

# AMENDMENTS

Date	Clause	Amendment(s)	Approved
July 2005	Introduction p. 5	Inclusion of point about the role of the assessment officer, 'be fair and unbiased'.	Manager R&L Operations
July 2005	Glossary of Terms p. 6	Inclusion of definition, 'Blindspots - areas that are not visible from the external mirrors'.	..
July 2005	Glossary of Terms p.8	Editorial change, 'items f to g (page 9) are conducted from within the car and the applicant must show knowledge of the control's location'.	..
July 2005	Glossary of Terms p.8	Inclusion to definition Pre drive check, 'item 2 (page 9) with the assessment officer and the accompanying driver (if applicable) inside the car'.	..
July 2005	Glossary of Terms p.8	Deleted Safety Margin and included information under Section Performance check.	
July 2005	Pre-Drive Check p.9	Deleted under point YES: 1. 'g. seat belt adjustment'.	..
July 2005	Pre-Drive Check p.9	Editorial change, IMMEDIATE FAILURE 1. (see Car Control p.23 and 24).	..
July 2005	Pre-Drive Check p.9	Inclusion, IMMEDIATE FAILURE 2. 'is not wearing a seatbelt when the vehicle is moving or stationary but not parked'.	
July 2005	Pre-Drive Check p.9	Inclusion, '# Headlights (low beam) are to be turned on for the duration of all practical tests'.	..
July 2005	Signalling (S) p.13	Inclusion to Diverging, YES: '1. makes a headcheck (look over shoulder) when pulling out from the kerb'.	..
July 2005	Signalling (S) p.13	Inclusion to Diverging, NO: '1. does not make a headcheck when pulling out from the kerb'.	..
July 2005	Lane Change (L) p.14	Amended Performance outcome to include, '(can be performed from a stationary position i.e. from the kerb)'.	..
July 2005	Lane Change (L) p.14	Inclusion to Scoring criteria definitions, '* A second headcheck is not required if already demonstrated as part of 'Signalling' (for combined performance checks)' and '** Maintaining reasonable progress is not required if moving from a stationary position i.e. kerb'.	..
July 2005	Turn Right and Turn Left (T) p.19	Inclusion of slip lane warning, 'Note: For left turns into a slip lane, applicants must have been given the instruction to turn left at the slip lane'.	..
July 2005	Position on Road (PR) p.22	Change to wording from road to lane, Scoring criteria NO: 1. 'does not travel entirely within the lane'	..
July 2005	Safety Margin (SM) p.25	Inclusion to Scoring Criteria of information that was previously listed under the Glossary of Terms.	..
July 2005	Reverse Parking p.28	Amendment to wording Position in YES: '3. uses no more than four movements'.	..
July 2005	Reverse Parking p.28	Amendment to wording Position in NO: '3. parks in more than four movements'.	..

Date	Clause	Amendment(s)	Approved
July 2005	Point to Point Reverse p.32	Inclusion to Position in NO: '2. completes the manoeuvre with more than one forward correction; or'	..
July 2005	Three Point Turn p.35	Inclusion to Reverse Observation NO: '4. hits the kerb heavily' and '5. dry steers'.	Manager R&L Operations
July 2005	Three Point Turn p.35	Amendment to reverse observation IMMEDIATE FAIL: '2. mounts the kerb (including driveways)'.	..
July 2005	Assessment Policy p.40	Editorial change to Instructors accompanying assessment third point word changed from display, 'An accompanying driver must show'.	..
July 2005	Assessment Policy p.41	Amendment to vehicle suitability first point added, 'Must at a minimum be able to have the headlights (low beam) turned on for the duration of the practical tests'.	..
July 2005	Assessment Policy p.41	Amendment to vehicle suitability first point added, 'and have a centrally mounted handbrake accessible to the person in the front passenger seat (in a dual control vehicle, an accessible centrally mounted handbrake is not required if the instructor is in the front passenger seat)'.	..
Jan 2007	Assessment Policy p.40	Use of electronic devices: removed the words 'and proximity warning indicators' replaced with 'or cruise control' and added 'Parking sensors and reverse cameras can be left on.'	
Feb 2007	Position Stop p.16	Performance outcome: Added the words 'Where applicable' at the start. Removed the words 'at an intersection with' and replaced with the words 'wherever there is'.	Manager R&L Operations
Feb 2007	Safety Margin p.25	Scoring Criteria: deleted item 4 for both the YES and NO criteria.	..
Feb 2007	Immediate Failures p.37	Examples – Position after stopping: included 'Stops with the front wheel/s after the stop line'	..

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**Note:** alterations from the previous version 'August 2003, version 4.1' are *italicised* throughout the manual.

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## ABBREVIATIONS

A	Approach
CC	Car Control
DIA	Driving Instructor Authority
IF	Immediate Failures
J	Judgement
L	Lane Change
LSM	Low Speed Manoeuvre
M	Mirrors
N/A	Not Applicable
P	Position Stop
PC	Performance Check
PR	Position on Road
PROG	Progress
POLA	Programmed Observation Licence Assessment
S	Signalling
SM	Safety Margin
T	Turn Right and Turn Left

## INTRODUCTION

The Programmed Observation Licence Assessment (POLA) was developed to standardise assessment processes for Victorian car driver licence applicants.

