



## **INTERESTED IN BECOMING A MENTOR?**

Attached is information that may help you decide if becoming a Learner Driver Mentor with the Get in2 Gear program is something you would like to do.

To be a Mentor, you must:

- Have a full Australian (not a provisional or overseas) car licence without any periods of licence suspension or disqualification in the last 2 years
- Sit in the front passenger seat of the car that your learner is driving

When mentoring a learner, you need to make sure that your learner:

- Has "L" plates at the front and back of the car they are driving
- Has a zero blood alcohol content
- Does not tow another vehicle (including a trailer)
- Does not exceed 80 km/h or the posted speed limit – the lesser applies

What else is required?

- 2.5 hour induction (see overleaf).
- Your time: This can be as little or as much as you are willing to give. It may be 2 hours per week, 8 hours per week or 3 hours per fortnight.
- \* A completed "National Police Certificate" form (attached).
- \* A completed "Driving Mentor Application" form (attached).
- A "Working with Children Registration" through the Department of Justice. (If you don't have access to a computer, please give Julie Severin a call on 03 6376 7900 and we can do it together at the Council).

This involves you going to [www.justice.tas.gov.au](http://www.justice.tas.gov.au) and clicking on "Registration to work with children" on the left of the page then "Apply for Registration" and follow the prompts from there. If you don't have a printer, write down the reference number. Once this is completed, you will need to go to a Service Tasmania shop and supply "Proof of Identity" which is like a 100 point check. All of this information is on the Justice website.

\* When you return your completed Driving Mentor Application form and your completed National Police Certificate form to us at Council, we will submit it and pay for it. All information is confidential.

At Service Tasmania, there is a Government Fee of \$17.76 to finalise the Working with Children Registration that must be paid at the time. This can either be paid by you and on receipt; we at Break O'Day Council will reimburse you those costs. Alternatively, you can come to the Council and we can arrange to attend with you and pay directly.

Once the above is completed and returned to us:

- There is a single induction session which will go for 2.5 hours. This session is an excellent information session and is mandatory for all new Mentors. We may be able to arrange for this session to be done locally (Fingal, Scamander, St Marys, St Helens) especially if there is a few new mentors able to attend the same induction. If you feel the desire at the end of this session, we can do a short driving practise to make you feel more at home.

When the approved National Police Certificate and Working with Children Certificate are received by us, you are right to commence Mentoring.

There is some excellent information of the following websites if you are interested.

[www.transport.tas.gov.au/novice](http://www.transport.tas.gov.au/novice) and go to Supervisors on the left hand side. In addition, you might like to visit "keys2drive" <https://www.keys2drive.com.au/teaching.aspx> which is also very informative.

The above can be delivered / posted to Attention Julie Severin, Break O'Day Council, 32 – 34 Georges Bay Esplanade, St Helens 7216. Telephone: 03 6376 7900.



# **Get in2 Gear Learner Driver Mentor Program**

## **Mentor Introduction Pack**

Included in this Introduction Pack is:

Background to the project  
Eligibility for participants  
Participant Responsibilities  
Volunteer Driver Mentor Rights'  
Volunteer Driver Mentor Responsibilities  
Guidelines for Complaints  
Volunteer Driving Mentor Registration Form

*When the relevant forms are completed, please return to:  
Break O'Day Council  
32 – 34 Georges Bay Esplanade, St Helens 7216*

# GET IN2 GEAR MENTOR INFORMATION

## Background of this Program

The Department of Infrastructure, Energy & Resources (DIER) has established a Community Road Safety Partnerships (CRSP) with Break O'Day Council. The partnership agreement acknowledges a sharing of resources in an approach to address local road safety issues through the development of programs and initiatives in response to identified community needs.

Following discussions with relevant parties, it became evident in our community that young people after gaining their learners licence required further support to complete their 50 hours compulsory on-road logbook driving experience.

Anecdotal evidence gathered from community members suggests that some individuals;

- are driving unsupervised and without appropriate licences;
- have significantly reduced opportunities for employment;
- have reduced access to community services;
- are reliant on infrequent public transport or friends for transport;
- are placing other road users at risk by driving unlicensed.; and
- can become socially isolated

The project has two vehicles one situated at St Helens Police station and one situated at St Marys Police Station.

The aim of the project is to support identified individuals gain access to an appropriate vehicle and supervisory driver to assist in obtaining their 50 hours compulsory practical on-road driving experience by using volunteer supervising drivers.

Participants can access the project by applying to Break O'Day Council who will be responsible for ensuring that participants in the project meet the requirements set out under the "Participant Eligibility" criteria.

Once a participant has completed 50 hours of supervised driving, an assessment will be made by the Youth Health Worker and the Community Services Officer as to whether the participant will be eligible to further access the program. Priority will be given to new participants over those who have completed 50 hours driving experience.

