

## APPENDIX B. STUDENT DRIVERS ON WACOA AND FARM BASED PUBLIC SCHOOL SITES, ASSESSMENT TEMPLATES

Completed tests and student achievement of competence for all permit levels are to be recorded and maintained in accordance with the Department's *Records Management* policy.

The site manager verifies that the responsible staff member:

- is an experienced driver/operator who holds a valid licence relevant to the light commercial vehicle type and is a qualified Trainer and Assessor, or as a minimum holds the TAESS00015 Trainer and Assessor Skill Set or equivalent successor;
- has confirmed that the student has written parental permission to participate;
- has confirmed that the student is at a minimum in Year 10 and 15 years of age; and
- has confirmed that the student has been assessed for medical/physical impairments, including eye sight to the WA Motor Drivers' Licence standard eye test, which may affect driving ability. Where applicable, any requisite conditions for driving must be documented. (See Department of Transport website for eye sight testing.)

The following templates are included:

- Probationary Permit Assessment (Red Permit)
  - Theory Assessment
  - Theory Assessment Answers
  - Practical Assessment
- Stage I Permit Assessment (Yellow Permit)
  - Theory Assessment
  - Theory Assessment Answers
  - Practical Assessment
- Stage II Permit Assessment (Green Permit)
  - Theory Assessment
  - Theory Assessment Answers
  - Practical Assessment

The templates include the minimum level of assessment required to achieve each permit. They are in a document format to enable sites, if they choose, to add additional questions, assessment categories and/or information. The original text cannot be deleted from the template. Users may use Not Applicable (N/A) where an assessment category does not apply to their site.

B.1. PROBATIONARY PERMIT ASSESSMENT (RED PERMIT)

|  |                |
|--|----------------|
| <b>Probationary Permit Assessment (Red Permit)</b> | <b>Written</b> |
|--|----------------|

To commence the driving permit process students must be at a minimum in Year 10 and 15 years of age. Students must satisfactorily complete this written assessment as the first of 2 steps in attaining a Probationary Permit. **To be deemed satisfactory, a mark of 15 out of 15 must be achieved prior to undertaking step 2.** Step 2 is a practical assessment. Students who are deemed unsatisfactory at step 2 will undergo further individual practical training with a supervisor before re-assessment.

Name: \_\_\_\_\_ Mark / 15

1. **What are the three (3) conditions that students must meet to be able to drive any particular vehicle at the school farm? (3 marks)**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

2. **What are the speed limits applicable to students in the following areas? (2 marks)**

- A Around farm building areas? \_\_\_\_\_
- B Other areas of the farm? \_\_\_\_\_

3. **Under what circumstances would these speeds be reduced? (2 marks)**

\_\_\_\_\_

4. **In any vehicle, who must wear seat belts? (1 mark)**

\_\_\_\_\_

5. **As a rule, students are not allowed to ride outside the cab of a vehicle. (1 mark)**  
A When would an exception to this rule be permitted? (1 mark)

\_\_\_\_\_

B Provide an example. (1 mark)

\_\_\_\_\_

6. **What are the two (2) rules when a student has been permitted by the supervisor to ride outside the cab of a vehicle? (2 marks)**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_

7. **As a Probationary Permit driver who must be in the vehicle with you? (1 mark)**

\_\_\_\_\_

8. **As a Probationary Permit holder, what two (2) vehicle types (maximum 4 500 kg) are you able to drive? (2 marks)**

- 1 \_\_\_\_\_ 2 \_\_\_\_\_

Staff Name \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

NB Submit to office staff for recording

To commence the driving permit process students must be at a minimum in Year 10 and 15 years of age. Students must satisfactorily complete this written assessment as the first of 2 steps in attaining a Probationary Permit. **To be deemed satisfactory, a mark of 15 out of 15 must be achieved prior to undertaking step 2.** Step 2 is a practical assessment. Students who are deemed unsatisfactory at step 2 will undergo further individual practical training with a supervisor before re-assessment.