The basis of this assessment system is measurement of the competencies associated with driving a car in a safe and legal manner. These competencies have been translated into measurable performance checks (PCs) in this document. POLA is designed to achieve a consistent and an objective evaluation of an applicant's driving behaviour. It also provides a structure for a more uniform and consistent approach to driver training.

POLA identifies the key behaviours car licence applicants should display and provides criteria for the assessment of those behaviours. The driving behaviours of applicants are recorded as:

- YES: If the driver meets the performance criteria
- NO: If the driver does not meet any part of the performance criteria
- N/A: If a valid assessment cannot be made due to some external factor.

The POLA criteria provide for an immediate failure whenever the applicant performs unsafely or illegally.

Assessment routes are designed to allow for combinations of performance checks at selected locations, eg. at intersections. Location performance checks are repeated throughout the assessment to ensure that a suitable balance of traffic dependent, memory dependent and skill dependent competencies are assessed. Section performance checks, such as Safety Margin and Car Control, are continuously assessed throughout each section of the assessment route.

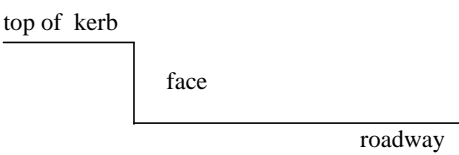
The role of the assessment officer in conducting the POLA is to:

- direct the applicant around a predetermined assessment route
- observe the applicant's driving behaviour
- measure the applicant's performance against the assessment criteria
- record the applicant's performance on the score sheet
- advise the applicant of the result of his/her assessment
- *be fair and unbiased.*

To pass the assessment an applicant must demonstrate safe decision-making, observance to road rules and satisfactory car handling skills.

## GLOSSARY OF TERMS

<b>Blindspots</b>	-	areas that are not visible from the external mirrors.
<b>Change of direction</b>	-	where a driver changes direction by turning or diverging.
<b>Complete the manoeuvre</b>	-	where an applicant is required to complete the reverse observation, position in and position out for all low speed manoeuvres within two minutes allowing for traffic conditions.
<b>Dangerous situation</b>	-	any situation where there is danger to a road user or property caused by an applicant's unsafe or illegal action.
<b>Diverging</b>	-	moving from a stationary position.
	-	changing lanes.
	-	pulling into the kerb.
<b>Dry steering</b>	-	turning the steering wheel more than one complete turn (360 degrees) whilst the car is stationary.
<b>Headcheck</b>	-	where an applicant is required to look in their blindspots for other vehicles through the rear side window/s.
<b>Immediate failure</b>	-	where an applicant's driving is considered unsafe or illegal the assessment is to be discontinued and the details recorded on the scoresheet.
<b>Intersection</b>	-	means the area where two or more roads meet and includes any area of the roads where vehicles travelling on different roads might collide and the area of any slip lane where the roads meet.
<b>Line of traffic</b>	-	<b>straight</b> - taking up a position on the carriageway which allows for the presence of parked vehicles.
	-	<b>turns</b> - single lane – must stay within lane
		- multi lane – must stay in corresponding lane
		- single to multi lane – may end in any lane.
<b>Location performance checks</b>	-	are assessed at set locations (eg. at an intersection) in the test route.
<b>Low speed manoeuvre (LSM)</b>	-	the assessment of an applicant's ability to control a car at low speed (including in reverse).
<b>Manual Car</b>	-	a car fitted with a driver operated clutch.

- Mount the kerb**
- 
    - if an applicant mounts the top of a kerb with any wheel an immediate failure applies. This does not include pushing against the face of the kerb.
- Multiple**
- means two or more.
- Near an intersecting road**
- the area next to or adjacent to the road eg. a footpath/marked foot crossing.
- Performance check (PC)**
- the measurement of a specific behaviour during a practical assessment either at a location (eg. at an intersection) or over a section of the assessment route.
- PCs - combined**
- where individual PCs logically combine at set locations and are scored as one check. If any part of a combined PC is scored as N/A and the other behaviour(s) are performed correctly, the applicant will be awarded a 'YES'.
  - if any behaviour is incorrect, the applicant must be awarded a 'NO' for the combined PC.
- Off-course**
- where an applicant deviates from a test route during an assessment (eg. to find a location to conduct the LSM, or due to a road obstruction or accident, or an error by the assessor or applicant). In these cases, the assessment of section PC's continues and any immediate failure situations apply. It is important to get back on to the course as soon as possible.
  - location PC's do not apply while an applicant is off-course. These should be marked as N/A and the words 'off-course' written on the scoresheet at the appropriate item. 'On-course' should be written at the appropriate item when the course (i.e. test route) is resumed.
  - an assessment is deemed invalid if more than one third of the location PCs are not scored as a result of the applicant having to move off-course.
- Pre-drive check**
- this PC assesses an applicant's knowledge of the location and/or operation of the car's controls and to start the engine. It is assessed at the commencement of the practical drive component. The correct use of the car's controls is assessed during the practical drive assessment.

