

# A Guide to Heavy Vehicle Competency Based Assessment

Transport for NSW



nsw.gov.au



Learner's name:



# Contents

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Bribery is against the law	3
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Heavy Vehicle Competency Based Assessment (HVCBA)	4
Introduction	4
Getting started	6
The people who may teach you to drive	6
Information on assessments	7
Issuing your heavy vehicle driver licence	9
Vehicles and loads required for HVCBA	9
General information when using the HVCBA system	11
Vehicle checklist	11

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Checklist – to be used by your assessor	14
Section A: Pre-drive	14
Section B: Vehicle operation and control	15
Section C: Low risk driving behaviours	16
Section D: Compliance	16
Section E: Additional risk management	17

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<b>Heavy vehicle criteria</b>	<b>18</b>
Section A: Pre-drive	18
Section B: Vehicle operation and control	25
Section C: Low risk driving behaviours	36
Section D: Compliance	40
Section E: Additional risk management	42

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<b>Summary</b>	<b>56</b>
Final Competency Assessment (FCA)	56
Competency Test (CT)	58
FCA/CT – assessment criteria	60

## Bribery is against the law

It is illegal to offer, request or accept gifts, rewards, money or other favours to get a licence without passing the required tests. Penalties are severe and include fines and imprisonment. All cases of corruption will be reported and investigated, and strong action will be taken against all those involved. If you know or believe that someone has got or is about to get a NSW licence by offering or responding to a request for a bribe – or if you suspect or know of any other corruption involving a NSW Government employee call:

Transport for NSW on **1800 302 750** (free call).

The Independent Commission Against Corruption (ICAC) on **(02) 8281 5999**.

This includes Transport for NSW accredited Registered Training Organisations (RTO) and their driving assessors.

# Heavy Vehicle Competency Based Assessment (HVCBA)

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## Introduction

This guide contains all the information you need to know about getting your heavy vehicle driver licence under HVCBA. It tells you what you will be expected to do and what you should expect from your assessor. It has important information on your rights, so make sure you read it before you attempt any assessments.

## Important HVCBA information

This is a list of the most important points about HVCBA. They are explained in detail later in this guide.

- You can choose your RTO.
- You can choose to learn and be assessed in your own vehicle.
- You should keep your log book with you when driving at all times while learning and for assessments.
- You arrange appointment times directly with the RTO assessor that you choose.
- You can change RTOs and assessors at any time.
- You do not have to take a driving test.

## The HVCBA framework and the Final Competency Assessment (FCA)

Under HVCBA you will be given credit for the skills (called criteria) that are performed correctly. Once all of the required criteria have been recorded as correctly completed, you can undertake a Final Competency Assessment to achieve the award of a Certificate of Competence in the particular licence class you are being assessed for.

Criteria can be completed in any order and you can decide to have a 'one-off' criteria assessment or to be progressively assessed while taking instruction.

## Heavy Vehicle Competency Based Assessment Learner Log Book

Your successfully completed criteria will be recorded in your HVCBA Learner Log Book.

Your log book is your record of progress. Do not let your assessor or anyone else keep your log book as it has been issued to you.

At the completion of your assessments your logbook will be kept by the RTO.

Your HVCBA Learner Log Book will provide more details on how to use your log book.

## Recognition of prior learning

Under HVCBA applicants that wish to undertake recognition of prior learning can sit for a Competency Test (CT) only to achieve the award of a Certificate of Competence. The CT is conducted under a test environment where training and instruction are not permitted.

The CT is only available for classes LR, MR and HR.

## Getting started

We recommend that you carefully read the latest Heavy Vehicle Driver Handbook before you start HVCBA. This is because the road rules may have changed since you last learnt to drive. Handbooks are available on the Transport for NSW website or for a fee from any service centre.

This guide tells you which tasks you need to perform to complete each criteria, and how well you need to do each task. Make sure that you read this guide, understand what is required for each criteria, and practise beforehand if necessary.

As well as this guide you will also have been given a Heavy Vehicle Competency Based Assessment Learner Log Book. This log book is the official record of your progress. If you lose it you will be charged a fee for a replacement. You can find more details on how to use your log book in your HVCBA Learner Log Book.

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## The people who may teach you to drive

You may learn to drive with:

- a family member
- a friend
- a licensed driving instructor
- an accredited assessor.

Whoever teaches you must hold the class of licence for the heavy vehicle to be driven, or the higher class of driver licence for one year or more.

You must not pay anybody to teach you unless they hold a current NSW driving instructor licence of the same class, or a higher class as you wish to attain, and they have it in the cabin of the vehicle in full view while they are instructing you.

You may also learn with an RTO assessor. All assessors are also driving instructors. Assessors must have their instructor licence card in the vehicle while they are assessing you.

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## Information on assessments

You can have an assessment at any time you think you are ready. Normally you should not have to wait more than one week for an assessor to be available, and at the most two weeks. Under HVCBA you are not necessarily restricted to being assessed during normal business hours.

### Arranging an assessment

When you are ready to be assessed for a heavy vehicle licence contact a Transport for NSW accredited RTO. See the list of Registered Training Organisations for heavy vehicles at **nsw.gov.au**

The appointment times, length of sessions and fees are arranged between you and your assessor.

### Learning from an assessor

Training and assessment can be conducted during the one session if you are learning with an assessor, however the time taken to train during that period must be deducted from any time which is counted toward the minimum assessment time. This means you could be assessed for one criteria while being trained in another. This could speed up the assessment process for you.

### What happens in an assessment?

The Final Competency Assessment is to demonstrate the core skills you have learned during previous training which are necessary to drive a heavy vehicle safely and competently. The Final Competency Assessment (FCA) will be conducted by another assessor. On occasions it may be conducted by an Auditor as part of normal audit procedures. Your assessment will be video recorded for audit purposes. You will be advised of the procedure before commencement.

You may want to be assessed for any criteria without taking any driving lessons with an assessor before your assessment. If you are being assessed in the assessor's vehicle, you are allowed up to 30 minutes of driving to become familiar with the vehicle. This is not counted as instruction.

Some criteria are required to be assessed more than once or will be continually assessed, such as adherence to the road rules. This is to make sure that you have developed good driving habits. Normally, during an assessment, your assessor will be looking at several criteria at the same time.

During your assessment the assessor should use your copy of the guide to score your progress. This scoring should include marking off any criteria you did or did not, perform correctly. Because your guide is being scored during your assessment session, it will give you details of successful criteria and if or where you had problems. You should also get your assessor to explain any problems to you.

After each session, your assessor will 'sign off' each successful criteria in your log book. This is normally done at the end of your session. Then you will only need to concentrate on completing any outstanding criteria.

