

TLILIC2014

Licence to Drive a Light Rigid Vehicle

Learner Guide Instructions

Who is this document for?

The learner.

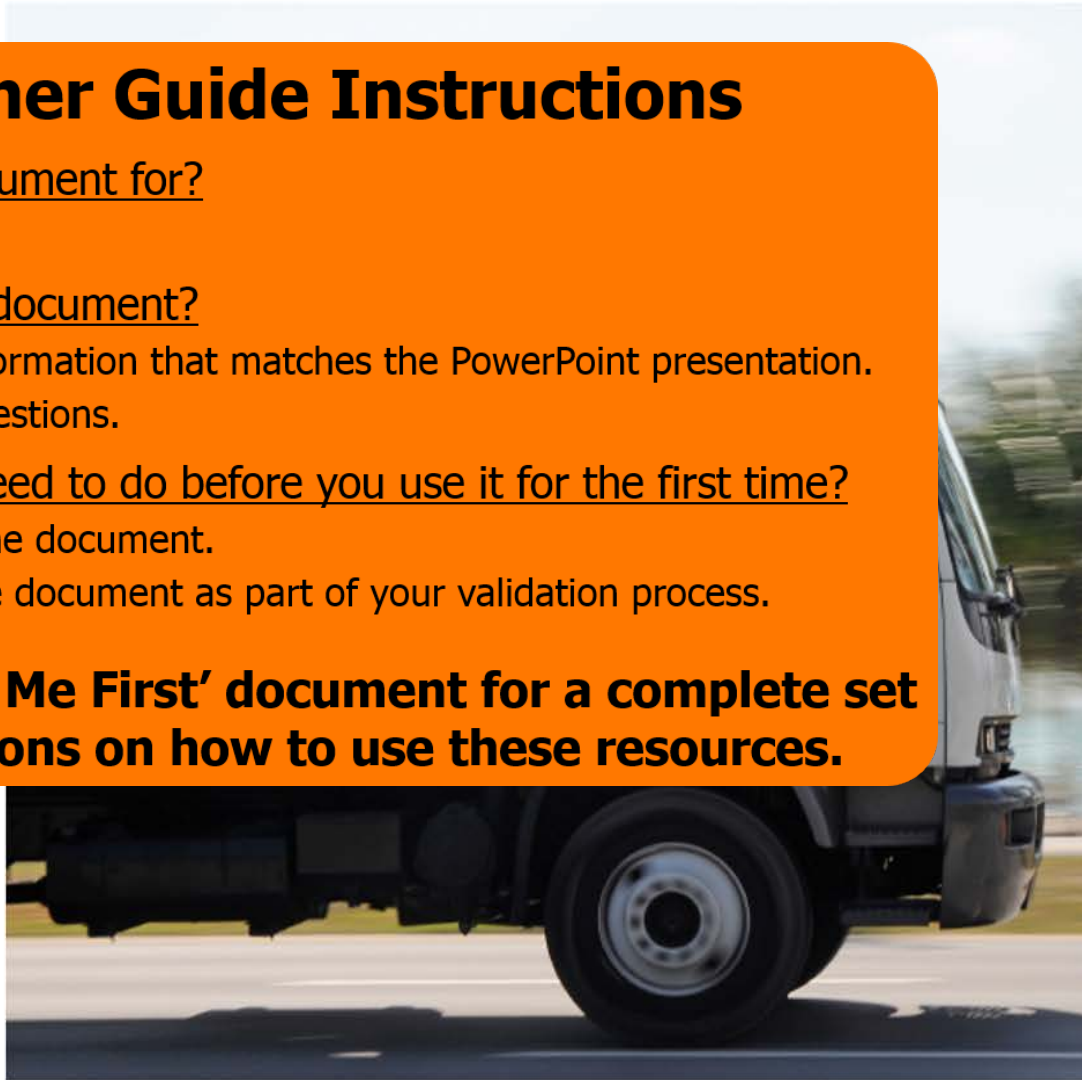
What is in this document?

- Course information that matches the PowerPoint presentation.
- Review questions.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

TLILIC2014 Licence to Drive a Light Rigid Vehicle

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

- Course Information.
- Review Questions.