- items a to e (see page 9) are to check roadworthy requirements and are conducted with the assessment officer and the accompanying driver (if applicable) outside the car.
- *items f to g (page 9) are conducted from within the car and the applicant must show knowledge of the control's location.*
- *item 2 (page 9) with the assessment officer and the accompanying driver (if applicable) inside the car.*
- Section performance checks** - are assessed during and marked at the end of each section in the test route. Location PC's should not be scored a second time as a section PC.
- Slip lane** - an area of road for vehicles turning left that is separated at some point from other parts of the road by a traffic island or painted island.
- Speed limits** - refer to posted red, white and black regulatory signs and not yellow and black warning or advisory signs.

## PRE-DRIVE CHECK

### Performance outcome:

The applicant is required to carry out a pre-drive check to demonstrate knowledge of the car's controls and to start the engine.

### Scoring criteria:

**YES:** if the applicant:

1. successfully carries out a pre-drive check by identifying and/or operating the following features where fitted:
  - a. indicator/brake lights\*
  - b. washers/wipers\*
  - c. horn\*
  - d. headlights<sup>#</sup> – high/low beam\*
  - e. hazard lights\*
  - f. handbrake
  - g. demister(s); and
2. is able to start the engine.

**NO:** if the applicant:

1. is unable to identify and/or operate any of the above.

**IMMEDIATE FAILURE:** if the applicant:

1. is unable to start the engine after two prompts (*see Car Control, p. 23 and 24*), or
2. *is not wearing a seatbelt when the vehicle is moving or stationary but not parked.*

**\* If any of these items are not working, the assessment is to be discontinued.**

**# Headlights (low beam) are to be turned on for the duration of all practical tests.**

Part One  
**LOCATION PERFORMANCE CHECKS**

## MIRRORS (M)

**Performance outcome:**

The applicant must check the appropriate mirror(s) for other traffic before turning, diverging or braking.

**Scoring criteria:**

**YES:** if the applicant checks the rear vision mirror(s):

1. immediately before\* the other combined PCs associated with a turn or a diverge; and
2. immediately before\* braking.

**NO:** if the applicant does not check the rear vision mirror(s):

1. immediately before\* the other combined PCs associated with a turn or a diverge; or
2. immediately before\* braking.

**Note:** if the assessment officer cannot identify that the applicant has made a mirror check and the other combined PC's have been performed correctly, the applicant must be scored a 'YES'.

\* within two seconds.

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## SIGNALLING (S)

**Performance outcome:**

The applicant is required to signal before turning or diverging.

**Scoring criteria:****Turning**

**YES:** if the applicant:

1. puts on and maintains the correct change of direction signal for long enough to give sufficient warning before turning\*.

**NO:** if the applicant:

1. does not put on the change of direction signal for long enough or not at all to give sufficient warning before turning\*; or
2. puts on the change of direction signal too early (where it could mislead other road users); or
3. puts on the incorrect change of direction signal; or
4. allows the change of direction signal to remain on after completing the turn.

**IMMEDIATE FAILURE:**

1. if the change of direction signal is put on too early when turning and causes a dangerous situation; or
2. if the assessment officer or the accompanying driver has to tell the applicant to turn the change of direction signal off to prevent a dangerous situation.

\* for roundabouts, signalling is required whilst driving in the roundabout.

## Diverging

**YES:** if the applicant:

1. *makes a headcheck (look over shoulder) when pulling out from the kerb;*
2. puts on and maintains the correct change of direction signal for long enough to give sufficient warning before diverging; and
3. puts on the correct change of direction signal for at least five seconds when moving from a stationary position.

**NO:** if the applicant:

1. *does not make a headcheck when pulling out from the kerb; or*
2. does not put on the change of direction signal for long enough or not at all to give sufficient warning before diverging; or
3. puts the change of direction signal on too early (where it could mislead other road users); or
4. puts on the incorrect change of direction signal; or
5. allows the change of direction signal to remain on after completing the diverge.

### **IMMEDIATE FAILURE:**

1. if the change of direction signal is put on too early when diverging and causes a dangerous situation; or
2. if the assessment officer or the accompanying driver has to tell the applicant to turn the change of direction signal off to prevent a dangerous situation.

## LANE CHANGE (L)

### Performance outcome:

The applicant is required to make a safe and legal lane change (*can be performed from a stationary position i.e. from the kerb*) whilst maintaining reasonable progress during and after diverging and demonstrating the use of a headcheck and safe gap selection.

### Scoring criteria:

**YES:** if the applicant:

1. makes a headcheck\* (looks over the shoulder in the appropriate direction and observes the blind spot) and a safe judgement about the presence of other vehicles (eg. accepts a safe gap in traffic) immediately before diverging whilst maintaining reasonable progress\*\* during and after diverging.

**NO:** if the applicant:

1. does not make a headcheck in the appropriate direction immediately before diverging; or
2. in making a headcheck, looks through the rear back window; or
3. does not react appropriately to the presence of other vehicles (eg. rejects a safe gap in traffic); or
4. does not maintain reasonable progress during and after diverging.