## Recording of final competency assessment with Transport for NSW

Your assessor will report completed criteria directly to Transport for NSW through an online system. You will only be able to upgrade your licence when the assessor signs off and provides Transport for NSW all your required log book criteria.

If you believe you have completed some criteria that has not been reported, you should discuss this with your assessor.

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## Issuing your heavy vehicle driver licence

When all your licence class criteria is complete in your log book, you can go to any service centre for the licence to be issued. The RTO will keep your log book. Remember, you do not need to take a driving test.

A fee will be charged to upgrade your licence.

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## Vehicles and loads required for HVCBA

### Vehicle requirements

A heavy vehicle driving assessor will have a vehicle for you to use for your assessments. You may also use your own vehicle if you choose.

The vehicle that you use must be the right type for the class of licence for which you are applying.

The Heavy Vehicle Driver Handbook provides information about vehicles and the right licence class you will need to drive it.

Make sure the vehicle you are driving is in good condition and roadworthy. This guide provides details on what to do for a vehicle check.

Most vehicles will be suitable for HVCBA; but some may have restrictions and these are:

- **Dangerous goods vehicles**

Dangerous goods vehicles may not be used for HVCBA assessments when carrying a dangerous good.

Diesel transported on its own by road is not classified as a dangerous good.

- **Livestock transport vehicles**

May not be used for HVCBA assessments when carrying livestock.

- **Buses, coaches and motor homes**

Buses or motor homes are exempt from carrying a load. Assessments must not be conducted in these vehicles when carrying passengers.

## Vehicles that cannot be used for HVCBA

- Armoured vehicles.
- Dual control vehicles (ie road sweepers, garbage compactors).
- Vehicles displaying trade plates.
- Special purpose vehicles such as cranes, farm machinery or road working vehicles (except emergency service vehicles).
- Veteran and vintage vehicles.

## Assessments in a loaded vehicle

To check your ability to drive a loaded truck some criteria require the vehicle to be loaded.

All loads must be fully secured and covered where appropriate.

The loaded vehicle must have a mass of at least 75 per cent of the maximum mass allowable for the vehicle to be driven on public roads. This is at least 75 per cent of either the Legal Mass Limit, Gross Vehicle Mass (GVM) for rigid vehicles or Gross Combination Mass (GCM) for articulated or heavy trailer combinations, whichever is the lowest.

For example, if a rigid truck has a legal mass limit of 10 tonnes when it is fully loaded, it must weigh at least 7.5 tonnes for the assessments which require a loaded vehicle.

So if the vehicle weighs four tonnes unladen, it will need a load of at least 3.5 tonnes to make the 7.5 tonnes required.

If you are being assessed in your own vehicle, make sure that you check the load requirements with your assessor beforehand, so that there are no problems at the time of the assessment.

## General information when using the HVCBA system

When having training or assessments, always carry your:

- driver licence
- A Guide to Heavy Vehicle Competency Based Assessment
- Heavy Vehicle Competency Based Assessment Learner Log Book..

Wear your glasses if required.

Always wear suitable footwear when driving a heavy vehicle.

If you want to give any positive or negative feedback about your assessor or HVCBA experience, contact the RTO. You can also call Transport for NSW on **13 22 13** or visit a service centre to give your feedback.

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## Vehicle checklist

All vehicles used for HVCBA assessments must be in good condition and roadworthy. The following is a basic pre-assessment checklist. For more detailed information on vehicle roadworthiness, please refer to the Heavy Vehicle Driver Handbook.

### Registration

- The vehicle must be registered.

### Wheels and tyres

- Wheel nuts or lugs must not be missing.
- Tyres must have at least 1.5mm tread depth on surfaces which normally contact the road.
- Dual rear tyres must not be touching.

## Lights

- Lights must be complete (not broken or missing) and clean.
- Brake, indicator and all other lights must work.

## Signs

- Vehicles with a Gross Vehicle Mass (GVM) of more than 12 tonnes must be fitted with the appropriate marking plates at the rear of the vehicle.
- All number plates must be visible, undamaged and clean.

## Windscreen and windows

- Windows must be clean and open correctly and must not be broken or cracked.
- Windscreens must be clean, and must not be broken or cracked so as to obscure the driver or assessor's vision.

## Bodywork

- Bodywork must not have any jagged or protruding parts likely to cause injury.
- All doors must close properly.

## Mirrors

- External mirrors must not be cracked or broken and must be clean.
- All mirrors should be properly secured.

## Posture and leaks

- Vehicle springs should not be broken or loose.
- Vehicles should not have excessive fluid leaks.
- Vehicles should not have excessive exhaust emissions.

## Cabin

- Cabin should be clean.
- Seats should be in good condition, clean and adjustable.
- Cabin should be sealed from engine and fuel areas.

## Seatbelts

- Seatbelts must work properly and must not be damaged.
- Seatbelts must be worn when legally required to do so.
- Seatbelts must be retractable lap sash.

# Checklist - to be used by your assessor

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## Section A: Pre-drive

### 1 Pre-operational checks

- 1 Wheels, wheel nuts and tyres
- 2 Vehicle measurements
- 3 Fluid leaks/levels
- 4 Air leaks
- 5 Air tanks
- 6 Couplings
- 7 Vehicle posture
- 8 Load security
- 9 Loose/missing/broken fittings
- 10 Registration
- 11 Lights and indicators
- 12 Drive belts and pulleys

### 2 Cabin drill

- 1 Seating position
- 2 Seatbelts
- 3 Mirrors
- 4 Cleanliness
- 5 Control

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## Section B: Vehicle operation and control

### 3 Start, move off, shut down and secure

- 1 Start engine
- 2 Instruments and gauges
- 3 Move off
- 4 Return to kerb
- 5 Shut down vehicle
- 6 Secure vehicle

### 4 Manages steering

- 1 Smooth directional changes
- 2 Straight line driving
- 3 Hand position and grip
- 4 Curves and bends
- 5 Intersections
- 6 Railway crossings
- 7 Kerb clearance

### 5 Manages gears

- 1 Appropriate gear for speed/gradient
- 2 Smooth changes without clashing
- 3 Correct use of clutch

### 6 Manages brakes

- 1 Efficient use of brake system
- 2 Smooth application
- 3 Stopping point accuracy

## 7 Manages accelerator

- 1 Manages engine power
- 2 Smooth and efficient

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## Section C: Low risk driving behaviours

### 8 Create/maintain crash avoidance space

- 1 Following distance (moving)
- 2 Stopped position
- 3 Speed selection
- 4 Crash avoidance space to the sides
- 5 Lane selection

### 9 Protect crash avoidance space

- 1 Speed control
- 2 Gap selection
- 3 Maintains traffic flow
- 4 Observes road and traffic environment
- 5 Responds to risks/hazards