Name \_\_\_\_\_

Mark / 15

1. What are the three (3) conditions that students must meet to be able to drive any particular vehicle at the school? **(3 marks)**
- 1 Under direct instruction of a staff member.**
  - 2 In compliance with the permit stage achieved.**
  - 3 In accordance with the student driving rules.**
2. What are the speed limits applicable to students in the following areas? **(2 marks)**
- A maximum of 20 km per hour.**
  - B maximum of 40 km per hour.**
3. Under what circumstances would these speeds be reduced? **(2 marks)**
- If farm road or paddock situations are poor and/or conditions are poor or if the capability of the driver was not of a sufficient standard.**
4. In any vehicle, who must wear seat belts? **(1 mark)**
- Every person within the vehicle or machinery where seat belts are fitted.**
5. As a rule, students are not allowed to ride outside the cab of a vehicle?  
A When would an exception to this rule be permitted? **(1 mark)**
- Whilst undertaking an approved task that requires you to be outside the cab.**
- B Provide an example **(1 mark)**
- Loading hay**
6. What are the two (2) rules when a student has been permitted by the supervisor to ride outside the cab of a vehicle? **(2 marks)**
- 1 A staff member must be present.**
  - 2 Maximum speed limit of 10 km per hour.**
7. As a Probationary Permit Driver, who must be in the vehicle with you? **(1 mark)**
- A staff member**
8. As a Probationary Permit holder, what two (2) light commercial vehicle types (maximum 4 500 kg GVM are you able to drive? **(2 marks)**
- 1 Utility**
  - 2 Light tractor**

**Probationary Permit Assessment (Red Permit)****Practical**

Students must satisfactorily complete this practical assessment before they undertake any further driver training and assessment opportunities within their agricultural program. Students who are deemed unsatisfactory will undergo further training with a supervisor before re-assessment. This assessment may also contribute to meeting the requirements of a Unit of Competence.

**Student name** \_\_\_\_\_

**Student age (15 years minimum)** \_\_\_\_\_ **Year 10 (or higher)** YES  NO

**Parent permission** YES  NO

**Eye sight** **Acceptable Vision**  **Unacceptable Vision**

**Written assessment – achieved minimum 15 out of 15** YES  NO

**Light commercial vehicle registration number** \_\_\_\_\_

The Assessor will award a student a grade of **1 - excellent, 2 - good, 3 - further training required, 4 - significant further training required** for each of the operations and manoeuvres listed below.

Students must be graded as a **1 or 2** in all operations or manoeuvres to be assessed as **Satisfactory**.  
A grading of **3 or 4** in any of the operations or manoeuvres is **Unsatisfactory** and highlights further training is required before re-assessment.

| <b>Operation or Manoeuvre</b>              | <b>Grading 1-4</b> | <b>Comments</b> |
|--|--------------------|-----------------|
| Pre-start check                            |                    |                 |
| Cab orientation and control identification |                    |                 |
| Seat belts and mirrors                     |                    |                 |
| Start up and take off                      |                    |                 |
| Steering and gear changes                  |                    |                 |
| Smooth operation                           |                    |                 |
| Reversing to an object                     |                    |                 |
| Hand brake use                             |                    |                 |
| Park and secure vehicle                    |                    |                 |

**Overall Assessment** **Satisfactory**

**Unsatisfactory**

**Staff name** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**NB** Submit to office staff for recording.

B.2. STAGE I PERMIT ASSESSMENT (YELLOW PERMIT)

**Stage I Permit Assessment (Yellow Permit)**

**Written**

Students must be at minimum 16 years of age and satisfactorily complete this written assessment as the first of 2 steps in attaining a Stage I Permit. **To be deemed satisfactory, a mark of 12 out of 12 must be achieved prior to undertaking step 2.** Step 2 is a practical assessment driving a light commercial vehicle (utility and light tractor), both of which are to be deemed satisfactory to achieve a Stage I Permit. Students who are deemed unsatisfactory at Step 2 will undergo further training with a supervisor before re-assessment.

Name: \_\_\_\_\_

Mark: / 12

1. List three (3) things that you must check before starting a light commercial vehicle. (3 marks)

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

2. If a vehicle has an 'out of service tag' tied to the keys or steering wheel or another prominent place, what does this mean? (1 mark)

\_\_\_\_\_

3. In any vehicle, who must wear seat belts? (1 mark)

\_\_\_\_\_

4. You have a Stage I Permit and a staff member has directed you to drive a small commercial vehicle or light tractor, what must you do with your permit prior to driving? (1 mark)

\_\_\_\_\_

5. What are two (2) things that you must do regularly when driving? (2 marks)

1. \_\_\_\_\_  
2. \_\_\_\_\_

6. Farm roads are normally suitable for the allowable speed limits. What do you need to do in wet weather conditions? (1 mark)

\_\_\_\_\_

7. What two things does a Stage I Permit allow a driver to do in regard to the operation of small commercial vehicles and light tractors? (2 mark)

1. \_\_\_\_\_  
2. \_\_\_\_\_

8. What does GVM stand for? (1 mark)

\_\_\_\_\_

Staff Name \_\_\_\_\_

Staff Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

NB Submit to office staff for recording on master sheet

Students must be at minimum 16 years of age and satisfactorily complete this written assessment as the first of 2 steps in attaining a Stage I Permit. **To be deemed satisfactory, a mark of 12 out of 12 must be achieved prior to undertaking step 2.** Step 2 is a practical assessment driving a light commercial vehicle (utility and light tractor), both of which are to be deemed as satisfactory to achieve a Stage 1 Permit.