**N/A:** if for any reason the assessment officer cannot identify that the applicant performed a headcheck for traffic conditions or the car's position makes the headcheck unnecessary.

**Note:** Applicants with a physical disability that does not permit them to make the headcheck, must make a mirror check in the appropriate direction at all lane change locations.

\* A second headcheck is not required if already demonstrated as part of 'Signalling' (for combined performance checks).

\*\* Maintaining reasonable progress is not required if moving from a stationary position i.e. kerb.

## APPROACH (A)

**Performance outcome:**

The applicant is required to brake smoothly and, if necessary, select the appropriate gear to ensure a safe approach speed to an identifiable hazard (eg. intersections).

**Scoring criteria:**

**YES:** if the applicant:

1. slows down smoothly and/or stops the car (appropriate use of brakes or brakes and gears is acceptable).

**NO:** if the applicant:

1. in slowing down or stopping, causes excessive lurch (forward pitch into the seatbelt);  
or
2. uses gears only to slow down; or
3. slows with the clutch disengaged (clutch down) or with the gears in neutral.

**N/A:** if approach speed is less than 20 km/h before braking has commenced.

**Note:** Not to be scored as Car Control at the same time

## POSITION STOP (P)

### Performance outcome:

Where applicable the applicant must come to a stop, wherever there is a stop sign and/or a stop line clearly marked.

### Scoring criteria:

**YES:** if the applicant:

1. stops the car at the stop line with the front wheels before and within two metres (or half a car length) of the stop line; or
2. if there is a stop sign but no stop line, stops the car as near as practicable to but before the stop sign or intersection.

**NO:** if the applicant:

1. stops the car with the front wheel/s touching the stop line; or
2. for no apparent reason, stops the car before the stop line more than two metres (or half a car length) and then stops again on or before the stop line; or
3. for no apparent reason, if there is a stop sign but no stop line, stops the car more than two metres (or half a car length) before the stop sign *or intersection* and then stops again before the stop sign or intersection.

**IMMEDIATE FAILURE:** if the applicant:

1. has to be advised to stop; or
2. does not bring the car to a stop; or
3. stops the car more than two metres (or half a car length) from the stop line and then does not stop at the stop line; or
4. if there is a stop sign but no stop line, stops the car more than two metres (or half a car length) before the stop sign or intersection and does not stop before entering the intersection; or
5. stops with the front wheel/s after the stop line; or
6. if there is a stop sign but no stop line, stops with the front wheel/s in the intersection; or
7. makes a correct stop but, in moving off from the stop sign and/or stop line, creates a dangerous situation.

## JUDGEMENT (J)

**Performance outcome:**

The applicant is required to make a safe judgement in respect of giving way to other vehicles and pedestrians.

**Scoring Criteria:**

**YES:** if the applicant:

1. reduces speed and looks in the appropriate direction(s); and
2. makes a safe judgement about approaching vehicles (eg. accepts a safe gap in traffic); and
3. reacts appropriately to the presence of a pedestrian crossing or waiting to cross near an intersecting road.

**NO:** if the applicant:

1. does not reduce speed and/or look in the appropriate direction(s); or
2. does not react appropriately to the presence of other vehicles (eg. rejects a safe gap in traffic or simultaneously turns right into a right lane when another car is turning left into a left lane); or
3. does not react appropriately to the presence of a pedestrian crossing or waiting to cross near an intersecting road; or
4. stops unnecessarily due to poor judgement, where no vehicles or pedestrians are present and it is clear to proceed.

## TURN RIGHT AND TURN LEFT (T)

### Performance outcome:

The applicant is required to make a 90 degree (approx.) turn to the right or left (lanes or centre lines are not required).

### Scoring criteria:

#### Right turns

**YES:** if the applicant:

1. on approach keeps the car entirely within the correct lane or line of traffic; and
2. during the turn steers the car as near as practicable to the right of the centre of the intersection; and
3. makes the turn as indicated by the road markings; and
4. finishes the turn and keeps the car entirely in one lane.

**NO:** if the applicant:

1. on approach, does not keep the car entirely within the correct lane or line of traffic; or
2. does not steer the car as near as practicable to the right of the centre of the intersection (cuts too short); or
3. does not make the turn as indicated by the road markings; or
4. contacts the kerb(s) during the turn; or
5. finishes the turn and does not keep the car entirely in one lane.

**IMMEDIATE FAILURE:** if the applicant:

1. does not make the turn as indicated by the traffic lane arrow.

## Left turns

**YES:** if the applicant:

1. on approach keeps the car entirely within the correct lane or line of traffic; and
2. makes the turn as indicated by the road markings; and
3. finishes the turn and keeps the car entirely in one lane.

**NO:** if the applicant:

1. on approach does not keep the car entirely within the correct lane or line of traffic; or
2. unnecessarily crosses the centre of the carriageway being entered; or
3. does not make the turn as indicated by the road markings; or
4. contacts the kerb(s) during the turn; or
5. finishes the turn and does not keep the car entirely in one lane.