Evaluation Copy Only

Table of Contents

1.1 Introduction	5
1.1.1 What is a Light Rigid Vehicle?	5
1.1.1.1 Transmission Types	5
Review Questions	6
1.2 Road Rules and Legislation	6
1.2.1 Licence Requirements	7
1.2.1.1 Medical Eligibility	7
1.2.2 Road Rules	8
1.2.3 Permits	9
1.2.4 Work Health and Safety Legislation	9
1.2.5 Fatigue Management	10
1.2.6 Environmental Protection	10
Review Questions	10
2.1 Carry Out Pre-Operational Checks	12
2.1.1 Visual Inspection	13
2.1.2 Check Wheels and Tyres	13
2.1.3 Check Fluid Levels	14
2.1.4 Other Checks	14
2.1.5 Bus Checks	14
2.1.6 Check Loads and Restraints	15
Review Questions	16
2.2 Operational Checks	17
2.2.1 Entering the Vehicle	17
2.2.2 Engine	17
2.2.3 Exhaust System	18
2.2.4 Instruments and Gauges	18
2.2.5 Brakes	18
2.2.6 Controls	19
2.2.7 Qualified Mechanical Checks	20
Review Questions	20
2.3 Check Signage and Lights	21
2.3.1 Signage	21
2.3.2 Lights, Indicators and Reflectors	21
Review Questions	22
2.4 Restrain Loads	22
2.4.1 Load Restraint Equipment and Fittings	22
2.4.2 Load Restraint Methods	23
2.4.3 Identify Lashing Points and Select Equipment	23
2.4.4 Using Load Information	24
2.4.5 Lashing and Securing the Load	25
2.4.5.1 Using Tensioners	25
2.4.6 Covering and Uncovering Loads	26
Review Questions	27
3.1 Drive and Position the Light Rigid Vehicle	28
3.1.1 Vehicle Handling Procedures	28
3.1.2 Driving and Positioning Techniques	29
3.1.2.1 Choosing Appropriate Speeds	29
Traffic and Speed	29
Driving Around Bends	30
3.1.2.2 Being Observant	30
Use Your Mirrors	31
Blind Spots	31
Special Mirror Checks	31
Negotiating Complex Traffic Situations	32

3.1.2.3 Keeping a Safe Distance.....	32
Managing Space Around Your Vehicle	32
Handling Tailgaters	33
3.1.2.4 Accelerating and Steering.....	33
3.1.2.5 Braking.....	34
3.1.2.6 Turning	34
Two Turning Lanes	35
3.1.2.7 Changing Gears.....	35
3.1.2.8 Driving Up and Down Hills.....	36
3.1.2.9 Obeying Road Signs.....	36
3.1.2.10 Reversing the Vehicle.....	37
3.1.3 Driving Buses	37
3.1.3.1 Bus Driving Techniques.....	38
Passengers.....	38
Driving.....	38
Review Questions.....	39
3.2 Monitor Vehicle Performance and Efficiency.....	40
3.2.1 Check Engine Power	41
3.2.2 Check Vehicle Controls and Instruments	41
Review Questions.....	42
3.3 Monitor Traffic and Road Conditions.....	43
Review Questions.....	44
3.4 Identify and Respond to Driving Hazards	45
3.4.1 Driving Hazards	45
3.4.2 Hazard Controls.....	45
3.4.2.1 Defensive Driving Techniques.....	46
3.4.2.2 General Hazard Avoidance or Control	47
3.4.2.3 Fatigue Management	47
Causes of Fatigue	47
Fatigue Warning Signs.....	48
Fatigue Management Techniques	48
3.4.2.4 Stress Management	49
Stress Management Techniques	50
Review Questions.....	50
3.5 Follow Driving Emergency Procedures.....	53
3.5.1 Emergency Procedures.....	53
3.5.1.1 Emergency Braking.....	53
3.5.1.2 Evasive Steering.....	53
3.5.1.3 Horn Use	54
3.5.1.4 Skidding	54
3.5.2 Brake Failure.....	54
3.5.3 Tyre Failure.....	55
3.5.4 Vehicle Breakdown or Loss of Load	55
3.5.5 Crashes	55
3.5.6 Fire	56
Review Questions.....	56
3.6 Interacting with Other Road Users	57
Review Questions.....	58
4.1 Park, Shutdown and Secure Light Rigid Vehicle.....	59
Review Questions.....	60
4.2 Complete Documentation.....	61
Review Questions.....	61
Appendix A – Light Rigid Vehicle Inspection Checklist	62

1.1 Introduction

These materials are based on the unit of competency **TLILIC2014 Licence to Drive a Light Rigid Vehicle**, and cover the skills and knowledge required to obtain a licence to drive a light rigid vehicle.

