

AIMS INFORMATION GUIDE FOR COURT MANAGED PARTICIPANTS

This guide provides specific information about the Alcohol Interlock Management System (AIMS) functions that are relevant to a court managed [from 01/10/2014] participant on the Victorian Alcohol Interlock Program.

You are a court managed [from 01/10/2014] participant if your offence date was on or after 1 October 2014 and:

- you had a BAC reading of 0.10 or higher, or
- refuse a breath test, or
- it was a repeat drink-driving offence or a combined drink and drug-driving offence (at any BAC level), or
- it was an alcohol related (non drink-driving) offence where the court imposed an alcohol interlock 'I' condition

As a court managed [from 01/10/2014] participant you should to register to use AIMS.

As a registered user of AIMS, you are able to monitor your alcohol interlock usage and track your progress towards being eligible to apply for the removal of your alcohol interlock condition through the Magistrates' Court. AIMS enables you to see if you are adhering to the strict alcohol interlock removal conditions. Generally, these conditions must be met to be eligible to exit the alcohol interlock program. If your offence was committed on or after 1 October 2014, these stricter rules for the Program apply to you.

A court managed participant uses AIMS slightly differently to a VicRoads managed participant, so it is important to use the correct guide for your circumstances.

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1. How to register to use AIMS

Computer requirements

AIMS is a web based application that displays information in tables. For a better display experience, **it is recommended that you use a desktop PC, laptop or notebook** rather than tablets or other mobile devices.

For optimal use of AIMS screens and functions, your desktop PC/laptop/notebook should have:

- a screen display of 34cm (13.3") or larger and
- a minimum screen resolution of 1024 x 768.

A larger screen size and higher resolution will improve usability of AIMS.

