

***Student Drivers on Western Australian College of Agriculture (WACoA) and Farm Based Public School Sites***

**Guidelines**

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**These guidelines provide information to support the**

***Student Drivers on Western Australian College of Agriculture (WACoA) and Farm Based Public School Sites Procedures***

**under the *Duty of Care for Public School Students Policy*.**

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It is the responsibility of all staff involved with student drivers on agricultural school sites to comply with the mandated *Duty of Care for Public School Students Policy (Policy)* and *Student Drivers on Western Australian College of Agriculture (WACoA) and Farm Based Public School Sites Procedures (Procedures)*. Staff are encouraged to refer to these non-mandated Guidelines in supporting best practice at a college/school site. Compliance, by staff, to the *Policy* and *Procedures* is the responsibility of the site manager.

The *Policy* and *Procedures* together with the Guidelines are applicable at any time a student is undergoing their school agricultural program. This includes during formal school hours, before school, after school and weekends.

The Policy documents are found at:

[*http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/duty-of-care-for-public-school-students.en?cat-id=3457100*](http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/duty-of-care-for-public-school-students.en?cat-id=3457100)

# 1.0 Student drivers

To participate in a student driving program, students are required to have a signed parental permission form (see 7.0 Useful Templates and Websites) and are at minimum in Year 10 and 15 years of age. Some vehicles specify an older age requirement for student drivers eg a skid-steer loader (bobcat) and motorbike which much must be adhered to.

Schools are required to provide detailed information to parents and students about their Student Driver Education Program, including the:

* broader education and life skill benefits of a student driving with passengers and a student as a passenger in a car; and
* responsibilities and obligations of participating in the program, including driving with passengers and as a passenger in a car.

This detailed information allows parents/guardians to provide informed consent.

**As stated in the *Procedures “Students are only permitted to operate government owned light commercial vehicles and machinery on school property with the approval and supervision of a staff member at all times. Students are not permitted to drive government owned vehicles on public roads even when they hold a Western Australian Driver’s Licence.”***

## Driving permits

To drive a range of farm vehicles and machinery relevant to the agricultural program, students are required to progress through three permit levels of instruction and assessment. Each permit has a written and practical assessment. Students commence at the Probationary Permit (Red) level and progress to the Stage I (Yellow) and Stage II (Green) permits. The written and practical assessment templates are mandated and found in Appendix B of the *Procedures*.

Students are not permitted to operate certain vehicles, including a skid-steer loader (bobcat) and motorbike, without first attaining the specified permit level (see sections - 1.2, 1.3 and 1.4) which will then allow training of that vehicle/machine to achieve a Unit of Competency from a National Training Package. Students cannot be endorsed to drive a quad bike, forklift or any class of school bus.

Staff assessing student drivers must hold the licence for the class of vehicle being used, be experienced drivers/operators of that vehicle/machine type and be a qualified Trainer and Assessor or as a minimum hold the TAESS00003 Enterprise Trainer and Assessor Skill Set (or equivalent successor). Where possible a staff member who is training a student driver will have the same experience and qualifications (See 1.6 Student driver training and assessment).

As defined in the *Procedures - An* ***experienced driver*** *has held a current and valid driver's licence (for the class of vehicle being used) for at least four years, with regular use over that time and Unit of Competency for the assessment activity.*

The number of years specified in this definition aligns with the Department of Transport requirements for *“a person volunteering to provide driving instruction”.*

[*https://www.transport.wa.gov.au/licensing/community-based-driver-training.asp*](https://www.transport.wa.gov.au/licensing/community-based-driver-training.asp)

The reference to *“Unit of Competency for the assessment activity”* in the definition above refers to where a person is assessing a student for a skid steer loader or motor bike Unit of Competency.

## Probationary Permit (Red)

To achieve a Probationary Permit students are required to:

* be at a minimum in Year 10 and 15 years of age and have written permission from their parent/guardian to drive government vehicles including confirmation that the student has no physical impairment that may affect their driving capabilities;
* sign the school’s/college’s Student Driver Education Program rules document acknowledging that they understand their obligations and responsibilities;
* have undertaken theory and practical instruction on the operation of a light commercial vehicle and/or light tractor, under 4 500 kg GVM; and
* satisfactorily complete a written test (Step 1) followed by a practical test (Step 2).

In preparing for the Probationary Permit (Red) a student may study for the theory assessment component prior to turning 15 years of age.

A student may not receive any practical driving instruction until they are at minimum in Year 10 and 15 years of age. One on one practical driving instruction, strictly no passengers, continues until the student has undertaken the practical test and deemed satisfactory. Where a student attempts the practical test and is deemed unsatisfactory, one on one training, strictly without passengers continues until the staff member supervising the training deems the student ready to repeat the practical test.

This permit enables students to drive under the direct instruction of a staff member with the staff member in the front passenger seat of the light commercial vehicle or in close proximity when driving a light tractor, under 4 500 kg GVM. Passengers are permitted subject to the professional judgement of the supervising staff member (see 2.0 Staff Supervision).