They cover:

- ◆ Systematic and efficient control of all vehicle functions.
- ◆ Monitoring of traffic and road conditions.
- ◆ Management of vehicle condition and performance.
- ◆ Effective management of hazardous situations.



1.1.1 What is a Light Rigid Vehicle?



A light rigid vehicle is:

- ◆ A rigid truck that is greater than 4.5 tonnes GVM but less than or equal to 8 tonnes GVM, or
- ◆ A rigid bus less than or equal to 8 tonnes GVM, or one that seats more than 12 adults including the driver.

1.1.1.1 Transmission Types

Light rigid vehicles may have a manual transmission or an automatic transmission.

A manual transmission is efficient and able to withstand the stress of hauling heavy loads.

Automatic transmission is suited to smaller vehicles that have to do a lot of stopping and starting.

Automated manual transmission (AMT) allows a driver to change gears without the need for a clutch.



Review Questions

1.	What are the 3 types of transmission in a light rigid vehicle?	<input type="checkbox"/>
1. 2. 3.		

1.2 Road Rules and Legislation



There are a range of procedures and codes that need to be followed when operating a light rigid vehicle.

These include relevant state/territory regulations and legislation such as:

- ◆ Roads and traffic authority driving regulations and licence requirements pertaining to light rigid vehicles.
- ◆ Road rules, instructions, procedures, information and signs.
- ◆ Permit regulations and requirements.
- ◆ Work Health & Safety (WHS) legislation.
- ◆ Fatigue management regulations.
- ◆ Environmental protection legislation.



1.2.1 Licence Requirements

A light rigid vehicle can only be driven by someone with a current state/territory licence.

It is a legal offence to drive, or allow someone else to drive, a light rigid vehicle without the relevant licence.

To drive passenger vehicles such as buses you will also be required to have:

- ◆ A good driving record.
- ◆ No criminal convictions.
- ◆ No medical condition that may impair your driving skills.



Until you obtain the appropriate licence you may only drive a light rigid vehicle if a person who holds a valid light rigid vehicle licence accompanies you.

You must also display "Driver Under Instruction" plates at the front and rear of the vehicle.

While learning to drive a light rigid vehicle, you must have a zero Blood Alcohol Concentration (BAC) at all times.

1.2.1.1 Medical Eligibility

There is a wide range of medical, hearing and eyesight conditions, which will prevent the issue of a light rigid vehicle licence.

Some common conditions that may affect the issue of a licence include:

- ◆ Visual defects, including loss of vision in one eye.
- ◆ Hearing defects.
- ◆ Angina, heart disease/surgery/hypertension, having a pacemaker.
- ◆ Some psychiatric disorders.
- ◆ Epilepsy.
- ◆ Diabetes.
- ◆ Sleep apnoea.
- ◆ Head injuries, dementia, and stroke.
- ◆ Parkinson's disease, multiple sclerosis.
- ◆ Physical disabilities/partial or complete loss of limbs.





Having these conditions does not necessarily prevent the issue of a licence but careful evaluation will be needed. In some cases a restricted licence may be considered.

If you are concerned that you may not be eligible, you should speak to your doctor or contact the relevant authority in your state or territory before you undertake driver training or testing.

If you have any medical condition, it is in your own interest to ensure that it is appropriate for you to apply for the category of vehicle in which you are interested.

All drivers are legally obliged to notify their relevant state or territory authority if they have or develop a medical condition that may impact on their ability to drive safely.

In addition to the appropriate licence, you may also be required to obtain a Driver Certificate to drive a vehicle carrying passengers for hire and reward. Strict eyesight requirements apply to Driver Certificate applicants.

1.2.2 Road Rules

Drivers must comply with all road rules including these four main areas:

- ◆ Signage on roadways (all categories), structures, other vehicles.
- ◆ Speed limits.
- ◆ Seat belt laws for driver and passengers.
- ◆ Alcohol and drugs laws.



It is against the law to drive under the influence of alcohol or drugs (including some over-the-counter and prescription drugs). Never use stimulants to stay awake while driving.

Police have the power to conduct roadside alcohol and drug tests.