Name: \_\_\_\_\_

Mark: / 12

1. List three (3) things that you must check before starting a light commercial vehicle. **(3 marks)**  
**List 3 of the following: check tyres (pressure and tread), oil, water, fuel, external damage, lights operating e.g. indicators, brakes, headlights, beacons, safety equipment e.g. first aid kit, fire extinguisher, hand brake, gears, seatbelts, windows and mirrors are clean, windscreen wipers or report any faults and record checks in log. There may be alternative answers that are site specific.**
  
2. If a vehicle has an 'out of service tag' tied to the keys or steering wheel or another prominent place, what does this mean? **(1 mark)**  
**That the vehicle must not be operated.**
  
3. In any vehicle, who must wear seat belts? **(1 mark)**  
**Every person within the vehicle or machinery where seat belts are fitted**
  
4. You have a Stage I Permit and a staff member has directed you to drive a small commercial vehicle or light tractor, what must you do with your permit prior to driving? **(1 mark)**  
**Clearly display the driving permit as per school specification.**
  
5. What are two (2) things that you must do regularly when you are driving a vehicle? **(2 marks)**  
**Answers include: check rear vision mirror and check speed. Schools to add additional acceptable answers.**
  
6. Farm roads are normally suitable for the allowable speed limits. What do you need to do in wet weather conditions? **(1 mark)**  
**Slow down and drive according to the present road conditions**
  
7. What two things does a Stage I Permit allow a driver to do in regard to the operation of small commercial vehicles and light tractors? **(2 marks)**
  1. **Drive independently under supervision**
  2. **Drive with passengers**
  
8. What does GVM stand for? **(1 mark)**  
**Gross Vehicle Mass**

**Stage I Permit Assessment (Yellow Permit)****Practical**

Students must be at minimum 16 years of age and satisfactorily complete this practical assessment as the second of 2 steps in attaining a Stage I Permit. The practical assessment is the driving of a light commercial vehicle (utility and light tractor), both of which are to be deemed satisfactory to achieve a Stage I Permit. A new sheet is to be completed for each different vehicle or machinery type. Students who are deemed unsatisfactory at step 2 will undergo further training with a supervisor before re-assessment.

This assessment may also contribute to meeting the requirements of a Unit of Competence.

**Student name** \_\_\_\_\_

**Student age (minimum 16 years)** \_\_\_\_\_

**Written assessment – achieved 12 out of 12** YES  NO

**Light commercial vehicle registration number** \_\_\_\_\_

The Assessor will award a student a grade of **1 - excellent, 2 - good, 3 - further training required, 4 - significant further training required** for each of the operations and manoeuvres listed below. Students must be graded as a **1** in all operations and manoeuvres to be assessed as **Satisfactory**. A grading of **2, 3 or 4** in any of the operations or manoeuvres is **Unsatisfactory** and highlights further training is required before re-assessment.

| Operation or Manoeuvre                     | Grading 1 to 4 | Comments |
|--|----------------|----------|
| Pre-start check                            |                |          |
| Cab orientation and control identification |                |          |
| Seat belts and mirrors                     |                |          |
| Start up and take off                      |                |          |
| Steering and gear changes                  |                |          |
| Smooth operation                           |                |          |
| Reversing to an object                     |                |          |
| Hand brake use                             |                |          |
| Park and secure vehicle                    |                |          |
| Towing (this may be N/A on some sites)     |                |          |

**Overall Assessment** Satisfactory  Unsatisfactory

**Staff name** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**NB** Submit to office staff for recording.

B.3. STAGE II PERMIT ASSESSMENT (GREEN PERMIT)

|  |                |
|--|----------------|
| <b>Stage II Permit Assessment (Green Permit)</b> | <b>Written</b> |
|--|----------------|

Students must satisfactorily complete this written assessment as the first of 2 steps in attaining a Stage 2 Permit. **Students must achieve 15 out of 15 prior to progressing to step 2, the practical assessment.** A variety of vehicles are included in the Stage II Permit, including light/medium trucks, medium/large tractors and harvesters. Students must be assessed in a particular vehicle prior to driving it.