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## Section D: Compliance

### 10 Road rules and directions

- 1 Obeys road rules
- 2 Follows assessors instructions

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## Section E: Additional risk management

### 11 Reverse

- 1 Long reverse - for all vehicle types
- 2 Reverse parallel park - rigid vehicles only
- 3 Offset reverse - may include reversing around a left hand kerb (except MC)
- 4 Loading dock simulation - all vehicle types (except MC)

### 12 Hill stop/start

- 1 Ascent
- 2 Descent

### 13 Load securing

- 1 Ropes
- 2 Chain and dogs
- 3 Winches and straps/ratchets and straps

### 14 Coupling/uncoupling

- 1 Semi trailer - uncouple
- 2 Semi trailer - couple
- 3 Truck and trailer (HC) or trailer and dolly (MC) - uncouple
- 4 Truck and trailer (HC) or trailer and dolly (MC) - couple

### 15 Bus stop procedure – bus only

- 1 Arriving at the bus stop
- 2 When departing the bus stop

# Heavy vehicle criteria

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## Section A: Pre-drive

### Criteria 1: Pre-operational checks

#### Performance

Locate, identify, inspect and/or describe reasons for inspection and the required condition of vehicle components for a pre-operational check.

#### Conditions

Vehicle parked and secured in a non-traffic area with safe pedestrian access to all sides of the vehicle. Engine not running.

#### Requirements

One-off test.

#### Duration

10 minutes Rigid vehicles – 15 minutes Combination vehicles

Where a component is not fitted or not accessible the applicant is to give a commentary description. The assessor may seek further clarification to assess understanding.

## Criteria 1: Pre-operational checks (continued)

### Test criteria

#### Wheels, wheelnuts and tyres

The applicant must check and describe the following items:

- Rims – no dents in flanges, no loose lugs, rust trails, cracks in rim assembly.
- Tyres – minimum 1.5mm tread depth, no cuts or damage, dual tyres not touching, no rocks lodged between duals, correct inflation (visible check required unless the applicant suspects incorrect inflation).
- Spare wheel(s)/tyre(s) – location, condition and inflation.
- Wheel Nuts – all present and undamaged and not appearing to be loose.

#### Vehicle measurements

The applicant must state the:

- vehicle or load height (whichever is the greater)
- vehicle length (the length must be known for railway crossing, when there is limited space to fit on the other side)
- vehicle weight (jurisdictions require mandatory test-level vehicle loading).

#### Fluid leaks/levels

The applicant must comply with all Work Health and Safety legislation and check:

- fuel
- oil
- coolant
- hydraulics if fitted (e.g. tippers).

## Criteria 1: Pre-operational checks (continued)

### Test criteria

#### Air leaks

The applicant must:

- Listen for air leaks. If the location is noisy the applicant may describe this action.

#### Air tanks

The applicant must:

- drain air tanks as required.

#### Couplings

The applicant must check:

- Air lines and cables must not be tangled or stretched, and correctly coupled/connected. They must be functional, undamaged and either connected properly or stowed correctly.
- Security.

#### Vehicle posture

The applicant must check the vehicle is:

- not leaning to one side
- sitting level front to back (the assessor may use some discretion where a prime mover or semi-trailer may not be sitting level).

#### Load security

The applicant must check:

- restraint devices
- positioning of load
- serviceability of all latches, lockers, stowage compartments and doors.

## Criteria 1: Pre-operational checks (continued)

### Test criteria

#### Loose/missing/broken fittings

The applicant must check:

- the effects on serviceability of vehicle or equipment
- for safety hazards (e.g. sharp edges or items likely to fall off).

#### Registration

The applicant must check that the:

- vehicle and trailers have current registration
- registration label is showing (if applicable).

#### Lights and indicators

The applicant must check:

- all lights and indicators are compliant (i.e. present, working, and lawful).

#### Drive belts and pulleys

The applicant must check:

- The condition of belts (e.g. not frayed or worn).
- The adjustment of the belt. The assessor should question the applicant on the appropriate tension required and how to adjust the belts.

## Criteria 2: Cabin drill

### Performance

Demonstrate all adjustments required to ensure safe, effective and comfortable operation of the vehicle. Locate, identify and where appropriate describe the function of controls, gauges and warning lights.

### Conditions

- Parked and secured.
- Engine not running.

### Requirements

One-off test.

### Duration

Five minutes

## Test criteria

### Seating position

The applicant is assessed:

- Entering and leaving the driver's cab to meet Work Health and Safety requirements.
- Approaching the driver's cab from the front of the vehicle, facing oncoming traffic and aware of approaching traffic.
- Using the steps foothold and grab handle if fitted to the vehicle – three point contact.
- Using the hand rail for leverage (using the steering wheel is not acceptable).
- Maintaining three points of contact entering and leaving the vehicle.
- Adjusting seat for good posture, comfort and operation of controls.

If seat adjustments are not carried out, the assessor is to judge whether the applicant's posture is satisfactory without adjustment.

## Criteria 2: Cabin drill (continued)

### Test criteria

#### Seatbelts

The applicant is assessed:

- the seatbelt is adjusted (if required) and fastened.

Assessors/auditors are responsible for fitting their own seatbelt.

#### Mirrors

The applicant must check:

- mirrors/visual display monitors are not cracked or broken and adjusted for effective vision
- in the case of a bus, all internal mirrors are set correctly for passenger monitoring.

#### Cleanliness

The applicant must check the:

- cabin for loose articles and take appropriate action to safely store any loose articles
- windows and windscreen are clean, not broken or cracked and do not obscure the applicant or assessor's vision.

## Criteria 2: Cabin drill (continued)

### Test criteria

#### Controls

Applicants must be able to identify all the listed controls (when fitted):

- seat adjustments
- engine start and stop systems
- indicators/hazard lights/school bus warning lights
- washer/wipers
- service brake
- park brake
- trailer brake
- clutch
- gear changing mechanisms including range selectors and splitters
- accelerator/throttle systems
- steering wheel
- horn(s)
- air conditioning/heating/demisting systems
- auxiliary brake switches/controls
- all lighting controls
- in cab suspension adjustments (if fitted) – bus only
- passenger door operations/interlocks – bus only
- passenger stop cords/buttons/warning lights – bus only
- other (as applicable to the test vehicle).

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## Section B: Vehicle operation and control

### Criteria 3: Start, move off, shut down and secure

#### Performance

- Demonstrate engine start and shut down procedures.
- Demonstrate brake checks before moving off.
- Move off from the kerb safely and maintain full vehicle control. Demonstrate return to kerb, a safe exit and securing of the vehicle.