**IMMEDIATE FAILURE:** if the applicant:

1. does not make the turn as indicated by the traffic lane arrow; or
2. does not use the slip lane where provided.

*Note: For left turns into a slip lane, applicants must have been given the instruction to turn left at the slip lane.*

**Part Two**  
**SECTION PERFORMANCE CHECKS**

## PROGRESS (PROG)

**Performance outcome:**

The applicant is required to maintain reasonable progress, with regard to road and traffic conditions, throughout each section.

**Scoring criteria:**

**YES:** if the applicant:

1. maintains reasonable progress by travelling at speeds suitable for the conditions during the assessment section.

**NO:** if the applicant:

1. travels faster than the speed limit; or
2. travels at a speed that is inappropriate for the conditions or traffic situations (eg. travels too fast at corners causing side sway of the occupants); or
3. travels at a speed which slows or would slow traffic (in normal conditions the applicant should travel at a speed not more than 10 km/h below the speed limit); or
4. fails to move off at a green traffic control signal; or
5. travels at a speed greater than that indicated by an advisory sign; or
6. repeatedly stops or is excessively slow, at intersections where visibility is clear (not to be confused with Judgement, and must be scored at the end of each section).

**IMMEDIATE FAILURE:** if the applicant:

1. exceeds the speed limit as displayed on the speedometer for more than five continuous seconds from when speeding is verified; or
2. travels at a speed unsafe for the conditions; or
3. drives too slowly (10 km/h or more below the speed limit) for no apparent reason throughout any two sections; or
4. at the end of the second cycle of the green traffic control signal, fails to move off from the intersection.

## POSITION ON ROAD (PR)

**Performance outcome:**

The applicant is required to position the car correctly on the road whilst travelling.

**Scoring criteria:**

**YES:** if the applicant:

1. travels entirely within the lane markings of the correct lane or in the correct line of traffic where practicable.

**NO:** if the applicant:

1. does not travel entirely within the *lane* markings of the correct lane or in the correct line of traffic where practicable.

**N/A:** if a situation (such as road works) means the applicant is unable to stay entirely within the correct lane or line of traffic.

## CAR CONTROL (CC)

### Performance outcome:

The applicant is required to demonstrate reasonable control of the car (i.e. steers, changes gear\*, uses clutch\*, brake, accelerator and handbrake correctly) during each assessment section.

Car control is scored where multiple (rather than one-off) errors are made.

### Scoring criteria:

**YES:** if the applicant:

1. steers a steady course; and
2. uses gears\*, clutch\*, brake and accelerator correctly; and
3. does not roll back more than 300 mm when moving off; and
4. steers the car with both hands on the top half of the steering wheel during the section (does not apply to the LSM).

**NO:** if the applicant, more than once, in each section;

1. does not steer a steady course; or
2. does not use gears\*, clutch\*, brake, accelerator and handbrake correctly (i.e. smoothly, without looking, excessive noise, coasting in neutral, over riding the clutch or stalls); or
3. rolls back more than 300mm when moving off; or
4. does not steer the car with both hands on the top half of the steering wheel during the section or steers with hand(s) inside of the steering wheel during the section.

**IMMEDIATE FAILURE:** if the applicant:

1. fails to start or re-start the engine on the third attempt (after two prompts from the assessment officer to check the controls to start the engine); or
2. leaves the hand brake on (after two prompts from the assessment officer to check the controls) and it is affecting the performance of the car; or
3. stalls the car\* three times, during the practical drive, due to poor car control; or
4. does not have at least one hand on the steering wheel whilst the vehicle is in motion.

\* manual car

## **CAR CONTROL ITEMS**

### **Starting the engine**

If an applicant, in attempting to start or re-start the engine (does not apply to stalling the car), cannot do so (eg. if the transmission of an automatic car is in 'Drive'), the assessment officer should ask the applicant to:

'Check your controls to start the engine'

If the second attempt is unsuccessful, the assessment officer should again ask the applicant to:

'Check your controls to start the engine'

If, on the third attempt, the applicant cannot start the engine, an immediate failure is to be applied.

**Note: This does not apply to situations caused by mechanical faults.**

### **Hand brake**

If the hand brake is left on and it is affecting the performance of the car, the assessment officer should ask the applicant to:

'Check your controls'

If the hand brake is not released the assessment officer should again ask that the applicant to:

'Check your controls'

An immediate failure applies if the applicant attempts to move off the third time with the handbrake on.

### **Position of hands**

Hand(s) are to be positioned on the top half of the steering wheel during each section except when turning, changing gears, operating the indicators or during the low speed manoeuvre.

## SAFETY MARGIN (SM)

**Performance outcome:**

The applicant is to maintain an acceptable safety margin from other vehicles and fixed objects throughout each section, and not stop on a portion of a road marked 'Keep Clear'.

