

KEEN BROS.

DRIVER TRAINING

CARS - BIKES - TRUCKS



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TLIC3004

Drive Heavy Rigid Vehicle

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Learner Guide

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Introduction

Introduction

Welcome to the Drive Heavy Rigid Vehicle Learner Guide. If you are using this guide you are probably about to take part in the assessment of this Unit of Competency.

This guide is divided into four sections.

- The introductory section will give you information about the unit of competency, the assessment process, how evidence is collected and what you are required to achieve.
- The second section contains assessment tasks that you will need to complete successfully to achieve competence. Your assessor will discuss them with you. If necessary, the assessor will modify the assessment tasks to suit specific requirements.
- The third section contains a copy of the unit of competency, so that you can see how the assessments are used to show that you are competent.
- The last section contains a glossary.

Your assessor will go over the guide and the assessments with you prior to assessment and explain the requirements in detail.

Note: Successful completion of this course and receipt of your Statement of Attainment does not guarantee you a Heavy Rigid Drivers Licence. You must complete all aspects of training and assessment and be issued a Statement of Attainment for the Unit of Competency listed above to be eligible to sit for your DoT HR Driver's Licence practical assessment, which can be completed at Keen Bros. or any Department of Transport W.A. approved training provider. Keen Bros. Dot Approved provider no. 501.

Target group

This is a Unit of Competency covering a role that includes involves the skills and knowledge required to drive a heavy rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations.

Scoping

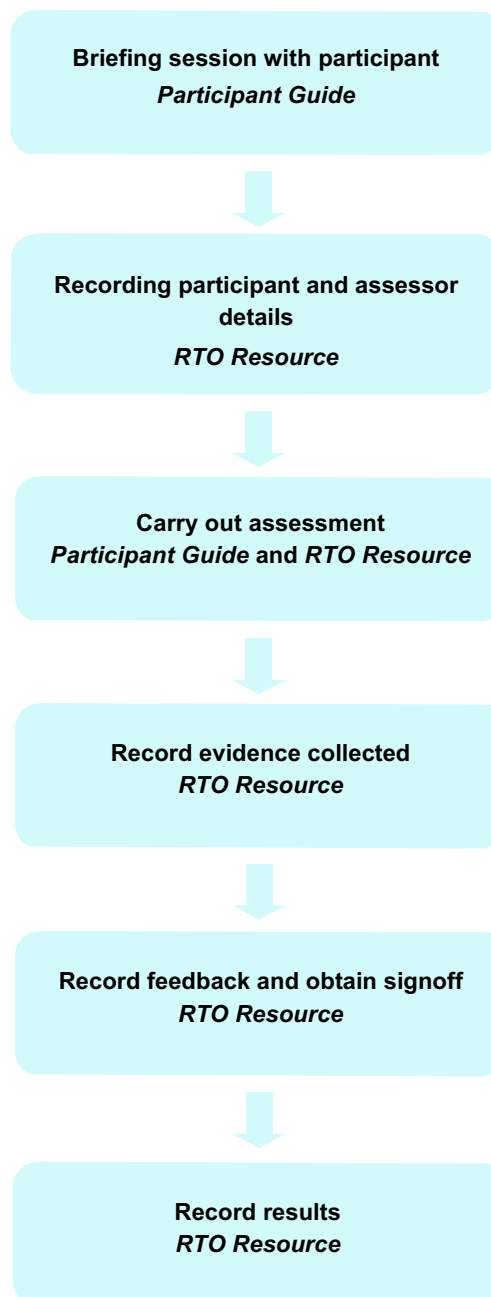
The scoping of the assessment tasks to the unit of competency is located in the *Scope of assessment tool* sections in this booklet.

About the Unit of Competency

This unit of competency is from the Transport and Logistics Training Package. This resource has been developed to meet the needs of key stakeholders including industry, participants, assessors, registered training organisations (RTOs) and auditors.

What to expect

Your assessor will meet with you and brief you on the various steps in your assessment. They will use a resource specially designed for registered training organisations (RTOs) to keep a record of your performance and any advice or feedback you receive.



