre-drive check

The pre-drive check is compulsory for every assessment and should be conducted according to the usual Q-SAFE requirements.

Note

DEs are only required to test those items that are applicable to that vehicle in the pre-drive check.

10.4.4 Manoeuvres

There are only two manoeuvres to be conducted in Class UD licence assessments:

- A compulsory gear changing exercise (if applicable)
- A reversing exercise.

Note

The reversing exercise should be basically the same as the one required for Classes LR, MR, HR and HC, and should be conducted in a safe location on or off road.

10.4.5 Performance checks and scoring criteria

Assessments should be conducted using the same performance checks and scoring criteria as those in standard Q-SAFE procedures.

Note

Not all performance checks may be applicable in each testing situation.

10.4.6 Assessment result

- The assessment result is determined according to standard Q-SAFE requirements.
- Applicants should be given verbal and written feedback on their driving performance.
- The conditions for test termination are the same as those in usual Q-SAFE procedures.