## 1.3 Stage I Permit (Yellow)

Students who hold a Probationary Permit can be tested for a Stage I Permit on turning

16 years of age and when they are confident to do so, subject to an authorised staff member determining that they have had the necessary training and experience. This permit allows students to drive a utility and a light tractor (light commercial vehicle) to undertake an approved task under supervision.

Students are required to**:**

* satisfactorily complete a written test (Step 1); and
* satisfactorily complete a practical driving testfor both utility and light tractor (Step 2).

This permit enables the student to drive a light commercial vehicle with other students as passengers but only when the staff member is in the vehicle or the vehicle is within line of sight of the supervising staff member or if line of sight is obstructed, actively supervised by a staff member at all times. The supervising staff member uses their professional judgement in determining the required level of supervision (see 2.0 Staff Supervision).

This permit also allows students to be trained to operate a range of farm vehicles relevant to the agricultural education program in preparation for the Stage II Permit (Green). Whilst undergoing training a student is required to have a staff member present in the vehicle or in close proximity.

In addition, a Stage I Permit (Yellow) allows a student to undertake training on a two wheel motorbike in achieving a Unit of Competency (see 1.5 Other Vehicles/Machines – Two wheel motorbikes and 6.0 Two wheel motorbikes).

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## 1.4 Stage II Permit (Green)

Students who hold a Stage I Permit (Yellow) can be tested and endorsed for a Stage II Permit (Green) in a range of farm machinery when they are confident to do so, subject to an authorised staff member determining that they have had the necessary training and experience and can meet any additional legislative and/or other requirements for operating particular machinery.

A typical student can be assessed in a range of farm machinery (over a weight of 4 500kg GVM), under this permit, over their agricultural educational program. These may include the following:

* rigid truck;
* medium and large tractors (fixed and articulated);
* combine harvester;
* loader (fixed and articulated);
* mule and gator; and/or
* skid steer loader (additional assessment required).

To achieve a Stage II Permit (Green) students must:

* satisfactorily complete a written test;
* satisfactorily complete a practical test for each vehicle/machine driven; and
* meet any additional requirements for a specific vehicle/machine (see 1.5 Other Vehicles/Machines – Skid steer loader).

Students are not permitted to drive industrial lift trucks (forklifts) or any class of bus. Loaders (fixed and articulated) with the bucket removed and forks fitted are not classified as ‘industrial lift trucks’.

**1.5 Other vehicles/machines**

**Skid steer loader (bobcat)**

A Stage I (Yellow) permit allows students to be trained to operate a skid steer loader to undertake an approved task on a site, as relevant to the agricultural education program and to achieve a specified Unit of Competency from a National Training Package.

Specified Unit of Competency:

Skid steer loader RIIMPO318F Conduct civil construction skid steer loader operations (or equivalent successor) .

**Two wheel motorbikes**

A Stage I permit (Yellow) allows students to be trained to operate a motorbike up to 250 cc to undertake an approved task on a site, as relevant to the agricultural education program and to achieve a specified Unit of Competency from a National Training Package. Students are required to have a supervising staff member in close proximity whilst undergoing training. On completion of the Unit of Competency, the supervising staff member is required to have the motorbike within line of sight or, if line of sight is obstructed, actively supervised by a staff member at all times. See section 6.0 Two wheel motorbikes for sample assessment templates.

A Stage I permit and the associated training is independent of any requirements a student must comply with in using a motorbike for recreational (leisure) activity at a residential college.

**Quad bike**

Under the *Procedures* a student is not permitted to drive a government owned quad bike.

Previously students had the opportunity to complete a Unit of Competency from a National Training Package to drive a quad bike. Due to the growing body of evidence identifying the dangers of quad bike use and the high risk of injury and fatality, they have been removed from the Student Driver Education Program.

Additionally, many farmers are reviewing their use and moving to safer alternatives. Nationally, the implementation of additional safety standards for quad bikes, as recommended by the Australian Competition and Consumer Commission, is imminent.

**Additional machines**

Students are not permitted to drive industrial lift trucks (forklifts) or any class of bus. Loaders (fixed and articulated), with the bucket removed and forks fitted are not classified as ‘industrial lift trucks’ and are permitted for use under the Stage II (Green) permit.

**1.6 Driver training and assessment**

**1.6.1 Medical or physical conditions**

It is mandated in the *Procedures* that a student must have any impairment related to a medical or physical condition assessed for its influence on their driving capability before undertaking any driver training. This includes each student undergoing an **eye sight test** to the WA Motor Drivers’ Licence standard. To meet this requirement, it is suggested that:

* the school nurse conducts the test using the Snellen chart;
* the results of a recently conducted formal eye test are included as a requirement of student enrolment; or
* an eye test is conducted by an appropriately trained staff member using the Snellen chart.

