

Program Guidelines

Essential Program Guidelines for Learner Driver Mentor Programs

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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 this criteria.

1. Programs have an induction process for learners.

## Mentors

1. 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.

1. Programs have an inductions process for mentors.

## Resources

1. Funded cars are used solely for the purposes of the program.
2. Program cars must have current registration, be fully insured and housed at a safe, secure and accessible location.
3. 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’.
4. Achieve minimum on road hours as follows:
* l x car = 60 - 80 hours per month
* 2 x cars = 120 - 160 hours per month

## Coordination

1. 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.
1. Have a Program Coordinator.
2. Attend workshops held by State Growth.
3. Address any other legislative requirements relevant to programs.

## Reporting

1. Programs provide information requested by Department of State Growth for reporting requirements.
* Monthly reports with basic program data
* Provide an evaluation report including an acquittal (statutory declaration detailing final expenses) every six months.

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