What is competence?

To complete these assessment tasks satisfactorily you will need to demonstrate competence – but what does this mean?

The competency in this unit it has been defined in the TLI10 V4.0 Transport and Logistics Training Package. This is one of hundreds of training packages that address the skills and knowledge needs of Australian industry and form part of the national vocational education and training system, or 'VET'. If you are new to the Australian VET sector, we recommend that you visit *Training Packages at Work – Back to Basics* at www.tpatwork.com.

Underpinning the whole concept of VET is the concept of competence, defined as:

'the ability to perform tasks and duties to the standard expected in the workplace'.

Competence involves the application of specific skills, knowledge and attitudes to the work performance in an industry, an industry sector or an enterprise. Competence is rarely achieved in a one-off demonstration. It needs to be developed holistically – that is, bringing a range of skills and knowledge together – and over time in a real or simulated workplace. To achieve competence you need to demonstrate that you can perform a given task to the standard defined in an endorsed unit of competency.

Assessment process

The assessment tasks in this guide have been designed to allow you to demonstrate that you have the skills and knowledge to meet the requirements of the units of competency. The assessment process will vary depending on your individual circumstances and your assessor. In most cases before you start these tasks your assessor will:

- ensure that you know the time, date and venue of the assessment
- explain the assessment task fully
- make provision for any special support you may need
- organise and arrange all required resources. On

completion of the assessment your assessor will:

- communicate the outcomes of the assessment to you and provide feedback for future performance
- record assessment decisions and complete assessment documentation
- ask you to acknowledge the assessment task outcomes and feedback by signing and dating the assessment documentation. If you disagree with the assessment result you have the right to appeal. See the next page for information about appeals and reassessment.

What is your assessor looking for?

Your assessor is looking for evidence that you are competent in the tasks. To make a judgment of your competence, your assessor may ask you to:

- discuss a scenario
- carry out a practical demonstration
- answer questions

- undertake some other form of assessment, such as submit a portfolio of your work or a third-party report on your job performance.

To show that you are competent you must be able to:

- perform the task to workplace standards
- manage a range of different tasks (multi-tasking)
- respond to contingencies or breakdowns
- deal with the responsibilities of the workplace, including working with others.

You will need to show you can do this consistently, over time and in relevant workplace situations and environments.

Workplace situations

Evidence for assessment should be gathered in the workplace. However, this may not always be possible for a number of reasons including:

- you may not yet be employed in a suitable workplace
- the workplace may not be large enough to support appropriate assessment activities
- it may be difficult for you to access organisational information or there may be confidentiality issues
- it may not be possible to assess some tasks in the workplace, such as tasks around emergency response.

Therefore, scenarios based on typical workplace situations have been provided that can be used with the assessment tasks, if evidence cannot be collected in an actual workplace. Your assessor may:

- use these scenarios as they are
- change the scenarios to meet workplace needs
- create new scenarios based around specific workplace situations.

Third Party Reports

Third-party reports might be used to obtain supplementary evidence to show that you are competent in a task. These reports could be obtained from your supervisor or a team member that you have worked with. For example, a report may be obtained from your team members to confirm that you can communicate and work with others and that you have done this over a period of time. If your assessor is going to ask for a third-party report they will need to get your permission before approaching your supervisor or team members. You will always be shown the final report and asked to sign off on it.

Appeals and reassessment

If you disagree with the assessment result, under the principles of assessment you have the opportunity to appeal the result and be reassessed if necessary.

The registered training organisation (RTO) that you are enrolled with will have an appeals and reassessment policy and process. Your assessor should discuss this process with you before starting this assessment

Assessment tasks

Overview of format

The assessment task layout is divided into two parts:

- scope of assessment tool
- Assessment tasks.

Scope of assessment tool

The scope lists:

- the units of competency being assessed
- the number of assessment tasks involved
- the type of assessment tasks; for example, an assignment, observation or questioning.

The scope is supplied for your information only and does not contain any actual assessment material.