As at January 2020, the Department of Transport website states the following requirement:

*“You are required to read a Snellen chart from the top line down, first with one eye covered and then with the other, and lastly with both eyes uncovered. More than two errors in reading the letters of any line is regarded as a failure to read that line.*

*If you meet the above standards with corrective lenses, your driver's licence will have a condition applied to it that states that you must wear those corrective lenses when driving or riding.”*

<https://www.transport.wa.gov.au/licensing/eyesight-standards.asp>

The Snellen chart is commonly used by medical practitioners in Australia.

As at January 2020, anyone with a current Medicare card can claim a rebate on a regular eye examination once every three years.

**1.6.2 Assessment**

Each level of driving permit has two assessment steps, written and practical. A student is required to pass the written test component before undertaking the practical test.

The assessment of the practical component of a driver permit must be conducted by a staff member who:

* is an experienced driver/operator;
* holds a valid licence relevant to the light commercial vehicle or machinery type; and
* is a qualified Trainer and Assessor, or as a minimum holds the TAESS00015 Trainer and Assessor Skill Set or equivalent successor.

**1.6.3 Training**

Student driver training, ideally is undertaken by a staff member who also meets the requirements for conducting a student driving practical assessment. Where this is not possible student driver training can be conducted by a staff member or relief teacher who:

* holds a valid licence relevant to the light commercial vehicle or machinery type;
* has held that licence for a minimum of four years; and
* is working collaboratively with a staff member who is qualified to conduct a practical assessment and who is confident that the person can complete the required duties.

The requirement for a student driver trainer to hold a valid licence for four years aligns with the Western Australian Department of Transport requirements for a *person volunteering to provide driving instruction*. A useful link for more information is:

<https://www.transport.wa.gov.au/licensing/community-based-driver-training.asp>

The Department’s *Vehicle Management Policy and Procedures* provides the requirements and obligations forSite Managers and employees in the use of government vehicles.

The Procedures include a useful mandated template (B.3.1. – Application to Drive a Department Vehicle – Employee) that is completed annually. A new employee induction process should include a site vehicle induction. More information and the template can be found at:

<https://ikon.education.wa.edu.au/-/access-the-vehicle-management-policy-and-procedures>

**1.6.4 Record keeping**

It is the responsibility of the site manager to ensure that the appropriate record keeping processes are in place to record all student, assessor and trainer information and activity.

A useful link supporting schools in records management is:

<https://ikon.education.wa.edu.au/-/records-management-1#toc3>

# School staff supervision of student drivers

**2.1 Supervision**

Staff members are required to maintain, at all times, supervision of students driving vehicles or machines.

The *Procedures,* *3.3 Supervision* state that, a student is to be supervised *‘when engaged in supervised activities within the designated area for the approved task and in line of sight of a staff member or if line of sight is obstructed, actively supervised by a staff member at all times’.*

Supervision is the act of providing duty of care, guidance and observation to students. Active supervision, as defined in the *Procedures,* refers to constant and diligent supervision of every student (individual or group). Variables affecting supervision levels and professional judgement decisions include:

* number, age, typical behaviour and abilities of students;
* number and positioning of supervision/staff;
* current activity of each student;
* areas in which the students are engaged in an activity;
* developmental profile of each student (and/or group of students); and
* experience, knowledge and skill of each supervisor/staff.

Site managers should discuss with farm managers and staff how supervision applies to their sites. **This is particularly important for supervision by staff with limited familiarity of an education context.**

**2.2 Supervision specific to driver permit level**

The mandated levels of supervision for the three permit levels are as follows:

* **Probationary Permit (Red)**
  + **utility**, with a staff member in the front seat at all times who uses their professional judgement as to whether it is appropriate to have passengers; and
  + **light tractors,** when undertaking an approved task within a designated area and with a staff member in close proximity at all times.
* **Stage I (Yellow) or Stage II Permit (Green)**
* Passenger vehicle – students permitted to drive (utilities and trucks) when undertaking an approved activity in a specified area and with a staff member instructing the student who has line of sight or if line of sight is obstructed, actively supervised by a staff member at all times.
* Non-passenger vehicles and machines - students permitted to drive (tractors, harvesters, motorbikes etc.) when undertaking an approved task in a specified area and with a staff member instructing the student who has line of sight or if line of sight is obstructed, actively supervised by a staff member at all times.

Schools may have additional supervision requirements reflecting local conditions.

# 3.0 Emergency Response Plan

Staff and students are required to be aware of the following procedures in the event of an emergency involving a vehicle or machine.

**Students are required to:**

* seek medical aid if injury has occurred;
* implement basic first aid measures only if safe to do so;
* advise the nearest staff member by whichever means is most appropriate;
* confirm no other persons are likely to become involved in the immediate situation; and
* follow precisely the instructions of staff and/or emergency personnel.