#### Conditions

- Parked on the road adjacent to a kerb in a low level traffic area, with no overhanging obstructions.
- The engine must not be running at commencement.
- Return to kerb preferably free of parked cars.

#### Requirements

One-off test, but can also be assessed at different stages throughout the FCA/CT (i.e. do not assess 'shut down' and 'secure' until the end).

#### Duration

Part of the 'on-road' component.

## Criteria 3: Start, move off, shut down and secure (continued)

### Test criteria

#### Start engine

The applicant must:

- ensure park brake is applied
- ensure auxiliary braking systems are turned off
- ensure gearbox is in neutral/park (auto)
- in a diesel heavy vehicle, check engine stop mechanism is in the start position (if fitted)
- switch on start heater (if fitted and required)
- allow to warm (if required)
- engage the clutch (if not fitted with an air assisted clutch and air pressure is low)
- switch on the ignition
- activate the starter.

#### Instruments and gauges

The applicant must check the following items:

- fuel, oil pressure, alternator, temperature, tachometer, voltmeter, air pressure
- monitoring devices (warning lights, air pressure warning system, buzzers)
- service brake (move vehicle forward then apply the service brake)
- the park brake and ensure it is on\*
- the trailer brake.\*

\* When using a low gear bring the clutch to friction point and apply load to the park brake or trailer brake as required.

The applicant must be asked to support their checking with a commentary to support why they are undertaking the check of each item.

## Criteria 3: Start, move off, shut down and secure (continued)

### Test criteria

#### Move off

The applicant must:

- ensure all the doors are shut
- depress the clutch; select the appropriate gear (manual)
- place the foot on the brake, select drive (auto) or the appropriate pre-selection range
- check the mirrors (right and left)
- indicate for a minimum of five seconds
- apply the appropriate power
- release the clutch to friction point and hold
- check all the mirrors and blind spot
- release the park/trailer brake
- engage the clutch
- accelerate smoothly
- steer the vehicle away from kerb
- cancel the indicator.

#### Return to kerb

The applicant must:

- Check all mirrors.
- Indicate.
- Apply the service brake.
- Depress the clutch, slightly above stalling.
- Stop smoothly, parallel and close to the kerb but not over hanging the kerb.
- Apply the park brake.
- Select neutral in a manual and park in an auto.
- Release the clutch and the foot brake.
- Cancel the indicator.
- Open the passenger door (bus only). If operable from driver's seat.

## Criteria 3: Start, move off, shut down and secure (continued)

### Test criteria

#### Shut down vehicle

The applicant must:

- apply the park brake
- select neutral in a manual and park in an auto
- check the operational gauges
- allow the engine to idle (if required)
- activate the engine stop mechanism to stop (if fitted)
- turn off the engine
- switch off the ignition.

#### Secure vehicle

The applicant must:

- Check that the park brake is applied.
- Remove the key.
- Check for traffic (by mirror or head check) before opening the door.
- Use step, footholds and grab handles if fitted to the vehicle. Must not use the steering wheel for support.
- Exit backwards by using the available steps and grab handles and not jump to the ground while at all times maintaining three points of contact.
- Secure the door.
- Leave the cab area by walking in a safe direction (i.e. preferably facing oncoming traffic).

## Criteria 4: Manages steering

### Performance

Demonstrate safe and competent steering skills in a range of road and traffic environments.

### Conditions

- A kerbed road (or road with clearly defined edge to seal or edge line markings).
- A low level traffic area including sections of straight and sweeping curves and intersections.
- Include sections of multi-lane roads where possible.
- Variable posted speed limits including one section of at least 80km/h.

### Requirements

Must demonstrate competence.

### Duration

Part of the 'on-road' component.

## Test criteria

### Smooth directional changes

The applicant must:

- Apply incremental movements where the action does not unsettle occupants or affect the stability of the vehicle or its load.
- Steer the vehicle taking care with the effects of road cambers.

## Criteria 4: Manages steering (continued)

### Test criteria

#### Hand position and grip

The applicant must:

- Have both hands on the wheel except when operating the controls.
- Have hands in an acceptable steering position. (i.e. either 'ten to two', 'quarter to three', or 'twenty to four'). Hands and fingers must be on the outside of the wheel with palms on the rim.
- Apply 'Hand over hand' or 'pull – push' steering technique. Palming is acceptable provided that there is no loss of control of the vehicle.

#### Straight line driving

The applicant must:

- Comply with lane markings.
- Maintain correct road position and constant direction without wandering, crossing lanes, crossing centre lines or the road edge.

#### Curves and bends

The applicant must:

- Adjust to an appropriate speed and gear before entering curve.
- Position the vehicle in the curve to avoid the rear of the vehicle sweeping out of the lane or off the road.
- Observe and check the mirrors as required.
- Competently and smoothly operate the controls throughout.
- At all times give due regard to prevailing road and traffic conditions.

## Criteria 4: Manages steering (continued)

### Test criteria

#### Intersections

The applicant must:

- Maintain safe and legal road positions before, during and after turns.
- Not unnecessarily cross the centre of the road on entry or exit.

#### Railway crossings

The applicant must:

- Approach the crossing demonstrating vehicle control.
- Observe and check in both directions.
- Check the mirrors.
- Obey all road markings.
- Clear the intersection with the whole length of the vehicle.

If the applicant is unable to demonstrate at a crossing then the assessor may seek knowledge and understanding by asking appropriate questions.

#### Kerb clearance

The applicant must:

- Avoid mounting or brushing kerbs during any normal driving situation.
- Must be aware of kerbside obstacles such as overhanging tree branches, awnings and signs.

If a applicant mounts a kerb (including roundabouts not constructed for such a purpose) during a normal driving situation the assessor must consider whether this action is dangerous and consider whether test termination is necessary. Some discretion may be used for large and articulated vehicles.

## Criteria 5: Manages gears

### Performance

Demonstrate smooth efficient gear changing and gear selection according to road, traffic, speed and vehicle gear box requirements.

### Conditions

- Various speed limits.
- Intersections that require stopping, slowing and turning.
- Some inclines and descents which increase the degree of difficulty.

### Requirements

Must demonstrate competence.

### Duration

Part of the 'on-road' component.

Missing a gear change but recovering on the second or third attempt is acceptable provided a dangerous situation is not created. Using the splitter only must not be recorded as a gear change. Severe deficiencies in gear changing should not be tolerated especially where there is continual forcing and clashing or where there is no clutching or out of sequence clutching causing a dangerous situation.

## Criteria 5: Manages gears (continued)

### Test criteria

#### Appropriate gear for speed/gradient

The applicant must:

- Always engage an appropriate gear for the road speed where the engine is either over revving or labouring/lugging.
- Select the appropriate gear for the terrain and traffic.
- Use step or skip shifts according to the road and traffic situations.
- Not coast in neutral or in gear with the clutch disengaged.