Assessment tasks

These are the actual assessment tasks and outline exactly what is required for you to demonstrate competence.

Scope of assessment tool

This assessment tool is designed for your assessment against the following unit of competency:

Important note: A heavy rigid vehicle is defined in this unit of competency as vehicles including buses and trucks, with 3 or more axles, greater than 8 tonnes GVM.

Unit code	Unit title	Training package code and title
TLIC3004	Drive heavy rigid vehicle	TLI10 V4.2 Transport and Logistics Training Package

Unit Descriptor

This unit involves the skills and knowledge required to drive a heavy rigid vehicle safely including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition, and performance and effective management of hazardous situations. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of, the relevant state/territory Road Traffic Authority. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

This assessment tool comprises the following assessment tasks:

Task	Title and assessment method
Task 1	Complete pre-course written assessment (must be completed prior to training day and handed in to trainer/assessor for marking. Learner must be deemed competent in this task before beginning task 2).
Task 2	Complete pre-operational inspection and documents Demonstration Questioning – verbal questioning
Task 3	Drive heavy rigid vehicle Demonstration Questioning – verbal questioning

Case study – about the workplace

EBM Transport operates a fleet of eleven heavy rigid (HR) trucks. The fleet is managed by one supervisor who is responsible for OH&S and driver compliance; freight logistics such as vehicle to load match, pick-up and delivery points; maintenance schedules and rosters for drivers.

The drivers are responsible for conducting all pre drive safety checks and reporting of faults. They are required to consult with operational staff regarding deliveries and pickup points as well ensuring that the vehicles are fuelled when required and made available for routine maintenance. The depot is located in a semi rural area so drivers are expected to drive in varying speed, traffic, weather and road conditions including populated streets, freeway and country road environments.

The company's HR fleet operations revolve around three major contracts. The first contract is to provide transportation and delivery services for a large local landscape company. Four HR trucks in tipper configuration are used for delivering loads such as sand, soil, woodchips, tanbark and wooden sleepers to home residences and building sites. Drivers are required to operate ancillary equipment such as load securing devices, tarps, PTO drives and tailgate loaders. Other than heavy equipment such as shovels, brooms and trolleys no other equipment is needed to load or unload the freight.

The second contract is to provide transportation and home delivery services for a large regional grocery retail outlet. Three HR vehicles in Pantec configuration assigned to this task. Drivers are required to "hand off load" cartons at each delivery point which could include home driveways or on street parking. Trolleys and load securing devices are provided in these vehicles.

The third contract is to provide transportation and delivery services for a large local egg farm. Three HR trucks, also in Pantec configuration, assigned to this task. The freight is pre-loaded into specially designed trolleys which are loaded onto the vehicle via a tailgate loader and secured by the driver prior to transportation. Drivers are required to pickup/deliver to variety of places such as driveways, building sites, curbside locations and loading docks.

The company's operating times are between the hours of 4am to 9pm, 7 days a week and drivers are required to drive their rostered shifts within these operating times.

Assessment task 2: Complete pre-operational inspection and documents

Purpose of the assessment

The purpose of this task is for the participant to demonstrate that they can:

- conduct a pre-operational inspection and checks of the vehicle
- identify and report of defects and conduct minor repairs if appropriate
- complete appropriate vehicle records, such as checklists and vehicle fault reports
- secure vehicle in accordance with manufacturers specifications, traffic regulations and workplace procedures
- position the vehicle for convenient and safe loading of goods
- operate electronic communications equipment in accordance with manufacturers and workplace instructions.

Assessment task outline

Part A

In this assessment you will prepare your vehicle for operation. You should demonstrate that you can complete all elements of a vehicle inspection and take appropriate action when a vehicle fault is found. When conducting the inspection use any relevant workplace inspection checklists and defect report forms or the sample checklist and defect report provided by your assessor.

You will then position the vehicle for loading following workplace guidelines and plan a travel route. Finally, you will complete any pre-departure documentation.

Situation

You have arrived at the depot of EBM Transport for the start of your shift. Before you leave on your first delivery you must prepare the vehicle for operation. Be sure to follow the correct workplace procedure and OHS requirements. As you complete each activity explain to the assessor what you are doing and why.