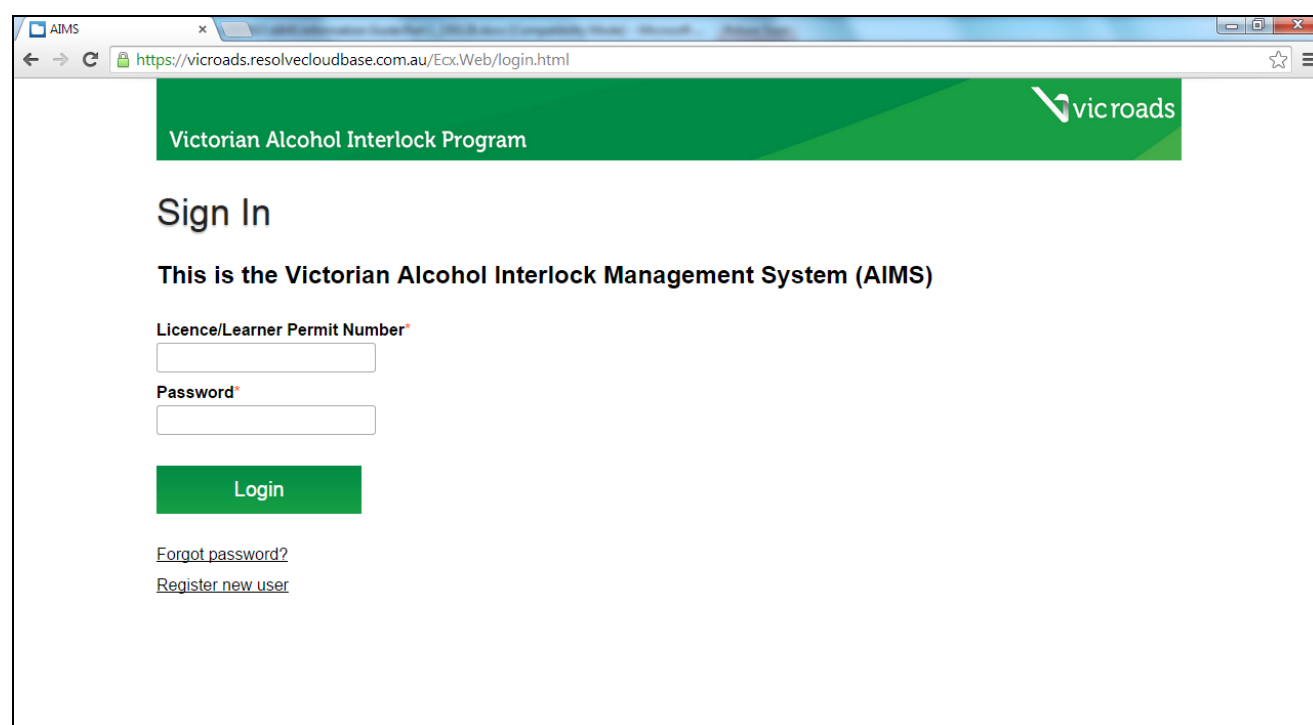
AIMS web address

Enter the following web address into the browser address bar:

<https://vicroads.resolvecloudbase.com.au>

AIMS Sign In page

The following Sign In page will appear:

A screenshot of a web browser window showing the AIMS Sign In page. The browser's address bar displays 'https://vicroads.resolvecloudbase.com.au/Ecc.Web/login.html'. The page has a green header with the 'vicroads' logo and the text 'Victorian Alcohol Interlock Program'. Below the header, the text 'Sign In' is displayed. Underneath, it says 'This is the Victorian Alcohol Interlock Management System (AIMS)'. There are two input fields: 'Licence/Learner Permit Number*' and 'Password*'. Below these fields is a green 'Login' button. At the bottom of the form area, there are two links: 'Forgot password?' and 'Register new user'.

Compatible Web Browsers

AIMS can be accessed from a web browser and is compatible with the listed web browsers:

Web Browser	Version #
Chrome	38
Firefox	17.0.1
Safari	5.1.7
Internet Explorer	11

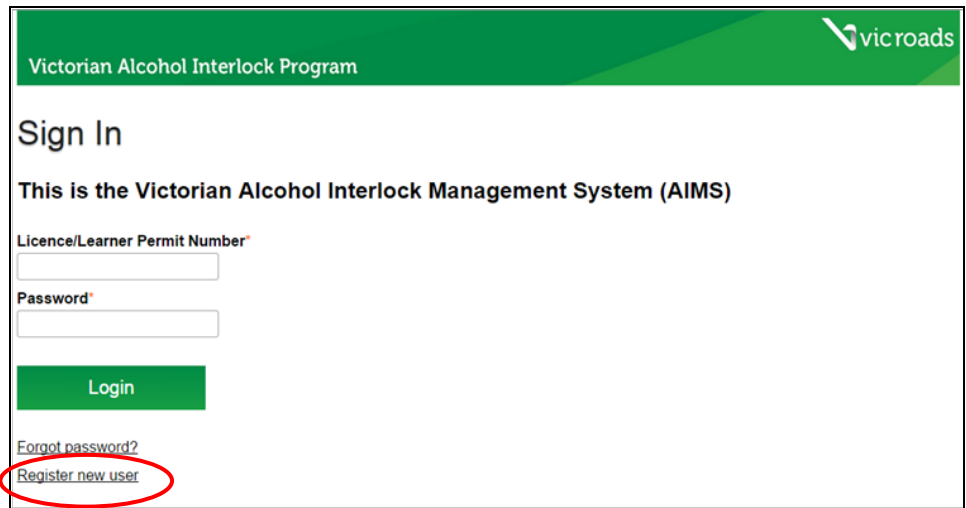
It is recommended that you use at least the browser version listed in the table above when accessing AIMS.

Register as an AIMS user

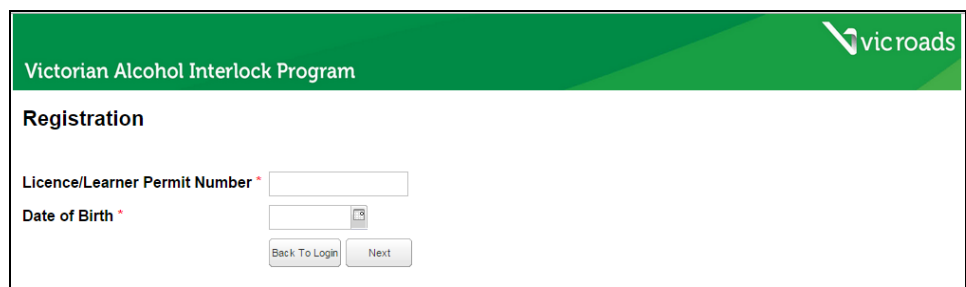
You need to register to use AIMS before you can access your information on the system. You will be eligible to register to access AIMS one day after your licence is re-issued at the VicRoads Customer Service Centre.