Feathering to allow some mismatch between revs and speed when slowing is acceptable.

#### Smooth changes without clashing

- Match engine revs to the road speed for that gear.
- Change gears smoothly.

Smoothly means non aggressive shift movements and timing of the clutch release where the result does not unsettle occupants, stability, load, or cause damage to the drive train or trailer connection device.

#### Correct use of clutch

The applicant must:

- Use double declutch gear changing methods when operating a non-synchromesh gear box.
- Not rest a foot on the clutch pedal.
- Correctly use the clutch brake, or counter shaft brake (where fitted).
- Declutch at the appropriate time to avoid labouring/lugging/stalling when bringing the vehicle to a stop.

## Criteria 6: Manages brakes

### Performance

The applicant must:

- Demonstrate controlled and safe braking for the purpose of both slowing and stopping the vehicle.

### Conditions

Various road and traffic conditions. Include recognisable stopping points.

### Requirements

Must demonstrate competence.

### Duration

Part of the 'on-road' component.

## Test criteria

### Efficient use of brake system

The applicant must:

- Maintain safe speeds to suit the environment and conditions.
- Maintain control of the vehicle.
- Combine braking systems with the use of the appropriate gear.

### Smooth application

The applicant must:

- Plan ahead by making decisions that allow for good vehicle positioning.
- Apply brakes smoothly and evenly to avoid lurching forward.

### Stopping point accuracy

The applicant must:

- Stop at safe, legal, nominated points.

At stop signs the applicant must stop the vehicle completely before the stop line. No part of the vehicle is allowed to encroach on the stop line.

## Criteria 7: Manages accelerator

### Performance

Demonstrate smooth and progressive acceleration.

### Conditions

Safe roadside area from which to commence acceleration

### Requirements

Must demonstrate competence.

### Duration

Part of the 'on-road' component.

## Test criteria

### Manages engine power

Engine power is managed to minimise engine and driveline damage and due consideration is given to the environment.

The applicant must:

- Accelerate without excessive engine revs whilst releasing the clutch.
- Move off without jerking, stalling or riding the clutch.
- Engage the correct revs for the particular gear being used and match the revs to the road speed (low rpm for low gears to higher rpm for higher gears).

### Smooth and efficient

The applicant must:

- Apply and release the accelerator smoothly to produce the desired change of speed.
- Use rpm within manufacturer's specifications and maximize fuel efficiency.

## Section C: Low risk driving behaviours

Low risk driving involves the proactive application of skills and behaviours that can effectively reduce crash risk. Central to low risk driving is the concept of Crash Avoidance Space (CAS).

CAS is the space required to avoid or reduce the risk of a crash occurring. As well as being created CAS must also be maintained and protected. This is a conscious and continuous process that requires both awareness and skill.

Heavy vehicle drivers in particular need to have a good understanding of low risk driving and the various ways it can be applied to enhance road safety.

### Criteria 8: Create/maintain crash avoidance space

#### Performance

Demonstrate continuous scanning of the road and the traffic environment making subsequent adjustments to speed and position to maintain a safe distance from vehicles and obstacles to the front and the sides.

#### Conditions

Varying road types (dual carriageway and two way road systems) including medium level traffic conditions.

#### Requirements

Must demonstrate competence.

#### Duration

Part of the 'on-road' component.

## Criteria 8: Create/maintain crash avoidance space (continued)

### Test criteria

#### Following distance (moving)

The applicant must:

- Maintain a four second gap behind the vehicle directly in front increasing the gap in adverse conditions.

#### Stopped position

The applicant must:

- Stop in a position behind other vehicles allowing sufficient space to steer around the vehicle in front, if necessary.

#### Speed selection

The applicant must:

- Select a speed that is both within the posted limit and appropriate to road and traffic conditions (which may be less than the posted limit).

#### Crash avoidance space to the sides

The applicant must:

- Maintain a sufficient space to the side from parked vehicles.
- Vary the position in the lane to provide a buffer from oncoming vehicles and those moving in the same direction.

#### Lane selection

The applicant must select a lane:

- In compliance with road law and the prevailing traffic situation.
- Which is the most appropriate one for the vehicle being driven to ensure safe turns.

## Criteria 9: Protect crash avoidance space

### Performance

Demonstrate appropriate responses to situations where Crash Avoidance Space (CAS) is threatened or compromised.

### Conditions

Varying road (dual carriageway and two way road systems) and medium level traffic conditions including pedestrian areas if possible.

### Requirements

Must demonstrate competence.

### Duration

Part of the 'on-road' component.

## Test criteria

### Speed Control

The applicant must:

- Adjust speed to regain CAS in response to changes in road or traffic conditions and speed limits (e.g. when other vehicles cut in or when the test vehicle is in another vehicle's blind spot).
- Reduce speed in anticipation of the need to stop (e.g. lights ahead which have been green for some time).
- Approach stationary or slow moving vehicles in front with caution.
- Drive close to the posted speed limit when safe to do so and not exceed the speed limit.

## Criteria 9: Protect crash avoidance space (continued)

### Test criteria

#### Gap selection

The applicant must:

- Select gaps in traffic which do not encroach on another vehicle's CAS without slowing traffic flow.
- Must not reject more than three opportunities to select a suitable gap.

#### Maintains traffic flow

The applicant must:

- Efficiently maintain forward progress by selecting suitable speeds, lanes, and lane positions in relation to forward and adjacent traffic.
- Be courteous to other road users.
- Accepts the first safe gap and rejects unsafe gaps.
- Not give way unnecessarily.

#### Observes road and traffic environment

The applicant must:

- Scan continuously to the front, sides, and above looking for hazards. Scanning needs to be performed at short, middle, and long distance ranges.
- Monitor left and right mirrors for traffic to the sides and rear on a regular basis.

#### Responds to risks/hazards

The applicant must:

- Apply low risk driving strategies by reducing speed and covering the brake when a hazard is identified. The assessor may not always be able to see whether the applicant is covering the brake in which case they should focus on speed reduction to assess this item.
- Increase space to the sides where hazards exist (e.g. parked vehicles or oncoming traffic).
- Adjust speed and/or position in response to limited vision of the road or traffic environment (e.g. where vision is limited due to other vehicles or objects blocking the line of sight at intersections, blind corners and crests etc.).

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## Section D: Compliance

### Criteria 10: Road rules and directions

#### Performance

Demonstrate observation and compliance with road rules and follow the directions given by the assessor.

#### Conditions

Varying road and traffic conditions.

#### Requirements

Must demonstrate competence.

#### Duration

Part of the 'on-road' component.