**Staff are required to:**

* assess the situation, contact other personnel to assist as appropriate, and activate procedures as per the College Emergency Management Plan;
* implement basic first aid measures, if safe to do so;
* if at the scene, confirm that the site is safe and no other persons are likely to become involved in the immediate situation; and
* take photographs and make accurate notes in dot form outlining the event as it unfolds or as soon as possible after the event.

**First aid packs located in each utility should be regularly checked to ensure they are complete and in-date. A portable first aid kit should be available in the farm office.**

Useful links in supporting the provision of first aid are:

* [*Provide first aid in the workplace*](https://ikon.education.wa.edu.au/-/provide-first-aid-in-the-workplace)
* [*https://ikon.education.wa.edu.au/-/plan-for-workplace-first-aid*](https://ikon.education.wa.edu.au/-/plan-for-workplace-first-aid)

The Department identifies the following as the minimum contents of a first aid kit to cater for 50 people in a medium risk workplace. This is a suggested list of contents and quantities can be modified to suit the needs of the location. This list can be found on IKON: <https://ikon.education.wa.edu.au/-/plan-for-workplace-first-aid#toc6> – Manage first aid supplies and equipment – Recommended contents of a first aid kit.

| Recommended | Recom. quantity | Recommended | Recom. quantity |
| --- | --- | --- | --- |
| Adrenaline auto-injector device(s) | **+** | Dressing - wound no 15 | 3 |
| Asthma inhaler (salbutamol, eg Ventolin) | 1 | Dressing non-adherent 7.5 cm x 10 cm | 12 |
| **\*** Asthma – spacer(s) for administering asthma medication | 1 | Dressing non-adherent 7.5 cm x 20 cm | 6 |
| Bag - biohazard waste | 1 | Forceps – stainless steel | 1 |
| Bag – clip seal 100x125 mm | 1 | Gloves - disposable pair (non-latex) | 12 |
| Bag – clip seal 150x200 mm | 1 | Goggles - disposable | 1 |
| Bag – clip seal 200x250 mm | 1 | Injury reporting sheets | 2 |
| Bandage - conforming 5 cm | 2 | Mask – pocket, disposable | 1 |
| Bandage - conforming 7.5 cm | 2 | Manual – Australian first aid book | 2 |
| Bandage - conforming 10 cm | 2 | Notepad and pencil | 1 |
| Bandage - hospital crepe 7.5 cm | 2 | Pad - combine 10 cm x 20 cm | 1 |
| Bandage - hospital crepe 10 cm | 2 | Pad - eye (sterile) | 10 |
| Bandage - triangular | 4 | Safety pins (bag 12) | 2 |
| Blanket - thermal accident | 1 | Saline eyewash 15 ml | 2 |
| Band-Aids – blue (packet of 40) (food handling areas) | 10 | Saline steri-tube 30 ml | 1 |
| Burn aid gel 25 g | 1 | Scissors s/s sharp/blunt 12.5 cm | 6 |
| Burn aid dressing 10c m x 10 cm | 2 | Skin closures 6x102 mm | 3 |
| Cold pack - instant | 1 | Splinter probe – disposable (pkt 5) | 1 |
| CPR pocket mask for protection during artificial respiration | 1 | Swabs - antiseptic (skin prep) | 2 |
| Dressing strips adhesive (plastic) (pkt 50) | 1 | Swabs - alcohol (strip 5) | 1 |
| Dressing strips adhesive (pkt 50) | 1 | Swab - gauze sterile 10cm x 10cm (pkt 5) | 10 |
| Dressings – fingertip and knuckle | 12 | Tape – adhesive hypo-allergenic 2.5 cm x 9.1 m | 2 |
| Dressing - wound no 13 | 1 | Tissues – (pkt 9) | 5 |
| Dressing - wound no 14 | 1 |  |

\* These items apply to school first aid kits only.

+ Adrenaline auto-injectors are recommended at a rate of 1 per 300 students with a minimum of 2 per school (as a second dose may be required).

# 4.0 Student driving rules

Each school is required to have a set of driving rules that are included in the information provided to students and parents prior to commencing the Student Driver Education Program. Failure to comply with the rules incurs a loss of demerit points, which on accumulation, will result in the loss of driving privileges. Where a serious breach has occurred, suspension from school is a consideration (see section 5.0 Student Driving Demerit Point System).

Student drivers are required to formally sign that they have read and understood the Student Driver Education Program rules.

Schools develop their program rules, with the following points to be tailored to reflect their conditions and included as a minimum:

* Students can only operate a vehicle or machine if they are in possession of the correct driving permit and under explicit direction of a staff member.
* Students must display a responsible attitude and drive safely at all times.
* Students must be appropriately dressed to participate in driving activities and wear protective clothing, when required.
* Students must carry out basic checks of vehicles and machines prior to use, keep them in a clean and tidy condition and immediately report any faults, breakdowns or damage to their supervisor or other staff member.
* Student drivers must check that all passengers are within the cab of the vehicle or machine and are correctly wearing seatbelts when fitted before commencing the drive.
* Students must adhere to any signage posted and or modify operation to suit environmental conditions. Speed limits are 20 km per hour in the farm building area and 40 km per hour in all other areas. General road rules such as correct indication, keeping to the left, etc, are to be complied with on farm roads at all times.
* Students are not permitted to ride on the back of utilities, trucks or trailers, unless a staff member is present and the student is engaged in work that requires travelling on the back of the vehicle, e.g. loading hay, etc. In these circumstances the vehicle must be driven on predominantly flat terrain at a speed less than 10 km per hour.