You will not have alcohol interlock usage information available for you to see in AIMS until after you have installed and used an alcohol interlock and had the data downloaded by your alcohol interlock service agent.


1. Select **Register new user** link on Sign In page



The Registration Page will appear:



2. Enter your **driver licence or learner permit number**.
The asterisk * indicates mandatory fields that must be completed to proceed.

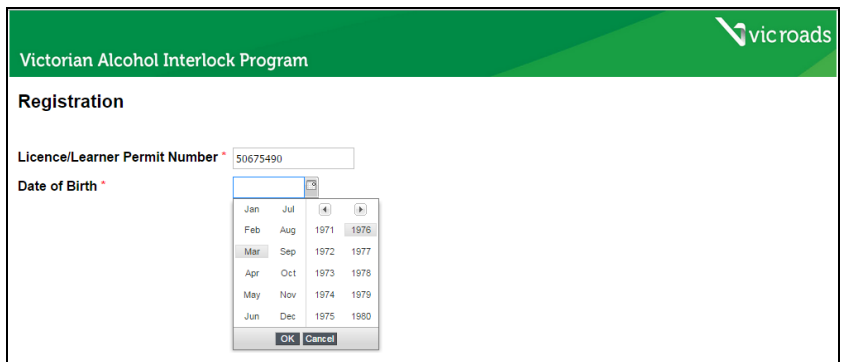
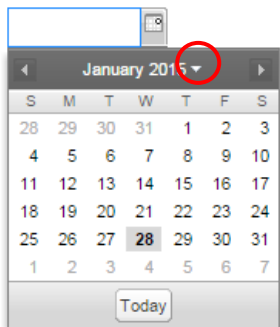
3. Enter your **Date of Birth** by clicking on the calendar icon 

Then click the down arrow ▾ next to the current year to move from current month to **select your month and year of birth** and click the **Ok** button.

You will be presented with your month and year of birth to select your **day of birth**.