### Test criteria

#### Obeyes road rules

The applicant must:

- Obey all the road rules.
- Observe and never exceed the speed limits.
- Stop as near as practicable to, but with no part of the vehicle encroaching over the stop line at a stop sign or when the vehicle is the first one to stop at red traffic lights.
- Approach traffic lights, give way signs and pedestrian crossings at an appropriate speed and be prepared to stop, if necessary.
- Give way to other traffic where necessary.
- Not drive in an aggressive manner.
- Obey regulations relevant to the test vehicle.
- Not straddle the lanes unnecessarily.

## Criteria 10: Road rules and directions (continued)

### Test criteria

#### Follows assessors instructions

The applicant must:

- Follow all reasonable directions given by the assessor.
- Comply with all directions given by Police or other authorised person(s).

Failure of an applicant to comply with Police directions must result in immediate termination of the test. Failure of the applicant to follow instructions given by the assessor may also result in test termination, if the assessor believes an applicant is deliberately avoiding performing a specific task.

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# Section E: Additional risk management

## Criteria 11: Reverse

### Performance

Demonstrate safe and accurate vehicle control during reversing manoeuvres.

### Conditions

- Centre driving mirror offset (if fitted) and/or rear window blocked off.
- Straight level road with either a kerb, marked edge line or a clearly defined straight seal edge.
- Non-traffic or low level traffic area. May be an off-road location.
- Clear of pedestrian activity.

### Requirements

One-off test.

With the exception of class MC, applicants must successfully complete a long reverse and one of the following three low speed manoeuvres as determined by licensing authorities:

- Reverse parallel park (rigid vehicles only).
- Off-set reverse (excluding MC).
- Loading dock simulation (excluding MC).

### Duration

Ten minutes for each reversing assessment.

Reversing manoeuvres carry a higher risk. The assessor has the responsibility to choose locations to minimise the likelihood of injury or property damage. In some jurisdictions or in off road locations the assessor may be able to alight from the vehicle to ensure the safety of other road users. The use of a whistle may be required and a high visibility vest must be worn by the assessor.

## Criteria 11: Reverse (continued)

### Test criteria

#### Long reverse (for all vehicle types)

The applicant must:

- Activate the hazard lights.
- For LR, MR, HR – Demonstrate a full reverse (four vehicle lengths).
- For HC and MC – demonstrate a 70 metre straight line reverse. If the vehicle is a pocket road train or a double road train, reverse one trailer length.
- Maintain observation for traffic.
- Not have any wheel cross the edge line or seal edge, or kerb.
- Not have any wheel more than one metre from the edge line or seal edge, edge or kerb.
- Not make any forward adjustment (HC may make one forward adjustment and two for MC).
- Secure the vehicle at the end of the exercise.
- Switch off hazard lights.

#### Reverse parallel park (rigid vehicles only)

The applicant must:

- Check the mirrors.
- Operate the left indicator for an adequate time to alert other road users.
- Operate the hazard lights.
- Make no more than four direction changes.
- Achieve final position: 
  - Behind the forward parking pole (approx. one to two metres behind).
  - Wheels close to the kerb (approx. within 500mm from the kerb).
  - Body of vehicle parallel to the kerb.
- Not touch the kerb, any vehicles or parking poles.
- Competently operate the controls throughout.
- Switch off hazard lights.

This manoeuvre may be assessed using a simulated environment in an off road location (e.g. using bollards or parking poles).

## Criteria 11: Reverse (continued)

### Test criteria

#### Offset reverse - may include reversing around a left hand kerb (except MC)

The applicant must:

- Activate the hazard lights.
- Check the mirrors.
- Reverse into the end position and finish within one metre of the end markers (poles or bollards).
- Complete the task within 10 minutes for HC, and five minutes for rigid vehicles.
- Not cross any marked task lines or strike poles or bollards.
- Not have any wheel more than one metre approx. from the edge line (or seal edge, or kerb).
- Not use more than three forward movements (HC only).
- Switch off hazard lights.

The applicant may stop the vehicle and alight to check its position as many times as required within the time allocated.

#### Loading dock simulation (all vehicle types except MC)

The applicant must:

- Operate the hazard lights.
- Stop beyond the driveway and reverse (to the left) to a position that is central and parallel in the loading bay/ driveway and, if possible, fully into the driveway.
- Not exceed one forward correction (shunt).
- Competently operate the controls throughout.
- Pay due regard to the traffic on the road and driveway.
- Drive with the doors shut.
- Not mount the kerb or strike any object.

## Criteria 12: Hill stop/start

### Performance

Demonstrate smooth safe stopping and starting when leaving the kerb on ascending and descending roads.

### Conditions

Centre driving mirror offset (where fitted).

- Select low level traffic, inside lane with kerb or distinct edge and space for drawing into or parking.
- Moderate inclines and descents.

### Requirements

The driver will, when ascending or descending draw into the kerb and stop the vehicle and then (when directed by the assessor) leave the kerb and continue driving along the road as per test elements.

One-off test.

### Duration

Part of the 'on-road' component.

## Criteria 12: Hill stop/start (continued)

### Test criteria

#### Ascent

The applicant must:

- Check all the mirrors.
- Draw into the kerb operating the left indicator for an adequate time to alert other road users.
- Stop parallel to and with wheels close to the kerb (approx. 500mm from the kerb/road edge).
- Check all mirrors and blind spot.
- Indicate right to leave the kerb (minimum five seconds).
- Not roll back when leaving the kerb.
- Operate all controls smoothly and efficiently.
- Conduct the manoeuvre with due regard for the safety and convenience of other road users.

#### Descent

The applicant must:

- Check all mirrors.
- Draw into the kerb operating the left indicator for an adequate time to alert other road users.
- Stop parallel to and with wheels close to the kerb (approx. 500mm from the kerb/road edge).
- Check all the mirrors and blind spot.
- Indicate right to leave the kerb (minimum of five seconds).
- Not roll forward in neutral or clutch coast.
- Use the retarder/exhaust brake (if fitted) lawfully and correctly.
- Operate all controls smoothly and efficiently.
- Conduct the manoeuvre with due regard for the safety and convenience of other road users.

## Criteria 13: Load securing

### Performance

Demonstrate the common methods of securing a load to confirm ability to check and, if necessary, adjust load restraints.

Visual inspection of ropes, chains, dogs, and straps before use.

### Conditions

- Vehicle parked and secured without the engine running.
- Non traffic area selected.
- Safe pedestrian access to all sides of the vehicle.
- Vehicle with a load (minimum height one metre) in place but not secure.
- Tray configuration with any type of rail.
- Sufficient rope, chains and dogs, winches/ratchets and straps.

OR

- A simulated vehicle tray, equipped as above.

### Requirements

One-off test.

### Assessment duration

Twenty minutes.