## Eligibility For Learner Drivers

Eligibility for being a participant in the project will be decided according to the following criteria:

Participants must be able to gain a significant life benefit to be involved in the project:

- a possibility of gaining employment;
- improving autonomy and self-esteem;
- lowered chance of being involved in risk taking behaviour;
- participation in education;
- demonstrated motivation.

Participants who are disadvantaged through:

- being unable to access family/other support to gain 50 hours driving practice;
- non-English speaking background;
- financial hardship.

Participants are required to:

- have a zero blood alcohol level whilst driving;
- be free of illicit drugs whilst driving;
- notify the Community Services Officer of the effects of any medications that may have an effect on the participation in this project.

## Responsibilities of Learner Driver

As a participant in the project, you have the responsibility to:

- acknowledge the volunteer's rights to be safe;
- be responsible for your own safety and the safety of other road users;
- respect the volunteer driving mentor;
- be reliable;
- arrive on time for the designated appointment time;
- ask for support when needed;
- hold a current learner's licence and to provide a copy of same when registering for the program;
- abide by all road laws and regulations. If an offence occurs whilst involved with the program, participants may not be allowed to continue;
- no smoking in the project vehicle

## Volunteer Driving Mentor's Rights

Break O'Day Council is committed to ensure that all Volunteer Driving Mentors (VDM) possess the necessary skills, knowledge, experience, qualifications and attitudes to carry out their roles and duties. All VDM's will be registered as a Council volunteer prior to the commencement of their duties.

Volunteering can be defined as people undertaking activities:

- of their own free will;
- without payment;
- which will be of benefit to the community;
- which complement but do not replace the activities of paid staff.

As a volunteer driving mentor, you have the right to:

- receive support when needed;
- be placed according to your abilities;
- be respected by participants and others involved in the program;
- receive training;
- receive accurate information about the organisation;
- know who to turn to with problems and difficulties;
- be covered by insurance

The information provided below has been put together to outline the protection Council can give you, as a volunteer, in recognition of your service and also the steps that you need to take to make sure you are adequately covered.

### **Insurance**

VDM's who are registered with Break O'Day Council are covered within the terms and conditions of the Council's Public Liability Insurance policy for third party personal injury or damage to property caused by an occurrence in connection with the business of the Council. The VDM's are also covered under Council's Personal Accident policy. The policy does not cover VDM's whilst driving their own vehicles. Therefore, Council strongly recommends that all VDM staff using private vehicles are covered by their own comprehensive insurance policy. VDM's should note that the Council does not pay insurance costs for private vehicles. Council will not cover costs incurred by VDM's driving uninsured vehicles.

The VDM's must notify the Community Development Officer immediately should any of the following incidents occur whilst volunteering for Council:

- If you suffer an injury;
- if they have any concerns about the work they are undertaking or the working conditions; or
- Any incident occurs in which injury or property damage occurs to other parties (third parties).

### **In Case of an Incident or Accident**

In the case of a traffic accident occurring, or participants becoming ill and not being able to drive, the VDM should contact Ambulance, Police and Council. First Aid is to be carried out using appropriate safety precautions and first aid kit supplies.

In the event of the VDM not being able to make contact then the Learner Driver should make contact with the above emergency services.

The contact number for emergency services is 000 and the Council number is 63767900. Report type of accident, location and any injuries sustained.

In the event of an incident or break down, the council should be contacted to make arrangements for vehicle recovery and to make arrangement to transport both the VDM and the Learner Driver back to the Council offices.

The phone number for Roadside assist is in the glove compartment of the cars.

### **Fitness for duty**

The Council has sole responsibility in the selection of the person to carry out the volunteer work. VDM's must disclose any medical condition they have that could affect their duties.

## **Health and safety compliance**

The VDM must follow any reasonable direction that the Community Development Officer or an authorised member of staff gives in relation to health and safety. The VDM must consider their own safety and wellbeing, as well as that of others. The VDM must have a zero blood alcohol level whilst supervising participants and must also not be affected by prescription or illegal drugs.

## **Compliance with basic conditions of work**

The Community Development Officer or an authorised member of staff will outline to the VDM's their conditions of work, including working hours, any requirement for the VDM to attend training sessions, security arrangements and restrictions on the use of equipment.

## **Ethical behaviour and team work**

The VDM must not incur expenditure on behalf of Council or make statements on behalf of Council. Council is committed to upholding the right of privacy of all individuals who have business dealings with the Council and will take the necessary steps to ensure that the personal information that individuals share with us remains confidential. You have an obligation as a VDM to uphold this policy and ensure any personal information that comes to your notice in relation to a third party is kept strictly confidential.