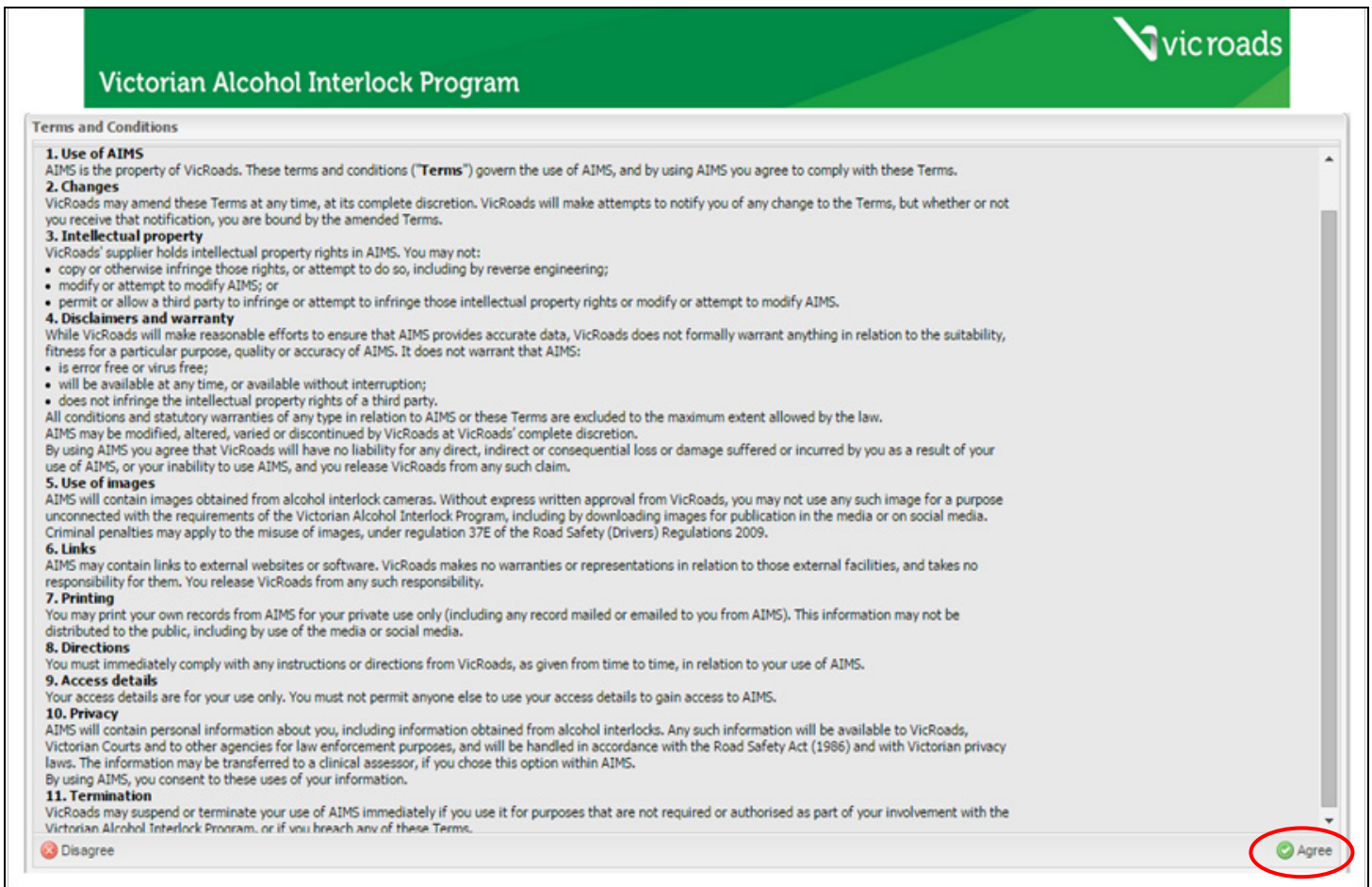
As soon as you click your day of birth it will populate your complete Date of Birth in the field.

Note: You can enter your Date of Birth directly into the field by entering dd/mm/yyyy e.g. 10/03/1976