Name: \_\_\_\_\_ Mark / 15

1. List three (3) things that you must check before starting a light commercial vehicle. **(3 marks)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

2. When operating a tractor or machinery 'in the field', the requirement to wear a seat belt is no longer applicable. TRUE or FALSE **(1 mark)**

True  False

3. What two (2) things must you have, before operating a particular vehicle or machinery? **(2 marks)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

4. You are operating a tractor in the paddock when a warning light comes on. Which of the following two (2) actions must you do? **(2 marks)**

- A  Slow down and continue the operation
- B  Return the tractor to the farm workshop
- C  Stop the tractor
- D  Contact your instructor
- E  Check the operator's manual

5. As the approved operator of machinery it is your responsibility to ensure the machinery is operated safely. List three (3) actions that you should take to safely operate machinery? **(3 marks)**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

6. You are operating a tractor and need to check on a problem with a towed implement. Before dismounting the cab, what four (4) things do you need to do? **(4 marks)**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

Staff name \_\_\_\_\_

Staff  
Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

NB: Submit to office staff for recording.

Students must satisfactorily complete this written assessment as the first of 2 steps in attaining a Stage 2 Permit. **Students must achieve 15 out of 15 prior to progressing to step 2, the practical assessment.** A variety of vehicles are included in the Stage II Permit, including light/medium trucks, medium/large tractors and harvesters. Students must be assessed in a particular vehicle prior to driving it.

Name \_\_\_\_\_ Mark: \_\_\_\_\_ / 15

1. List three (3) things that you must check before starting a light commercial vehicle. **(3 marks)**  
**List 3 of the following: check tyres (pressure and tread), oil, water, fuel, external damage, lights operating e.g. indicators, brakes, headlights, beacons, safety equipment e.g. first aid kit, fire extinguisher, hand brake, gears, seatbelts, windows and mirrors are clean, windscreen wipers or report any faults and record checks in log. There may be alternative answers that are site specific.**
  
2. When operating a tractor or machinery 'in the field', the requirement to wear a seat belt is no longer applicable. **TRUE or FALSE (1 mark)**  
**FALSE**
  
3. What two (2) things must you have, before operating a particular vehicle or machinery? **(2 marks)**
  1. **Staff permission**
  2. **Correct vehicle permit level**
  
4. You are operating a tractor in the paddock when a warning light comes on. Which of the following two (2) actions must you do? **(2 marks)**
  - A  **Slow down and continue the operation**
  - B  **Return the tractor to the farm workshop**
  - C  **Stop the tractor**
  - D  **Contact your instructor**
  - E  **Check the operator's manual**
  
5. As the approved operator of a machinery it is your responsibility to ensure the machinery is operated safely. List three (3) actions that you should take to safely operate a machinery? **(3 marks)**
  - A **Ensure that nobody else is on or near the machinery**
  - B **Ensure that all guards are in place**
  - C **Ensure that operating procedures/rules are observed****Alternative acceptable answers to be determined by each site.**
  
6. You are operating a tractor and need to check on a problem with a towed implement. Before dismounting the cab, what four (4) things do you need to? **(4 marks)**
  - A **Confirm the tractor is stationary**
  - B **Ensure the park brake is engaged**
  - C **Disengage the Power Take Off (PTO)**
  - D **Lower the towed implement to the ground****Alternative acceptable answers to be determined by each site.**

**Stage II Permit Assessment (Green Permit)****Practical**

Students must satisfactorily complete this practical assessment as the second of 2 steps in attaining a Stage II Permit. The practical assessment is the driving of a variety of vehicles including, light/medium trucks, medium/large tractors and harvesters. Complete a new sheet for each different vehicle or machinery type. Students who are deemed unsatisfactory at step 2 will undergo further training with a supervisor before re-assessment.

This assessment may contribute to meeting the requirements for a Unit of Competence.

**Student name** \_\_\_\_\_

**Student age (at least 16 years)** \_\_\_\_\_

**Written assessment – achieved 15 out of 15** YES  NO

**Vehicle type** \_\_\_\_\_

The Assessor will award a student a grade of **1 - excellent, 2 - good, 3 - further training required, 4 - significant further training required** for each of the operations and manoeuvres listed below. Students must be graded as a **1** in all operations or manoeuvres to be assessed as **Satisfactory**. A grading of **2, 3 or 4** in any of the operations or manoeuvres is **Unsatisfactory** and highlights further training is required before re-assessment.

| Operation or manoeuvre   | Grade 1 - 4 | Comment |
|--|-------------|---------|
| Pre-start check  |             |         |
| Cab orientation and control identification                           |             |         |
| Seat belts and mirrors   |             |         |
| Start up and take off  |             |         |
| Steering and Gear changes  |             |         |
| Safe & Effective Operation   |             |         |
| Reversing to an object   |             |         |
| Park brake use   |             |         |
| Park and secure vehicle  |             |         |
| Towing (this may be N/A on some sites)                               |             |         |
| <i>Insert or delete criteria to suit specific vehicle/machinery.</i> |             |         |

**Overall Assessment** Satisfactory  Unsatisfactory

**Staff name** \_\_\_\_\_

**Staff Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**NB: Submit to office staff for recording.**