## Criteria 13: Load securing (continued)

### Test criteria

#### Ropes

The applicant must demonstrate a:

- Truckie's hitch.
- Single or double shank/hitch.

#### Chains and dogs

The applicant must demonstrate how to:

- Safely use load binders (ratchet/recoilless dogs – not spring dogs).

#### Winches and straps/ratchets and straps

The applicant must demonstrate how to:

- Safely use winches and straps or ratchets and straps.

## Criteria 14: Coupling/uncoupling

### For Heavy Combination:

**Performance** Demonstrate coupling and uncoupling a semi trailer or a heavy vehicle combination truck and trailer.

### For Multi Combination:

**Performance** Demonstrate coupling and uncoupling of an A trailer to/from a B trailer of a B double configuration.

or

Demonstrate coupling and uncoupling of a converter dolly to/from a semi trailer; and

Demonstrate coupling and uncoupling of a lead semi trailer to/from a second semi trailer of a road train configuration.

### Conditions

- Parked and secure in a straight line.
- Firm and level non-traffic area.
- Safe access around the vehicle.
- Suitable wheel chocks, if required.
- **High visibility clothing must be worn.**

The assessor may be out of the vehicle to observe and assess if allowed under local jurisdiction legislation.

### Requirements

One-off test.

### Assessment duration

- Coupling = 15 minutes
- Uncoupling = 15 minutes

## Criteria 14: Coupling/uncoupling (continued)

### Test criteria

#### Semi trailer uncouple

The applicant must:

- Apply the park brake and switch off the emergency shut off valve.
- Ensure trailer security by chocking the wheels. If the trailer is fitted with maxi (spring) brakes, chocking is not necessary.
- Lower the landing gear ensuring firm and even contact with the ground.
- Raise the trailer until a gap is visible at the turntable.
- Secure the handle.
- Disconnect, retract and secure the electrical leads, hydraulic lines (if fitted) and air lines.
- Open jaws or ringfeeder.
- Move forward slowly until the turntable is just clear of the skid plate and confirm stability of the trailer.
- Drive slowly away (a distance of at least 10 metres). If the area is safe, and has sufficient room to operate, the prime mover should be driven around to the rear of the semi-trailer so that the coupling task can commence from that point.
- Apply the prime mover park brake.
- Ensure the driver's door is closed whenever the vehicle is moving.
- Conduct all procedures safely and efficiently.

These procedures may vary due to vehicle configuration. The main emphasis is on safety.

#### Semi trailer couple

The applicant must:

- Check that the king pin size is compatible with the turn-table jaws. Check the air lines and electrical leads are stowed correctly to prevent damage.
- Check the jaws are open.

## Criteria 14: Coupling/uncoupling (continued)

### Test criteria

- Ensure the trailer is secure. If the trailer is not fitted with maxi (spring) brakes, chocks are required.
- Position the prime mover just forward of the trailer. Check the entry alignment and ensure that the prime mover will clear the trailer (two positioning adjustments are allowed).
- Apply the park brake.
- Lower the skid plate onto the turntable until the weight of the trailer is imposed onto the turntable and the landing gear legs are just clear of the ground (10-20mm).
- Secure the handle.
- Reverse the prime mover slowly until the turntable jaws lock around the king pin.
- Perform a 'Tug Test'.
- Apply the park brake.
- Check that the turntable release lever is in the locked position with no gap between the turntable and the trailer skid plate.
- Check the jaws are closed correctly.
- Fully raise the landing gear and stow the handle.
- Connect the air lines and the electrical leads.
- Switch on the trailer's air supply valve (or air taps) and charge the trailer brake air system.
- Check the trailer air pressure.
- Switch off the engine and conduct a walk around inspection listening for air leaks. Stow the chocks (if applicable). Check to ensure all lights and indicators are operational and that the condition of the tyres is acceptable.
- Conduct all procedures safely and efficiently.

These procedures may vary due to vehicle configuration. The main emphasis is on safety.

## Criteria 14: Coupling/uncoupling (continued)

### Test criteria

#### Truck and trailer (HC) or trailer and dolly (MC) uncouple

The applicant must:

- Apply the park brake and ensure the trailer air supply (in many American heavy vehicles the trailer air supply valve will come on with the park brake).
- Ensure the trailer is secure by chocking the wheels (if applicable).
- Lower the drawbar support leg.
- Disconnect and secure all air lines and electrical cables.
- Release the towing pin catch.
- Raise the towing pin with the handle (locking handle to the up position).
- Drive slowly forward to offset the vehicle from trailer (minimum of 10 metres forward of the trailer). If the area is safe, and has sufficient room to operate, the truck should be driven around to the rear of the trailer so that the coupling task can commence from that position.
- Check the mirrors to confirm the disconnection.
- Conduct all procedures safely and efficiently.

These procedures may vary due to vehicle configuration. The main emphasis is on safety.

## Criteria 14: Coupling/uncoupling (continued)

### Test criteria

#### Truck and trailer (HC) or trailer and dolly (MC) couple

The applicant must:

- Check the coupling assembly including guide flange, towing and locking pins, and connections.
- Check the towing pin is in the coupling position.
- Reverse close to, but not touching, the draw bar.
- Check the height and alignment of the eye ring to coupling assembly, adjusting it if necessary.
- Reverse slowly until the towing pin locks into the eye ring (the assessor may intervene to ensure safety and prevent damage to equipment. If this occurs the assessment is to be terminated).
- Perform a 'Tug Test'.
- Visually check the towing pin engagement.
- Connect the air lines and cables.
- Raise the drawbar support leg and stow.
- Check the brake air pressure.
- Switch on the emergency shut off valve and charge the trailer brake air system.
- Switch off the engine and conduct a walk around inspection listening for air leaks, stow the chocks and check all operational lights as well as the condition of the tyres.
- Conduct all procedures safely and efficiently.

These procedures may vary due to vehicle configuration. The main emphasis is on safety.

## Criteria 15: Bus stop procedure – bus only

### Performance

Demonstrate smooth drawing into the kerb, stopping for passengers loading, and leaving a bus stop with due regard for road and passenger safety.

### Conditions

Simulated stops are essential.

### Requirements

One-off test.

### Duration

Part of the 'on-road' component.

## Test criteria

### Arriving at the bus stop

The applicant must:

- Check all the external and internal mirrors before drawing into a bus stop.
- Draw into the stop operating the left indicator for an adequate time to alert other road users.
- Look for overhanging objects (e.g. branches, awnings).
- Bring the vehicle to a smooth stop.
- Stop the vehicle parallel and close to the kerb (close to front and rear steps within 300mm of the kerb).
- Stop with the front door opposite a simulated bus stop embarking point.
- Apply the park brake or bus stop brake (if fitted).
- Activate the school bus warning lights (where applicable).
- Open the door(s) only when the bus is completely stationary (where this can be done from the drivers seated position).