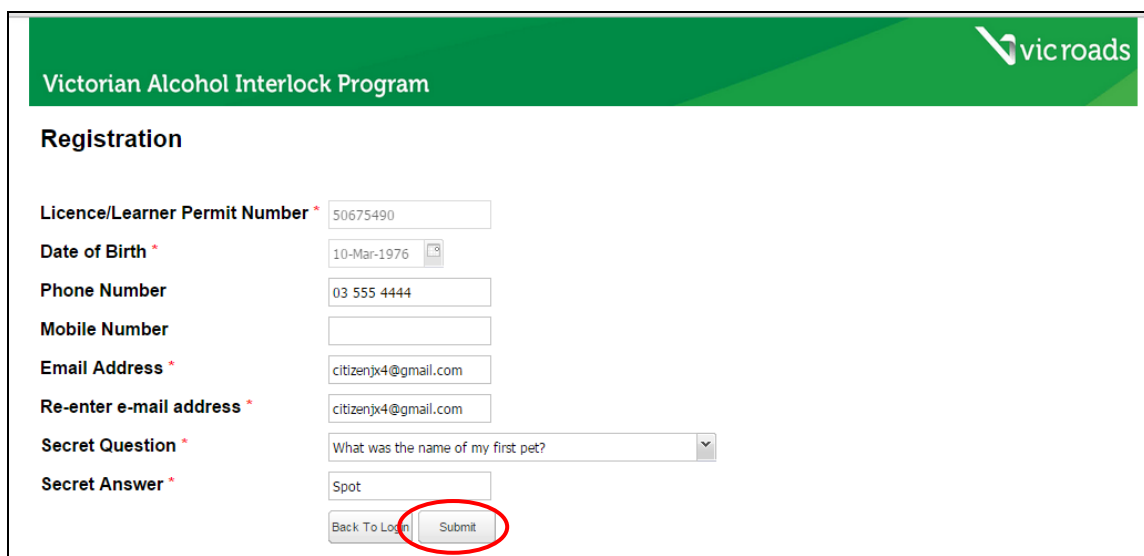


4. Click the **Next** button

5. The **Terms and Conditions of Use of AIMS** will be displayed for you to read and agree to by selecting **Agree**. Please note that your privacy and the privacy of any other driver or passenger in the vehicle is protected by privacy laws and images captured by the Alcohol Interlock camera and stored in AIMS cannot be used for a purpose unconnected with the requirements of the Victorian Alcohol Interlock Program. The publication of these images in the media or social media is a misuse of these images and may result in criminal penalties.

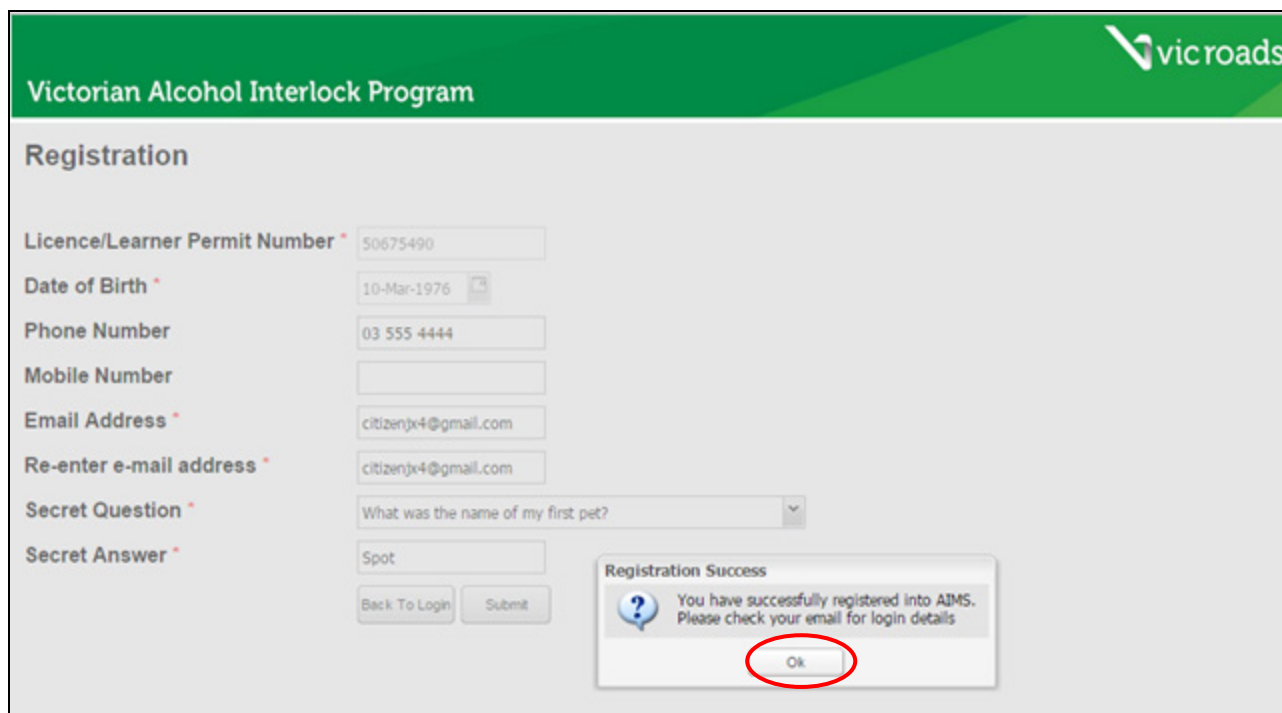


6. You will be requested to enter additional registration details and then click the **Submit** button. The mandatory fields are your **Email Address** and **Re-enter email address** (to confirm accuracy) plus your selected **Secret Question** and **Secret Answer**. Make sure you select a secret question that you will remember the answer to as this will be your prompt if you have forgotten your password and/or wish to reset it. Only the VicRoads Support Centre Team will be able to see your Secret Question and Answer to confirm your identity should you wish to contact the Support Centre to discuss your progress or if you have issues accessing AIMS.



