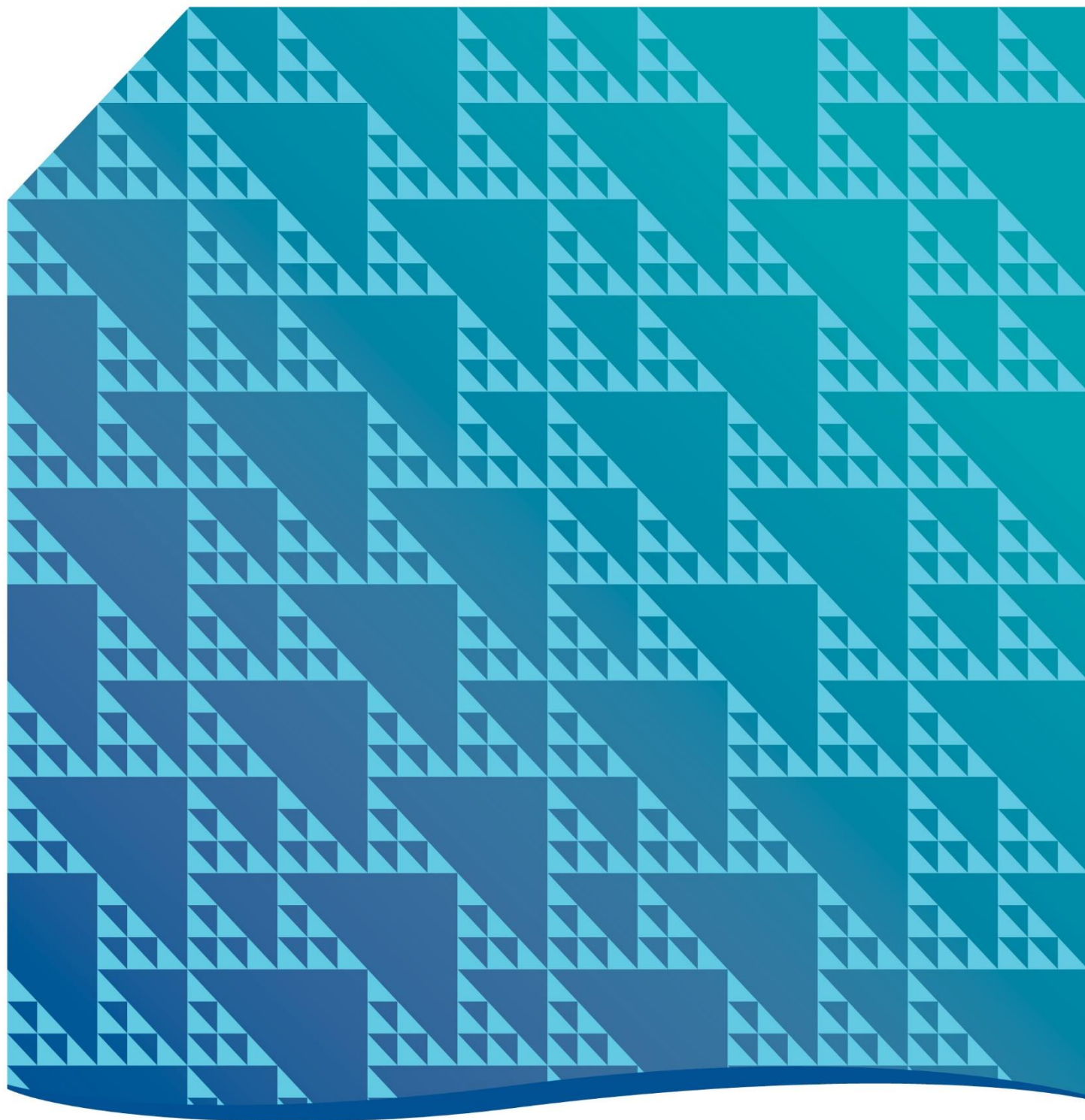


# Program Guidelines





## Contents

<b>Essential Guidelines for Learner Driver Mentor Programs</b> .....	<b>1</b>
Learners.....	1
Mentors .....	1
Resources.....	2
Coordination .....	2



# 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 this 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 this 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'.

## Coordination

8. Programs must have policies and procedures documented that address the following:
  - Recruitment (learners and mentors)
  - Behavioural and grievances
  - Car usage and maintenance
  - Health and safety
  - Confidentiality.
9. Have a Program Coordinator.
10. Programs provide information requested by Department of State Growth for reporting requirements.
11. Address any other legislative requirements relevant to programs.



Department of State Growth

4 Salamanca Place

Salamanca TAS 7001 Australia

Phone: 03 6166 3245

Email: [ldmp@stategrowth.tas.gov.au](mailto:ldmp@stategrowth.tas.gov.au)

Web: [www.transport.tas.gov.au/roadsafety/people/mentor](http://www.transport.tas.gov.au/roadsafety/people/mentor)