## Criteria 15: Bus stop procedure - bus only (continued)

### Test criteria

#### When departing the bus stop

The applicant must:

- Check the door(s) by head check and mirrors for alighting passengers.
- Check the bulkhead mirror (left hand side) through to the rear door mirror to confirm all passengers are clear.
- Check the centre door wells are clear before closing.
- Close the door(s) while stationary.
- Check all internal and external mirrors for people and traffic before leaving.
- Indicate to the right (minimum of five seconds).
- Check the blind spot.
- Release the park brake or bus stop brake.
- Accelerate smoothly.
- Cancel the school bus warning lights (where applicable).
- Cancel the indicator when in new lane position.

#### In general

Conduct the manoeuvre with safety and full regard for the comfort of passengers.

# Summary

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## Final Competency Assessment (FCA)

- 1) The FCA has off-road and on-road practical assessments consisting of up to 15 criteria relevant to the type of vehicle class being sort.
- 2) A continuous on-road drive assessment with a minimum duration of 45 minutes (plus 10 minutes for rigids and 20 minutes for combinations for the reversing assessments when conducted during the on-road component) must incorporate the items listed below.
- 3) All items listed in Section B, C, D and Criteria 12 (Hill stop/start) and Criteria 15 (Bus stop procedure) from Section E if applicable as follows:
  - Section B – Criteria 3, 4, 5, 6 and 7.
  - Section C – Criteria 8 and 9.
  - Section D – Criteria 10.
  - Section E – Criteria 12 (if available) and Criteria 15 (if applicable).
- 4) An FCA will include road and traffic conditions which include medium to heavy traffic. The definition of medium to high traffic means that there is at least a 70 per cent chance of the vehicle interacting with another vehicle or road user.
- 5) A laden vehicle must be laden for the duration of the on-road drive.
- 6) An assessment route developed by the approved provider and approved by the licensing authority which allows for a comprehensive assessment covering all relevant items listed in on-road requirements – FCA will be used.
- 7) The route will include a sufficient degree of gradient to allow for a comprehensive test of gear changing and the hill stop/start. Where this is not possible alternative assessment methods will be used.

- 8) The FCA will be conducted by another assessor. On occasions it may be conducted by an auditor as part of normal audit procedures. Your assessment will be video recorded for audit purposes. You will be advised of the procedure before commencement.
- 9) If an auditor is present for an FCA, they will nominate the manoeuvre or procedure to be conducted.

Reference	Criteria	Description	Duration (approx. minutes)		When Assessed
			Rigid	Artic	
Section A – Pre-drive	Criteria 1	Pre-operational check	10	15	Off-road
	Criteria 2	Cabin drill	5	5	Off-road
Section B – Vehicle operation and control	Criteria 3	Start, move off, shut down and secure	45	45	On-road
	Criteria 4	Manages steering			
	Criteria 5	Manages gears			
	Criteria 6	Manages brakes			
	Criteria 7	Manages accelerator			
Section C – Low risk driving behaviours	Criteria 8	Create and maintain crash avoidance space			
	Criteria 9	Protect crash avoidance space			
Section D – Compliance	Criteria 10	Road rules and directions			
Section E – Additional risk management	Criteria 11	Reverse	10	20	On-road or off-road
	Criteria 12	Hill stop/start			On-road
	Criteria 13	Load securing	20	20	Off-road
	Criteria 14	Coupling/uncoupling	NA	30	On-road or off-road
	Criteria 15	Bus stop procedure			On-road

## Competency Test (CT)

- 1) The CT has off-road and on-road practical assessments consisting of up to 15 criteria relevant to the type of vehicle class being sort.
- 2) A continuous on-road drive assessment with a minimum duration of 90 minutes (plus 10 minutes for rigids for the reversing assessments when conducted during the on-road component) must incorporate the items listed below.
- 3) All criteria in Sections A, B, C, and D listed in the guide and Criteria 15 of Section E (Bus stop procedure) if applicable as follows:
  - Section A – Criteria 1 and 2.
  - Section B – Criteria 3, 4, 5, 6 and 7.
  - Section C – Criteria 8 and 9.
  - Section D – Criteria 10.
  - Section E – Criteria 12 (if available) and Criteria 15 (if applicable).
- 4) Additional time must be allocated to ensure assessment of the remaining criteria from Section E, Criteria 11 and 13.
- 5) The CT will include road and traffic conditions in medium to heavy traffic. The definition of medium to high traffic means that there is at least a 70 per cent chance of the vehicle interacting with another vehicle or road user.
- 6) A laden vehicle must be laden for the duration of the on-road drive.
- 7) A route developed by the approved provider and approved by the licensing authority which allows for a comprehensive test covering all relevant items listed in CT on-road requirements will be used.
- 8) The route will include a sufficient degree of gradient to allow for a comprehensive test of gear changing and the hill stop/start. Where this is not possible, alternative assessment methods will be used.
- 9) If an auditor is present for a CT, they will nominate the manoeuvre or procedure to be conducted.
- 10) The CT may be conducted by an auditor as part of normal audit procedures. Your assessment will be video recorded for audit purposes. You will be advised of the procedure before commencement.

Reference	Criteria	Description	Duration (approx. minutes)
Section A – Pre-drive	Criteria 1	Pre-operational check	10
	Criteria 2	Cabin drill	5
Section B – Vehicle operation and control	Criteria 3	Start, move off, shut down and secure	90
	Criteria 4	Manages steering	
	Criteria 5	Manages gears	
	Criteria 6	Manages brakes	
	Criteria 7	Manages accelerator	
Section C – Low risk riving behaviours	Criteria 8	Create and maintain crash avoidance space	90
	Criteria 9	Protect crash avoidance space	
Section D – Compliance	Criteria 10	Road rules and directions	90
Section E – Additional risk management	Criteria 11	Reverse	10
	Criteria 12	Hill stop/start	10
	Criteria 13	Load securing	20
	Criteria 14	Coupling/uncoupling	NA for a CT
	Criteria 15	Bus stop procedure	10

## FCA/CT – assessment criteria

- Successful completion of the FCA/CT requires the applicant to pass **all criteria as listed** in this FCA/CT assessment guide. Each criteria is assessed according to its requirements. Some errors however, are permitted in the test criteria.
- **No more than two errors are allowed in Section A** with the exception of failing to fit their seatbelt which is an immediate failure.
- **No more than four errors are allowed in Section B.**
- **No more than two errors are allowed in Section C.**
- **No error is allowed in Section D.** Any error recorded in Criteria 10, Section D will result in test termination.
- **No more than one error is allowed in Section E.**



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