# 5.0 Student Driving Demerit Point System

Schools develop a demerit point system reflecting their program rules and context. The following example template is provided.

|  |  |
| --- | --- |
| **Driving Demerit Points to be Imposed** | |
| OFFENCE – Driver/Passenger Behaviour | PENALTY  POINTS |
| Negligent damage – damage caused by not taking reasonable care whilst driving | 5-10 |
| Wilful negligent damage – negligence that is deliberate in nature, with the intentional disregard for others safety or property | 10 |
| Reckless driving – wilfully driving at high speed and/or in a manner which is inherently dangerous or dangerous to any person | 10 |
| Dangerous driving – driving in a manner which is inherently dangerous or dangerous to any person including not driving according to conditions and unsafe towing | 5-10 |
| Exceeding speed limits – driving faster than the maximum speed permitted | 5-10 |
| Driving whilst suspended | 10 |
| Driving without permission, including without the correct driver permit | 10 |
| Failure to follow a direct instruction from a supervisor | 5-10 |
| Interfering with the controls as a passenger – interfering with the driver’s control of the vehicle, including but not limited to direction, speed and breaking or initiating the movement of any vehicle controls as a passenger | 10 |
| Travelling as an unsafe passenger – passenger behaviour that is likely to cause harm, injury to person, damage to property or loss of life, including livestock | 5-10 |
| Unnecessary use of a vehicle – including deviation from the directed activity | 5-10 |
| Failure to secure a vehicle – including leaving the keys in the ignition, doors unlocked. (May jeopardise insurance claims and incur unnecessary costs) | 1-5 |
| Failing to report an accident – (including minor incidents) | 5-10 |
| Not wearing a seatbelt – (as a driver or passenger) | 5 |
| Failure to report a mechanical issue with vehicle | 1-5 |
| Driving without current driver permit displayed as required | 5 |
| Not correctly securing a load | 5-10 |
| Use of phone while vehicle is running – vehicle must be stationary with engine turned off before using a phone | 7-10 |

**Student driving demerit point system**

* Any student who accumulates 10 or more points will lose their driving privileges for a period of three months. Any loss of driving privileges may impact participation in farm activities and achievement of National Training Package requirements.
* Any student who accumulates more than one suspension period will serve periods of suspension consecutively, not concurrently.
* Every student commences each school year with 0 demerit points.
* A student with less than 10 demerit points is eligible to train and be assessed for the next permit level.

Where an offence has a penalty point range, school staff determine a low grade offence versus a high grade offence. The following could be considered in determining the range:

* + Where on the property the infringement occurred;
  + Involvement of passengers;
  + Extent of damage;
  + Number of infringements;
  + Actual speed;
  + Extent to which instructions weren’t followed; and
  + Other variables relevant to the individual College.

The demerit system should be included in the information provided to students and parents prior to commencing the Student Driver Education Program.

# 6.0 Two wheel motorbikes

**6.1 Eligibility**

On attaining a Stage I Permit (yellow), a student is eligible to be trained to operate a motorbike (up to 250 cc) to undertake an approved task on a site, as relevant to the agricultural education program and to achieve a specified Unit of Competency from a National Training Package. Students must have a supervising staff member in close proximity whilst undergoing training. On completion of the Unit of Competency the supervising staff member must have the motorbike within line of sight or, if line of sight is obstructed, actively supervised by a staff member at all times (see 2.0 Staff Supervision of Student Drivers).

**6.2 Sample assessment templates**

## The following are sample assessment templates provided with the permission of WA College of Agriculture - Morawa.

## NOTE: AHCMom201A - Operate two wheel motorbikes, is superseded by and equivalent to AHCMOM201 - Operate two wheel motorbikes (Release 2).