All drivers and passengers should wear a secure and properly adjusted seatbelt.

Road rules are enforced by police and transport safety services. You must stop when signaled and comply with their directions.

They may check:

- ◆ Your licence or work diary.
- ◆ The mass, height and width of your vehicle.
- ◆ The mass, height and width of your load.
- ◆ The condition of your vehicle.

1.2.3 Permits

Some vehicles such as passenger buses or special purpose vehicles may require a special permit in order to be operated.

Carrying dangerous goods or oversized loads may also require a permit.

Vehicle operators will need to carry their permits with them at all times while conducting permit work.



1.2.4 Work Health and Safety Legislation

Work Health & Safety (WHS) laws and guidelines help keep your workplace safe.

These can be broken down into four main types:

Acts	Laws to protect the health, safety and welfare of people at work.
Regulations	Gives more details or information on particular parts of the Act.
Codes of Practice	Are practical instructions on how to meet the terms of the Law.
Australian Standards	Give you the minimum levels of performance or quality for a hazard, work process or product.

It is important that you are familiar with the WHS laws that exist in your state or territory. Each state in Australia has its own WHS legislation and regulations that must be followed. Your state or territory may refer to WHS as Occupational Health and Safety (OHS).



The following WHS legislative requirements will affect the way that you work:

- ◆ Australian Standards.
- ◆ Industry WHS Standards and Guidelines.
- ◆ Duty of Care.
- ◆ Health and Safety Representatives, Committees and Supervisors.
- ◆ Job Safety Analysis (JSA) and Safe Work Method Statements (SWMS).
- ◆ Licences, Tickets or Certificates of Competency.
- ◆ National safety standards.
- ◆ WHS and Welfare Acts and regulations.
- ◆ Safety Codes of Practice.

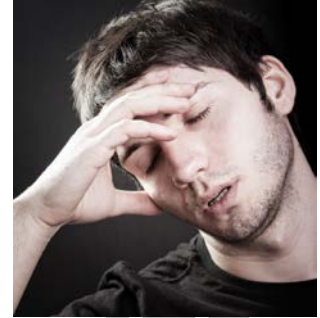


All drivers, their employers and any other personnel involved in light rigid vehicle operations have a legal responsibility under duty of care to do everything reasonably practicable to protect themselves and others from harm.

This means complying with safe work practices, including activities that require licences, tickets or certificates of competency or any other relevant state and territory WHS requirements.

1.2.5 Fatigue Management

State/territory legislation sets out maximum work times and minimum driving and rest times for operators of rigid light vehicles.



1.2.6 Environmental Protection

It is important that light rigid vehicle operations do not have a negative impact on the environment.



Impacts may include:

- ◆ Noise pollution.
- ◆ Exhaust fumes and smoke.
- ◆ Vehicle leaks.
- ◆ Material falling from vehicles (e.g. chemical spills).

It is important to keep vehicles in good working order and to safely secure loads to avoid these issues.

Review Questions

2.	List 3 relevant state or territory regulations that apply to the operation of a light rigid vehicle.	<input type="checkbox"/>
1.		
2.		
3.		

3.

What are the 4 main road rules you must obey when driving any vehicle including a light rigid vehicle?



1.

2.

3.

4.

4.

What are the 4 main types of WHS laws?



1.

2.

3.

4.

2.1 Carry Out Pre-Operational Checks



It is your responsibility to maintain the performance of your light rigid vehicle through regular daily and weekly inspections and checks.

The time you spend in checking your vehicle is an investment in safety, efficiency and trouble-free operation. It also reduces maintenance costs and the need to pay fines. An example of an inspection checklist for a light rigid vehicle can be found in Appendix A.

Pre-operational (or pre-start) checks are essential and are carried out before starting the engine of the vehicle.

Pre-operational checks will include:

- A visual inspection.
- Wheels and tyres.
- Fluid levels.
- Other checks.
- Bus checks.
- Loads and restraints.