Activity 1: Locate workplace vehicle inspection guidelines and checklist

Use your workplace checklist or one provided to you by your assessor for EBM Transport (when using the checklist note that some of the items may not apply to your vehicle).

Activity 2: Conduct pre-operational check of vehicle

Position your vehicle in the appropriate area at EBM Transport to conduct a pre-operational check of the vehicle. Use your inspection checklist to complete a general external inspection of your vehicle following your workplace procedure. This should include a visual inspection of the exterior and inspection of the steering, tyres and wheels, brakes and suspension. Demonstrate to your assessor the use of associated equipment (e.g. tailgate loader, hydraulic lift) on the vehicle to show that this equipment is operating correctly. Make sure all components are checked and recorded on your checklist.

Activity 3: Conduct maintenance and record vehicle fault, as required

Conduct any maintenance as required by the workplace, and report any defects according to workplace requirements. During your inspection you noticed that the left rear brake light was not working. Explain what you would do in this situation and demonstrate how you would record this. Use your workplace vehicle fault recording system or the vehicle fault record provided to you by the assessor.

Activity 4: Prepare vehicle for loading and check load is secure

Position your vehicle in a safe area ready for loading. Ensure the load and vehicle is secure according to workplace procedures. Explain what you would do if your vehicle had been loaded incorrectly by other staff.

Activity 5: Prepare an efficient travel route

Receive instructions from your supervisor regarding the delivery route. Plot the route you will take, taking into consideration any weight or height restrictions. Plot an alternate route in case of heavy traffic or road works. Explain factors that can cause traffic delays and actions that you can take if they occur.

Activity 6: Complete documentation, if required

Complete any pre-departure documentation, if required.

Part B

1. Why is a pre-operational vehicle check important?
2. What workplace policies and procedures apply to performing a pre-operational vehicle check?
3. What is a defect that you should pick up in the pre-operational check that could make your vehicle unroadworthy?
4. Where are your company vehicle records kept?
5. What vehicle records do you need to complete before driving off to start your shift?
6. Who should you report vehicle defects or malfunctions to?
7. Why it is important to check tyre pressure?
8. What are some of the associated equipment you may have to inspect on your vehicle?
9. What safety measures should be taken when checking the radiator and why?

Assessment task 3: Drive heavy rigid vehicle

Purpose of the assessment

The purpose of this task is for the participant to demonstrate that they can drive a heavy rigid truck in accordance with traffic regulations and the manufacturer's instructions. They are required to monitor traffic and road conditions, anticipate hazards and take appropriate actions, manage vehicle performance and drive in a safe and fuel efficient manner

Assessment task outline

Part A

Your assessor will give you two delivery jobs to complete using the heavy rigid vehicle which you prepared for operation in Assessment task 1. One delivery job will be shorter and through the CBD and one job will be a longer drive using a freeway.

During the task you should demonstrate:

- knowledge of road rules and regulations
- the correct use of controls, indicators and instruments
- managing engine power and eco driving practices
- safe and defensive driving skills
- road navigation techniques
- operating communication equipment
- adapting route to changing traffic conditions or emergencies
- identifying, anticipating and avoiding traffic hazards such as road works, heavy traffic or vehicle restrictions
- completing any documentation required.

Part B

- 1 What legislation and workplace requirements apply to the operation of the vehicle and its load?
- 2 What transmission type is your vehicle?
- 3 What are three (3) causes of fatigue?
- 4 How can you tell if you are fatigued?
- 5 How does fatigue affect your ability to drive?
- 6 What are some of the possible consequences to both you and your employer of driving while fatigued?
- 7 What should you do if your mobile phone rings while you are driving?
- 8 When should you use your hazard lights?
- 9 What is eco driving?
- 10 What are 5 driving hazards that may occur while operating a heavy rigid vehicle?

- 11 What actions should you take in the event of a driving emergency?
- 12 How can you manage stressful driving situations?

Assessor details

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