**WA COLLEGE OF AGRICULTURE – MORAWA**

# AHCMOM201A OPERATE TWO WHEEL MOTORBIKES

## DELIVERY PLAN

|  |  |  |
| --- | --- | --- |
| Element | Performance Criteria | Strategies |
| * 1. Prepare a two wheel motorbike for operation | * 1. Occupational Health and Safety (OHS) hazards are identified and safety concerns reported to the supervisor.   2. Two wheel motorbike is safely unloaded from transport (where applicable).   3. Routine checks and maintenance of two wheel motorbike is conducted prior to use according to manufacturer's specifications and enterprise requirements.   4. Ensure any items that are to be transported on the bike are safely secured.   5. Two wheel motorbike and equipment faults or malfunctions are identified and reported for repair according to enterprise requirements.   6. Areas and applications excluded to two wheel motorbikes are identified on the enterprise safety plan.   7. Appropriate licenses for operation of two wheel motorbikes are obtained where required.   8. Appropriate motor cycle is selected for the rider's size and skill and the task to be completed. | Theory workbook  Farm OH&S induction & written test.  Motorbike safety induction, practical assessment  Observation checklist  Student logbook  Demonstration  **The strategies mentioned above are used from 1.1 to 1.8** |
| * 1. Operate a two wheel motorbike | 2.1. Risks to self, others and the environment are recognised and controlled according to legislative and enterprise requirements.  2.2. Suitable personal protective equipment is selected, used and maintained according to legislative and enterprise requirements.  2.3. Legislation and enterprise policies are complied with in regards to carrying passengers.  2.4. Hazards are identified, anticipated and controlled through the application of safe riding techniques and monitored for performance and efficiency.  2.5. Farm two wheel motorbikes are operated in a safe and controlled manner.  2.6.Environmental implications associated with two wheel motorbike's operation are recognised and positive enterprise environmental procedures applied where relevant. | Theory workbook  Farm OH&S induction & written test.  Motorbike safety induction, practical assessment  Observation checklist  Student logbook  Demonstration  **The strategies mentioned above are used from 2.1 to 2.6** |
| * 1. Complete and check two-wheel motorbike operation | * 1. Shut-down procedures are conducted according to manufacturer's specifications and enterprise requirements.   2. Malfunctions, faults, irregular performance or damage to ride-on vehicle is detailed and reported according to enterprise requirements.   3. Two wheel motorbikes are cleaned, secured and stored according to enterprise requirements.   4. Two wheel motorbike operational reports are maintained to industry standards according to enterprise requirements.   5. Two wheel motorbikes are loaded and secured for transport. | Theory workbook  Farm OH&S induction & written test.  Motorbike safety induction, practical assessment  Observation checklist  Student logbook  Demonstration  **The strategies mentioned above are used from 3.1 to 3.5** |

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| MORAWAGS  **WA COLLEGE OF AGRICULTURE – MORAWA** AHCMOM201A OPERATE TWO WHEEL MOTORBIKESASSESSMENT MAPPING This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licensing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under minimal supervision within enterprise guidelines. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| *ELEMENT* | | | *PERFORMANCE CRITERIA* | | | Practical Assessment | Oral Assessment | | Written Assessment | | Theory Workbook | | Observation Checklist | Student Logbook | | Demonstration |
|  | 1. Prepare a two wheel motorbike for operation |  | | * 1. Occupational Health and Safety (OHS) hazards are identified and safety concerns reported to the supervisor.   2. Two wheel motorbike is safely unloaded from transport (where applicable).   3. Routine checks and maintenance of two wheel motorbike is conducted prior to use according to manufacturer's specifications and enterprise requirements.   4. Ensure any items that are to be transported on the motorbike are safely secured.   5. Two wheel motorbike and equipment faults or malfunctions are identified and reported for repair according to enterprise requirements.   6. Areas and applications excluded to two wheel motorbikes are identified on the enterprise safety plan.   7. Appropriate licenses for operation of two wheel motorbikes are obtained where required.   8. Appropriate motor cycle is selected for the rider's size and skill and the task to be completed. | | • | • | | • | | • | | • | • | |  |
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|  | 1. Operate a two wheel motorbike |  | | | 2.1. Risks to self, others and the environment are recognised and controlled according to legislative and enterprise requirements.  2.2. Suitable personal protective equipment is selected, used and maintained according to legislative and enterprise requirements.  2.3. Legislation and enterprise policies are complied with in regards to carrying passengers.  2.4. Hazards are identified, anticipated and controlled through the application of safe riding techniques and monitored for performance and efficiency.  2.5. Farm two wheel motorbikes are operated in a safe and controlled manner.  2.6.Environmental implications associated with two wheel motorbike's operation are recognised and positive enterprise environmental procedures applied where relevant. | • | | • | | • |  |  | |  |  | | |
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|  | 1. Complete and check two wheel motorbike operation |  | | | 3.1. Shut-down procedures are conducted according to manufacturer's specifications and enterprise requirements.  3.2. Malfunctions, faults, irregular performance or damage to ride-on vehicle is detailed and reported according to enterprise requirements.  3.3. Two wheel motorbikes are cleaned, secured and stored according to enterprise requirements.  3.4.Two wheel motorbike operational reports are maintained to industry standards according to enterprise requirements.  3.5.Two wheel motorbikes are loaded and secured for transport. | • | | • | | • |  | • | |  |  | | |
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 **WA COLLEGE OF AGRICULTURE – MORAWA**