2.1.1 Visual Inspection

Walk around the vehicle making a visual inspection to check that:

- ◆ The vehicle is roadworthy.
- ◆ The vehicle does not tilt to the side as this could indicate a flat tyre or overloading.
- ◆ The chassis and frame is not damaged.
- ◆ There is no rust or corrosion.
- ◆ There are no fluid leaks.
- ◆ Suspension components are aligned and undamaged.
- ◆ All belts and pulleys are undamaged.
- ◆ Lines and brake hoses are not damaged or leaking.
- ◆ Couplings are undamaged.
- ◆ Door latches and hinges are secure and working.
- ◆ The body/cab is in a good condition and has not been damaged.
- ◆ Windscreen and windows are clean and undamaged.
- ◆ Seats are structurally sound.
- ◆ Seatbelts are present and in working order.
- ◆ Steering wheel is secure and undamaged.
- ◆ Mud flaps and guards are fitted.



2.1.2 Check Wheels and Tyres



Check that all wheels are secure, wheel rims are not bent or cracked and that there is the correct number and type of nuts and studs.

Use a gauge to check that all tyres have the correct air pressures. Thumping and kicking the tyres will not help you find out if a tyre has low pressure.

Low pressure causes heat to build up in the tyre and can make steering difficult and unsafe. It can cause dual tyres to rub together and start a fire or cause a blowout.

2.1.3 Check Fluid Levels



Check and, if necessary, top up fluid levels during pre-operational inspections including:

- ◆ Engine oil.
- ◆ Hydraulic oil.
- ◆ Engine coolant.
- ◆ Brake fluid.
- ◆ Power steering fluid.
- ◆ Screen washer fluid.

2.1.4 Other Checks

Other checks you will need to make during a pre-operational inspection include:

- ◆ **Monitors** are fitted properly, are in good working order and are calibrated correctly.
- ◆ All **electrical wiring and connections** are undamaged and securely fitted.
- ◆ The **fuel tank and lines** are secure and free from leaks. The **fuel tank cap** should be properly fitted.
- ◆ The **gear box** is fitted properly.
- ◆ All **safety and emergency equipment** is present including:
 - ◇ First-aid kit.
 - ◇ Fire extinguisher.
 - ◇ Warning triangle signs (at least three).
 - ◇ Spare fuses.



2.1.5 Bus Checks

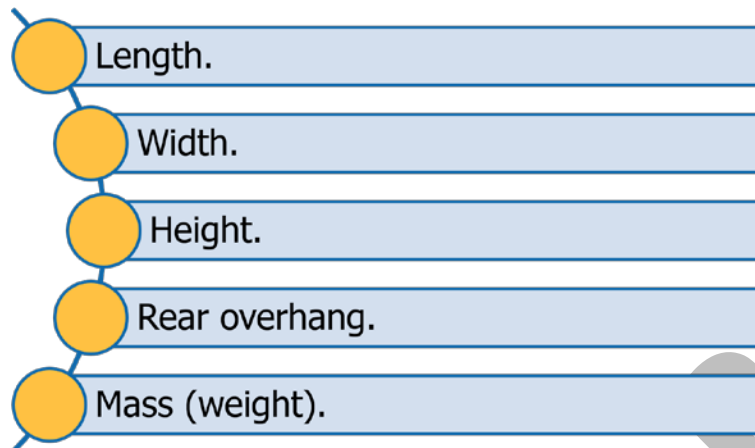


If you are driving a passenger bus make sure that:

- ◆ Rear door safety interlock (if applicable) is functional.
- ◆ Mirrors are properly adjusted.
- ◆ Passenger's seats are secure and not moving on their hinges.
- ◆ Steps and walkways are clear of any obstructions.

2.1.6 Check Loads and Restraints

If you are planning on carrying a load, make sure you stay within the dimension and load limits for your vehicle. This includes:



You also need to work out the height of your vehicle plus the load so that you will know whether you can pass under low bridges.



Before carrying the load, check that:

- ◆ It is safely secured.
- ◆ Load doors are closed.
- ◆ Equipment such as tailgates and sliding ramps are secure.

Tarpaulins can be used to protect a load from weather conditions but should not be relied upon as an effective load restraint.

Load restraint or securing may include:

- ◆ **Lashings** – fastenings used to secure a load to the body of the vehicle, e.g. chains, cables, webbing, clamps.
- ◆ **Gates/Fencing** – vertical frames used to contain a load.
- ◆ **Baulking** – timber used to prevent loads moving lengthways.
- ◆ **Dunnage** – packing placed under the load or between parts of the load.
- ◆ **Load anchoring points.**



Loads should be spread evenly over the floor area of the vehicle. When stacking loads, heavy items should be placed at the bottom.