**Scoring criteria:**

**YES:** *if the applicant:*

1. *maintains a following distance of at least two seconds in dry conditions and three seconds in wet conditions; or*
2. *maintains approximately 1.2 metres (a car door width) when overtaking or passing a stationary or moving vehicle or stationary object depending on conditions (eg. low speed would not require the same safety margin) ; or*
3. *when stopping behind a stationary car maintains a distance that will enable the applicants car to proceed, if necessary, around the stationary car without reversing; or*

**NO:** *if the applicant:*

1. *does not maintain a following distance of at least two seconds in dry conditions and three seconds in wet conditions; or*
2. *does not maintain approximately 1.2 metres (a car door width) when overtaking or passing a stationary or moving vehicle or stationary object depending on conditions (eg. low speed would not require the same safety margin) ; or*
3. *when stopping behind a stationary car does not maintain a distance that will enable the applicants car to proceed, if necessary, around the stationary car without reversing; or*

**IMMEDIATE FAILURE:** *if the applicant:*

1. *stops on a portion of road marked 'Keep Clear'.*

Part Three  
**LOW SPEED MANOEUVRES**

## LOW SPEED MANOEUVRING (LSM)

**Performance outcome:**

The applicant is required to demonstrate the ability to control a car at low speed (including in reverse).

**Assessment methods:**

The Low Speed Manoeuvre is to be conducted on road during the practical assessment. One of four alternative manoeuvres will be selected at random by the assessment officer. The alternatives are:

1. Reverse Park
2. Angle Park
3. Point to Point Reverse
4. Three Point Turn.

In conducting the Low Speed Manoeuvre, assessment officers must ensure that the location selected is safe and suitable. Centre-road parking spaces are not to be used.

In each alternative, the complete manoeuvre, allowing for traffic conditions, must be completed within two minutes.

## 1. REVERSE PARKING

### Performance outcome:

From a position adjacent to a legally parked car, the applicant must reverse and finish parallel to the kerb. The manoeuvre is to be conducted within seven metres\* of and behind a parked car.

\* seven metres refers to the distance between the rear of the parked car and the front of the applicant's car.

### Scoring criteria:

#### Reverse Observation

**YES:** if the applicant:

1. looks out the rear back window in the direction of travel immediately before reversing.

**NO:** if the applicant:

1. does not look out the rear back window in the direction of travel immediately before reversing.

#### Position In

**YES:** if the applicant:

1. places the car's left wheels within 300 mm of the kerb; and
2. parks the car within one to two metres of the car in front; and
3. *uses no more than four movements.*

**NO:** if the applicant;

1. places the car's left wheels between 300 mm and one metre of the kerb; or
2. parks less than one or more than two metres from the car in front; or
3. *parks in more than four movements;* or
4. reverses more than seven metres; or
5. dry steers; or
6. hits the kerb heavily.

**Note:** Before scoring Position In, the applicant should be asked if he or she has finished positioning the car.

## Position Out

**YES:** if the applicant:

1. puts on a right change of direction signal for at least five seconds before leaving the kerb; and
2. makes a headcheck immediately before leaving the kerb; and
3. leaves the kerb in no more than four movements.

**NO:** if the applicant:

1. does not put on a right change of direction signal for at least five seconds before leaving the kerb; or
2. does not make a headcheck immediately before leaving the kerb; or
3. uses more than four movements; or
4. dry steers.

**IMMEDIATE FAILURE:** if:

1. any wheel mounts the kerb; or
2. the front and/or rear left wheel/s finish more than one metre from the kerb; or
3. more than two minutes are taken to complete the manoeuvre allowing for traffic conditions; or
4. the applicant reverses any part of the car over the centre of the carriageway.

## 2. ANGLE PARK

### Performance outcome:

The applicant must position the car into and reverse out of an angled parking bay. The car should be positioned centrally within the parking bay and with the wheels no more than 300mm parallel from the marked lines, giving consideration to other parked vehicles.

In a 45 degree angle park, the manoeuvre is to be completed in one forward and one reverse (outward) movement. In a 90 degree right angle park, one correction is allowed during the Position In PC.

### Scoring criteria:

#### Position In

**YES:** if the applicant:

1. puts on a left change of direction signal for long enough to give sufficient warning before entering the parking bay; and
2. positions the car centrally within the parking bay, with the wheels no more than 300mm from parallel to the marked lines, giving consideration to other parked vehicles; and
3. completes the manoeuvre in one forward movement\*; and
4. positions the car entirely within the parking bay.

**NO:** if the applicant:

1. does not put on a left change of direction signal for long enough to give sufficient warning before entering the parking bay; or
2. does not position the car centrally within and/or is 300 mm out of parallel from the marked lines; or
3. stops the car with the front wheels more than 500 mm from the kerb (or marked lines); or
4. requires more than one forward movement to complete the manoeuvre\*; or
5. dry steers; or
6. hits the kerb heavily.

**\* if a 90 degree right angle park, one correction is allowed when entering the parking bay.**

### **Reverse Observation**

**YES:** if the applicant:

1. looks out the rear back and/or rear left side window in the direction of travel immediately before reversing.

**NO:** if the applicant:

1. moves the car before the rear back and/or rear left side window check is made.

### **Position Out**

**YES:** if the applicant:

1. looks over the shoulder whilst reversing (occasional scanning to the front is acceptable); and
2. reverses out in one movement (stopping for other traffic is acceptable); and
3. positions the car appropriately on the road adjacent to the parking bay.