# AHCMOM201A OPERATE TWO WHEEL MOTORBIKES

## EVIDENCE PLAN

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Formative Assessment | | Practical Assessment | Oral Assessment | Written Assessment | Theory Workbook | Observation Checklist | Student Logbook | Third Party Report |
| Tool 1 | Ag Bike Demonstration & Handout |  | • |  |  |  | • |  |
| Tool 2 | Student Riding Assessment, Observation | • |  |  |  | • | • |  |
| Tool 3 | Student Logbook/Diary | • |  |  |  | • |  |  |
| Tool 4 | Safety on Farm Test, OH&S |  |  | • | • |  | • |  |
| Tool 5 | Oral or Written Assessment |  | • | • | • |  |  |  |
| Tool 6 |  |  |  |  |  |  |  |  |
| Tool 7 |  |  |  |  |  |  |  |  |
| Tool 8 |  |  |  |  |  |  |  |  |
| Tool 9 |  |  |  |  |  |  |  |  |

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| Assessment Record | | | | | | | | | | | |
|  | | | | | | | Satisfactorily Completed | | | | |
| Formative | | | | | | | | | | | |
| Tool 1 Ag Bike Demonstration & Handout | | | | | | | | Yes | | | No |
| Tool 2 Student Riding Assessment, Observation | | | | | | | | Yes | | | No |
| Tool 3 Student Logbook/Diary | | | | | | | | Yes | | | No |
| Tool 4 Safety on Farm Assessment, OH&S | | | | | | | | Yes | | | No |
| Tool 5 Oral or Written Test | | | | | | | | Yes | | | No |
| Tool 6 | | | | | | | | Yes | | | No |
| Tool 7 | | | | | | | | Yes | | | No |
| Tool 8 | | | | | | | | Yes | | | No |
| Tool 9 | | | | | | | | Yes | | | No |
|  | | | | | | | |  | | |  |
| Assessment of Competency Completed: | | | | |  | | |  | | | |
|  | | | | | | | | | | | |
| **Outcome:** | Competent: | |  |  | | Not Yet Competent: | | | |  |  |
|  | | | | | | | | | | | |
| Candidate Signature: | |  | | | | | Date: | |  | | |
| Assessor Signature: | |  | | | | | Date: | |  | | |

# MORAWAGSWA COLLEGE OF AGRICULTURE - MORAWA

# AHCMOM201A OPERATE TWO WHEEL MOTORBIKES

ASSESSMENT PLAN AND RECORD

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| Name of Candidate: | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Name of Assessor: | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Place of Assessment: | | | On the job | |  |  | Off the job | |  |  | Combination |  |
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|  | Recognition of Current | | |  | Direct Credit: | | |  | | | | |
| Competencies | | | |  | Certificate No: | | |  | | | | |
|  | | | |  | RTO: | | |  | | | | |
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| **Unit of Competency to be assessed:** AHCMOM201A OPERATE TWO WHEEL MOTORBIKES | | | | | | | | | | | | |
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| Elements | | | | | | | | | | | | |
|  | | 1. Prepare a two wheel motorbike for operation. | | | | | | | | | | |
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|  | | 2. Operate a two wheel motorbike. | | | | | | | | | | |
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|  | | 3. Complete and check two wheel motorbike operation | | | | | | | | | | |
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| **Industry Input:** | | | | | | | | | | | | |
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**WA COLLEGE OF AGRICULTURE – MORAWA**

# AHCMOM201A OPERATE TWO WHEEL MOTORBIKES

## OBSERVATION ASSESSMENT

**√ - Competent:** The task was performed safely to an acceptable standard

**X – Not Yet Competent:** The task was not completed to an acceptable standard

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| STEP | PRACTICAL STUDENT PARTICIPATION | DATE | | | |
| **1.** | Does the student understand pre riding safety and maintenance checks? |  |  |  |  |
| **2.** | Does the student use safety equipment properly? |  |  |  |  |
| **3.** | Can student start motorbike and take off successfully? |  |  |  |  |
| **4.** | Does student balance effectively on the motorbike? |  |  |  |  |
| **5.** | Can student negotiate witches hats safely? |  |  |  |  |
| **6.** | Can student do an emergency stop? |  |  |  |  |

**STUDENT CAN PASS THIS UNIT ON 1 ATTEMPT IF DEEMED COMPETANT BY INSTRUCTOR**

**Signed by Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

# Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **WA COLLEGE OF AGRICULTURE – MORAWA**

# AHCMOM201A OPERATE TWO WHEEL MOTORBIKES

## ORAL or WRITTEN ASSESSMENT

Q.1 What are the maintenance and safety checks that must be carried out on a motorbike before riding?

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Q.2 What is the correct procedure to follow if faults are found during a motorbike inspection?

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Q.3 What must be done when carrying loads, and are passengers allowed to be carried?

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Q.4 What Personal Protective Equipment must be used and when operating a motorbike?

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Q5 Why is it important to know the surroundings (Roads, Paddocks etc) before riding a motorbike?

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Q.6 What rules must be followed when riding on the college farm?

