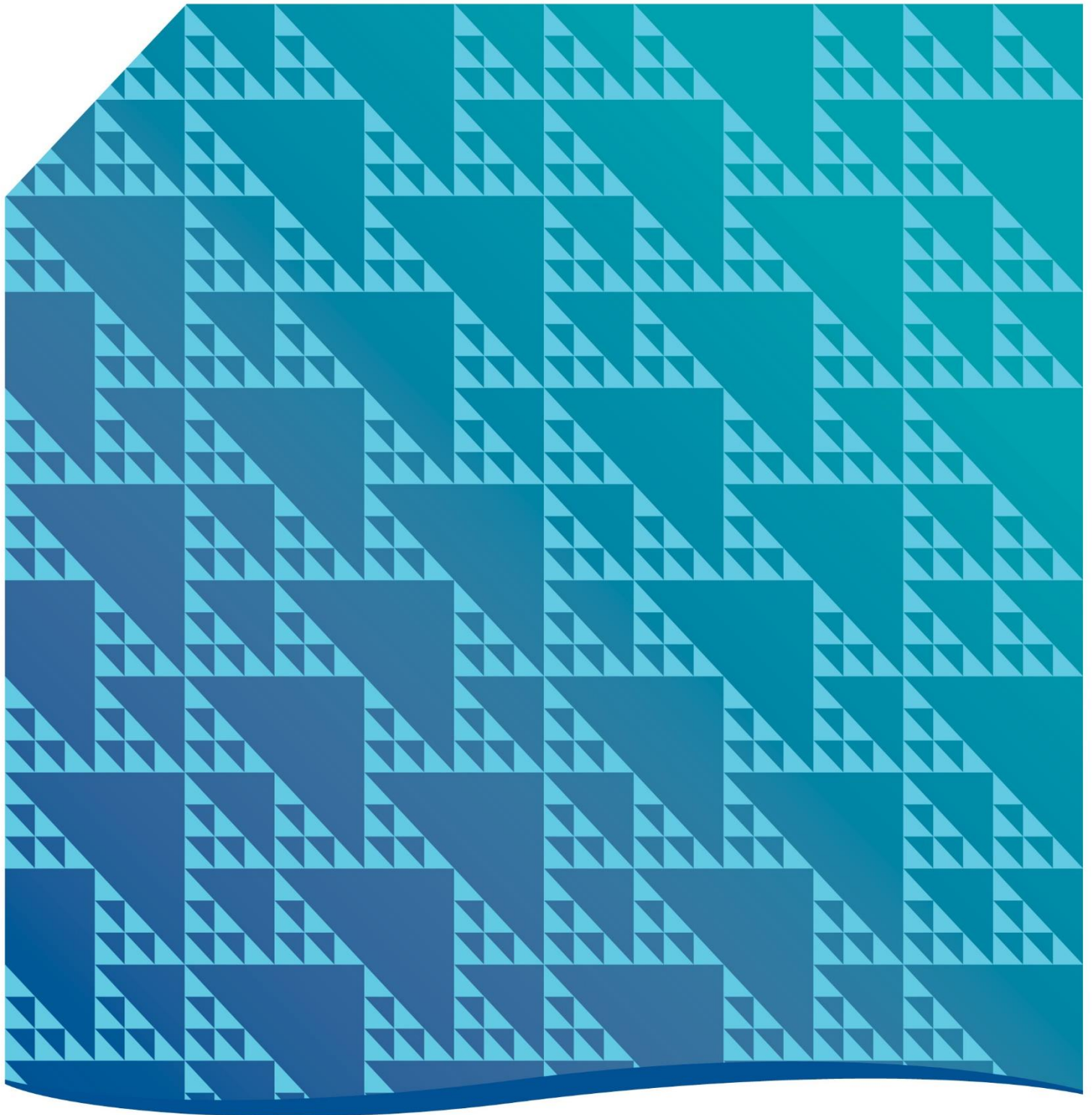


# Program Guidelines





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# Essential Guidelines for Learner Driver Mentor Programs

Learner Driver Mentor Programs (LDMPs) funded by the Tasmanian Government are required to follow these essential guidelines in line with grant deed requirements.

## Learners

1. Learners in a LDMP must meet the following criteria to participant in the program:

- Do not have access to a suitable supervisory driver and/or car

AND

- Are not able to afford professional driving lessons to gain the minimum hours required to obtain a driver licence.

Programs must have a process for ensuring leaners meet these criteria.

2. Programs have an induction process for learners.

## Mentors

3. Mentors who volunteer with an LDMP must:

- Hold a current Tasmanian full car licence without a period of suspension or disqualification during the past two years
- Have a current Working With Vulnerable People registration
- Have a National Police check
- Not charge learners or 'provide instruction for reward' as per the Vehicle and Traffic Act 1999, including mentoring as part of their work

Programs have a process for ensuring mentors meet these criteria.

4. Programs have an inductions process for mentors.

## Resources

- 5. Funded cars are used solely for the purposes of the program.
- 6. Program cars must have current registration, be fully insured, and housed at a safe, secure and accessible location.

7. Vehicle is maintained and complies with the Vehicle and Traffic (Vehicle Standard) Regulations 2001. This requires that all car/s are: 'mechanically sound and all safety features are in full working order each time they are used'.
8. Achieve minimum on road hours as follows:
  - 1 x car = 60 - 80 hours per month
  - 2 x cars = 120 - 160 hours per month

## Coordination

9. Programs must have policies and procedures documented that address the following:
  - Recruitment and retention (learners and mentors)
  - Behavioural and grievances
  - Car usage and maintenance
  - Health and safety
  - Confidentiality.
10. Have a Program Coordinator.
11. Attend workshops held by State Growth.
12. Address any other legislative requirements relevant to programs.

## Reporting

13. Programs provide information requested by Department of State Growth for reporting requirements.
  - Adopt the YLOO management system for reporting.
  - Provide an evaluation report including an acquittal (statutory declaration detailing final expenses) every twelve months.



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