**NO:** if the applicant:

1. does not look over the shoulder whilst reversing; or
2. does not reverse out of the parking bay in one movement; or
3. during reversing, allows the car to roll forward more than 300 mm; or
4. does not position the car appropriately on the road adjacent to the parking bay; or
5. dry steers.

**IMMEDIATE FAILURE:** if:

1. any wheel mounts the kerb; or
2. both front wheels finish more than one metre from the kerb or marked line; or
3. more than two minutes are taken to complete the manoeuvre allowing for traffic conditions.

### 3. POINT TO POINT REVERSE

**Performance outcome:**

The applicant is required to reverse from a point for approximately 20 metres to a point nominated by the assessment officer.

The point to point reverse is to commence from a position approximately one metre from and adjacent to the kerb. At completion of the reverse, the applicant is required to have positioned the car parallel to and within 300mm of the kerb. One forward correction is allowed within the 20 metre reverse. Reverse must be the final movement.

**Scoring criteria:****Reverse Observation**

**YES:** if the applicant:

1. looks out the rear back window in the direction of travel immediately before reversing; and
2. during the point to point reverse, looks out the rear back window (occasional scanning to the front is acceptable).

**NO:** if the applicant:

1. does not look out the rear back window in the direction of travel immediately before and during reversing (occasional scanning to the front is acceptable); or
2. reverses using mirrors only.

**Position In**

**YES:** if the applicant:

1. at the completion of the 20 metre reverse, positions the car's left wheels within 300 mm of the kerb; and
2. completes the manoeuvre with no more than one forward correction.

**NO:** if the applicant:

1. at the completion of the 20 metre reverse, positions the car's left wheels between 300 mm and one metre from the kerb; or
2. *completes the manoeuvre with more than one forward correction; or*
3. dry steers; or

4. reverses a greater or lesser distance than that nominated by the assessment officer; or
5. does not reverse as the final movement; or
6. hits the kerb heavily.

### **Position Out**

**YES:** if the applicant:

1. puts on a right change of direction signal for at least five seconds before leaving the kerb; and
2. makes a headcheck immediately before leaving the kerb.

**NO:** if the applicant:

1. does not put on a right change of direction signal for at least five seconds before leaving the kerb; or
2. does not make a headcheck immediately before leaving the kerb; or
3. dry steers.

**IMMEDIATE FAILURE:** if:

1. any wheel mounts the kerb; or
2. the front and/or rear left wheels finish more than one metre from the kerb; or
3. more than two minutes are taken to complete the manoeuvre allowing for traffic conditions; or
4. if when reversing, the applicant reverses any part of the car over the centre of the carriageway.

## 4. THREE POINT TURN

**Performance outcome:**

The applicant is required to make a three point turn (turn the car around) on a road which is not as wide as the car's turning circle. The manoeuvre is to be completed in three movements. In most cases this will require going 'off-course' from the POLA test route.

**Scoring criteria:****Position In**

**YES:** if the applicant:

1. puts on a left change of direction signal for long enough to give sufficient warning before stopping at the kerb; and
2. positions the car parallel to and within 300 mm of the kerb; and
3. puts on a right change of direction signal for at least five seconds before leaving the kerb; and
4. looks in both directions before commencing the turn; and
5. proceeds across the road to the opposite kerb.

**NO:** if the applicant:

1. does not put on a left change of direction signal for long enough to give sufficient warning before stopping at the kerb; or
2. stops with the wheels more than 300 mm from and/or is not parallel to the kerb; or
3. does not put on a right change of direction signal for at least five seconds before leaving the kerb; or
4. fails to check in both directions along the road before turning; or
5. when positioning the car to either kerb, hits the kerb heavily; or
6. dry steers.

**Reverse Observation**

**YES:** if the applicant:

1. looks in both directions along the road before reversing; and

2. looks in the direction of travel before and during reversing.

**NO:** if the applicant:

1. does not look in both directions before reversing; or
2. does not look in the direction of travel before and during reversing; or
3. reverses using the mirror/s only; or
4. *hits the kerb heavily; or*
5. *dry steers.*

### **Position Out**

**YES:** if the applicant:

1. looks in both directions before moving off; and
2. positions the car to the correct side of the road.

**NO:** if the applicant:

1. does not look in both directions before moving off; or
2. does not position the car to the correct side of the road; or
3. does not complete the manoeuvre in three movements; or
4. dry steers.

**IMMEDIATE FAIL:** if an applicant:

1. takes more than two minutes to complete the manoeuvre allowing for traffic conditions; or
2. mounts the kerb (*including driveways*); or
3. takes more than five movements to complete the manoeuvre.

**Part Four**  
**IMMEDIATE FAILURE**

## IMMEDIATE FAILURES (IF)

### Performance outcome:

An immediate failure is to be applied where at any time during the assessment an applicant behaves in an unsafe and/or illegal manner.