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Q.7 Under certain conditions, why is it important to clean the motorbike after use?

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**STUDENT MUST ANSWER 6 QUESTIONS CORRECTLY**

## Signed by Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# 7. Useful templates and websites

**7.1 Sample parent permission form**

**SCHOOL LOGO**

**Student Drivers on WACoA**

**and Farm based school sites**

Training students in the safe operation of vehicles and machines is an important part of the agricultural program. It is a requirement of the Department of Education that parents/guardians provide consent in writing before a student can be permitted to participate in the school based Student Driver Education Program.

Please read the Student Driver Education Program information prior to completing this form.

As the Parent/Guardian of ……………………………………, I accept that by ticking each of the boxes and signing this form I understand and agree to the requirements, responsibilities and obligations of the Student Driver Education Program (Program) and give permission for my son/daughter to participate in the Program.

Students can participate in the program from at minimum in Year 10 and15 years of age.

Each student will undertake an eye test as part of the Program.

Each of the 3 permit levels of the Program has 2 components - written and practical tests.

A student can only drive vehicles and machines when they are supervised by a staff member.

Every student must carry their driver’s permit photo identification with them at all times.

Every student must always correctly wear a seat belt, when provided, and ensure that any passengers also correctly wear a seat belt.

A student will always be driving under the explicit direction of a staff member and in compliance with college rules and the Department of Education’s *Duty of Care for Public School Students Policy*.

A student cannot drive any college/school vehicle/machine on a public road under any circumstances.

A student may be deemed, by a supervising staff member, competent to have passengers in a vehicle driven by them (in accordance with the terms of their particular permit and under the active supervision of a staff member).

A student may be a passenger in a vehicle driven by another student (in accordance with the terms of their particular permit and under the active supervision of a staff member).

Every student will carry out basic checks of vehicles and machines prior to use, ensure that they are kept in a clean and tidy condition and report any faults, breakdowns or damage to their supervisor or other staff member immediately.

Any student failing to comply with any of the Program rules will receive demerit points. If 10 points are accumulated a student will have their driver permit suspended for

3 months and possible suspension from school for serious breaches. A loss of permit may impact on participation in farm activities and the achievement of National Training Package requirements.

Every student will treat vehicles and machinery with care and respect. Should they misuse or vandalise vehicles or machinery, a parent/guardian may be liable for any costs incurred by the college/school for repairs.

………………………………… (student name) has the following impairment related to a medical and/or physical condition that will affect his/her driving capabilities:

*Please provide detail or state Not Applicable*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have read and understand the student information provided by the college/school.

I consent to my child (from the age of 15 and in Year 10) participating in the Student Driver Education Program as part of their agricultural program. I understand that they will be driving vehicles and machinery:

* on the farm only;
* at times with passengers;
* always under explicit direction and active supervision of a staff member; and
* in compliance with college/school rules and the Department of Education’s *Duty of Care for Public School Students Policy*.

Your permission will authorise school/college staff to carry out instruction and assessment in

the driving and operation of college/school vehicles and machines, which includes a written or

oral test and a formal practical driving test. Students will progress through 3 permit levels - Probationary (Red), Stage I (Yellow) and Stage II (Green) levels of assessment and will be issued with the relevant permit, inclusive of photo identification, as achieved.

|  |  |
| --- | --- |
| Parent/Guardian signature |  |
| Parent/Guardian name |  |
| Date |  |

**7.2 Useful websites - templates**

<https://www.farmsafe.org.au/Managing-Farm-Safety>

<https://aghealth.sydney.edu.au/resources/resources-for-farmers/>

Variety of templates and checklists for all facets of farm activities

<https://www.worksafe.vic.gov.au/resources/15-minute-farm-safety-check>

Generic farm safety checklist

[*Provide first aid in the workplace*](https://ikon.education.wa.edu.au/-/provide-first-aid-in-the-workplace)

[*https://ikon.education.wa.edu.au/-/plan-for-workplace-first-aid*](https://ikon.education.wa.edu.au/-/plan-for-workplace-first-aid)

<https://ikon.education.wa.edu.au/-/plan-for-workplace-first-aid#toc6>

Supporting the provision of first aid in schools IKON

<https://ikon.education.wa.edu.au/-/access-the-vehicle-management-policy-and-procedures>

Includes the template, B.3.1. – Application to Drive a Department Vehicle – Employee

**7.3 Useful websites – information/research**

<https://ikon.education.wa.edu.au/-/records-management-1#toc3>

Supporting schools in records management IKON

<https://www.safeworkaustralia.gov.au/doc/guide-managing-risks-machinery-rural-workplaces>

Information and risk management strategies

<https://sydney.edu.au/medicine/aghealth/uploaded/Research%20Reports/reducing_risk_inj_farm_motorcycle.pdf>

Research paper about farm motorbike safety

<https://www.commerce.wa.gov.au/publications/industry-checklist-education>

Highlights safety issues for workers in schools and provides risk management information