Team work is highly valued in Local Government and it is important that as a VDM you work as a team member, as well as respect the functions and requirements of paid staff.

## **National Police Check**

All volunteers are required before entering the program to obtain or provide a current National Police Check (not older than 12 months). This is to be obtained and a copy is to be received by Council as part of the Volunteer registration. An assessment of your eligibility to be a mentor in this program can not be approved until this has been received.

## **Working with Children Certificate**

This is achieved by going to [www.justice.tas.gov.au](http://www.justice.tas.gov.au) and follow the prompts. See "Interested in becoming a Mentor" overview which is attached.

## **Responsibilities**

As a VDM, you have the responsibility to:

- ensure your own and the participants safety at all times to the best of your ability;
- be supportive of your participant;
- refrain from smoking in the project vehicle;
- ask for support when needed
- be reliable and arrive on time;
- notify the Community Services Officer if you are not able to attend or running late;
- have a non-judgmental approach;
- provide feedback, communicating relevant and important information;

- be loyal to the project;
- to undertake actions and tasks that are within your role, including not providing advice to participants that is not within your role as a VDM;
- report all incidents to the Community Services Officer as soon as is practicable;
- update the log book which will be kept in the project vehicle;
- address areas of conflict with the appropriate persons, that being the Youth Health Worker and the Community Services Officer.
- To provide a current National Police Check and not have any traffic offences in the last 12 months, and no more than one traffic offence per year in the preceding 2 years. Volunteers who have committed a DUI offence in the last 2 years are not eligible for this program

## Guidelines for Complaints

**“A complaint is a simply a request for assistance regarding a problem”**

Each participant and volunteer driving mentor has the right to complain about the service or access to that service. They should also be aware that any complaint will be dealt with fairly, promptly and confidentially and without any consequence to their position within the program whilst the complaint is being dealt with.

Every complaint will be allocated a rating in regard to priority. If the complaint is urgent, i.e. physical, sexual or emotional abuse, theft or other crimes, they should be marked accordingly and will be dealt with immediately. Consideration will also be given to the distress level of the person making the complaint. All complaints, including those resolved between concerned parties should be reported to the Community Services Officer. All complaints will be dealt with as quickly as possible.

All complaints will be dealt with objectively and with all parties having the opportunity to contribute. Making a complaint will in no way effect eligibility or service delivery, except where physical or emotional safety is at risk; in which case service will be withdrawn until the complaint is resolved.

Complaints will be documented. Complaints with regard to the services provided by this program will be dealt with in a positive way.

The following steps will occur in the handling of any complaint. The complaint may be resolved at any stage within the process outlined below.

- The parties concerned endeavour to resolve the matter. In most circumstances the program expects this step to be taken.
- Any party makes the matter a formal complaint by reporting Community Development Officer in writing.
- Community Services Officer will investigate the complaint or refer the matter to the General Manager of Break O’Day Council for determination.
- All parties involved in the complaint will be notified and necessary actions will be taken to rectify the situation.
- If any party does not agree with the outcome of the investigation, they can ask for the matter to be investigated by the General Manager.
- The decision of the General Manager is final unless a Court of Law directs otherwise.



# GET IN2 GEAR DRIVING MENTOR APPLICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ MALE/FEMALE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT NAME AND PHONE: \_\_\_\_\_

**PROJECT NAME: GET IN2 GEAR**

DO YOU HAVE ANY SKILLS THAT MAY HELP YOU IN THIS PROJECT: \_\_\_\_\_

\_\_\_\_\_

ESTIMATED WEEKLY HOURS YOU CAN GIVE: \_\_\_\_\_

SUPERVISOR / REPORTING TO: \_\_\_\_\_ Julie Severin, Break O'Day Council (03) 6376 7900

DATE OF COMMENCEMENT: \_\_\_\_\_

ANY KNOWN MEDICAL CONDITIONS WHICH MIGHT AFFECT YOUR WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Do you have a Working with Children Certificate: YES NO

National Police Check Attached: YES NO

**SCOPE OF WORK DECLARATION:**

1. Council has the power to dismiss VDM's and may indeed direct the VDM to leave in circumstances where it could direct any other employee to do so.
2. Council has the power to specify the tasks the VDM is required to perform (the 'approved' duties) and where the work is to be performed.
3. Council has the authority to control/direct the manner in which the VDM does the work. The VDM is serving the Council not merely serving the interests of the Council.

**I AGREE THAT I HAVE THE SKILLS AND KNOWLEDGE TO UNDERTAKE THE WORKS STATED ABOVE IN A SAFE AND RESPONSIBLE MANNER. I ALSO AGREE TO THE CONDITIONS LISTED ABOVE.**

**Please attach a copy of your federal conviction check.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_