### EXAMPLES:

- |                                |  |
|--------------------------------|--|
| <b>Failure to stop at a</b>    | <ul style="list-style-type: none"> <li>- red traffic control signal.</li> <li>- stop sign and/or stop line.</li> <li>- children's crossing with the flags or signs displayed when any pedestrian is on the crossing.</li> </ul>  |
| <b>Position after stopping</b> | <ul style="list-style-type: none"> <li>- after stopping if the applicant allows any portion of the car to be positioned so that another road user is placed in a dangerous situation.</li> <li>- Stops with the front wheel/s after the stop line.</li> </ul>  |
| <b>Collision</b>               | <ul style="list-style-type: none"> <li>- striking another car.</li> <li>- striking a pedestrian.</li> <li>- striking any fixed or moveable object placed on or near the road.</li> <li>- improper action causing collision of other vehicles in the immediate vicinity.</li> </ul>   |
| <b>Dangerous action</b>        | <ul style="list-style-type: none"> <li>- action requiring emergency braking or swerving by another driver, or dodging by a pedestrian, to prevent a collision.</li> <li>- travelling through an amber light when it was safe to stop.</li> <li>- action requiring the licensed driver or assessment officer to come to the aid of the applicant in controlling the car.</li> <li>- driving on the wrong side of the road for no apparent reason.</li> <li>- driving one wheel over the kerb or onto the footpath.</li> <li>- committing any driving fault which causes immediate danger to any person or property.</li> <li>- blocking an intersection and/or impeding the progress of another vehicle.</li> </ul> |

- lack of control to the point where the assessment officer believes continuation of assessment would be dangerous.
- Not following instructions** - deliberately and repeatedly failing to follow instructions or refusing to attempt a requested legal manoeuvre.
- Speed limits**
  - exceeds the speed limit for more than five consecutive seconds from when speeding is verified.
  - drives without reason more than 10 km/h below the speed limit for two or more sections.

**Part Five**  
**ASSESSMENT POLICY**

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## ASSESSMENT POLICY

### Use of electronic devices.

- Use of electronic devices during assessments are not permitted. Mobile telephones or other communication equipment must be turned off during the driving assessment.
- Any electronic or mechanical devices (i.e. speed warning devices or cruise control) that may provide assistance must also be turned off.  
(Parking sensors and reverse cameras can be left on.)
- Use of this equipment during an assessment may result in the assessment being terminated.

### Instructors accompanying assessments

- The driving assessment, providing feedback and the assessment results are matters between the applicant and VicRoads. Subject to applicant and VicRoads approval, the instructor may be present when feedback and results are conveyed.
- It is the responsibility of the driving instructor to intervene in an unsafe situation. Unless there are special circumstances, an assessment officer is to be in the rear left seating position to obtain the best view of the applicant's performance.
- An accompanying driver must *show* a current Driving Instructor Authority (DIA) and a current full drivers licence.
- If dual controls are fitted, they must have either electronic buzzers fitted or have 'dual control pedal covers'. Pedal covers must be constructed of a material that is clear and easily breakable enabling the dual controls to be activated quickly if required. This equipment is subject to ongoing approval by VicRoads.

### Queries or disputes over test results

- Any matter of concern relating to an assessment must be referred to the Customer Service Manager at the office where the assessment was conducted.

### Interference and/or assistance during licence assessments

- Covert or any other assistance to a licence applicant (either verbal or by signal) may result in the assessment being terminated. Examples of assistance include:
  - starting the car for the applicant
  - selecting gears
  - operating the hand brake
  - operating any controls
  - hand signals of any sort
  - verbal clues or prompts.
- If an instructor or assessment officer is required to intervene (assist and/or take control of the vehicle), the assessment will be terminated.
- Where an applicant has difficulty understanding instructions (due to language/communication

problems), the instructor may assist with limited hand directions. A request to use hand directions must be made prior to the assessment.

### **Repeating instructions**

- Instructions/directions may be repeated during the driving assessment (eg. where the applicant may have language difficulties). Instructors must advise the assessment officer prior to the commencement of the driving assessment.
- Where instructions/directions are repeated, they must be relayed in English immediately after the assessment officer gives instructions/directions. An instruction/direction must not interfere with the flow of the assessment and/or provide any additional assistance to the applicant.

### **Applicants with physical disabilities**

- Instructors presenting an applicant with a physical disability should bring this to the attention of the assessment officer prior to the commencement of the driving assessment.

### **Gifts and favours**

- The offer of gifts or favours to an assessment officer may result in the assessment being terminated and the matter referred to VicRoads for further investigation.

### **Vehicle suitability**

- Vehicles used for a driving assessment must be currently registered, in a clean and roadworthy condition, with all personal items removed from the seats, rear shelf, and floor areas of the vehicle, and able to maintain a comfortable temperature. *Must at a minimum be able to have the headlights (low beam) turned on for the duration of the practical tests.*
- Vehicles must be suitable for testing purposes, eg. have a speed display on the dashboard that the testing officer is able to easily verify, must be representative of a normal manual configuration for a manual licence to be issued *and have a centrally mounted handbrake accessible to the person in the front passenger seat (in a dual control vehicle, an accessible centrally mounted handbrake is not required if the instructor is in the front passenger seat).*

## NOTES

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