7. After you press submit, you will be advised if your Registration was successful.

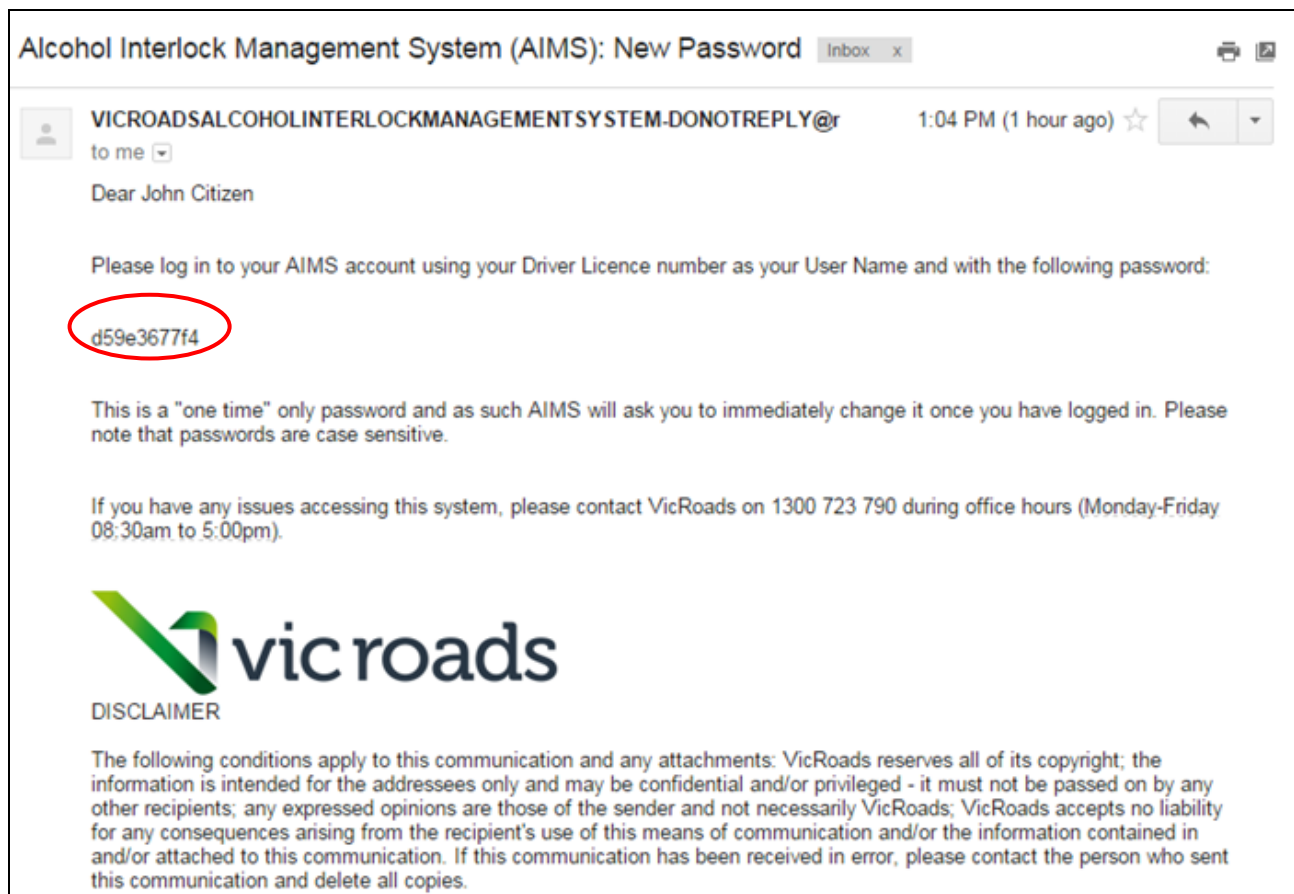
Once you click **OK**, you will be returned to the Sign In screen to await your emailed login details and one-time password.



8. AIMS will send an email to you at the email address you entered on the Registration page.

The email will contain a **randomly generated one-time password**.

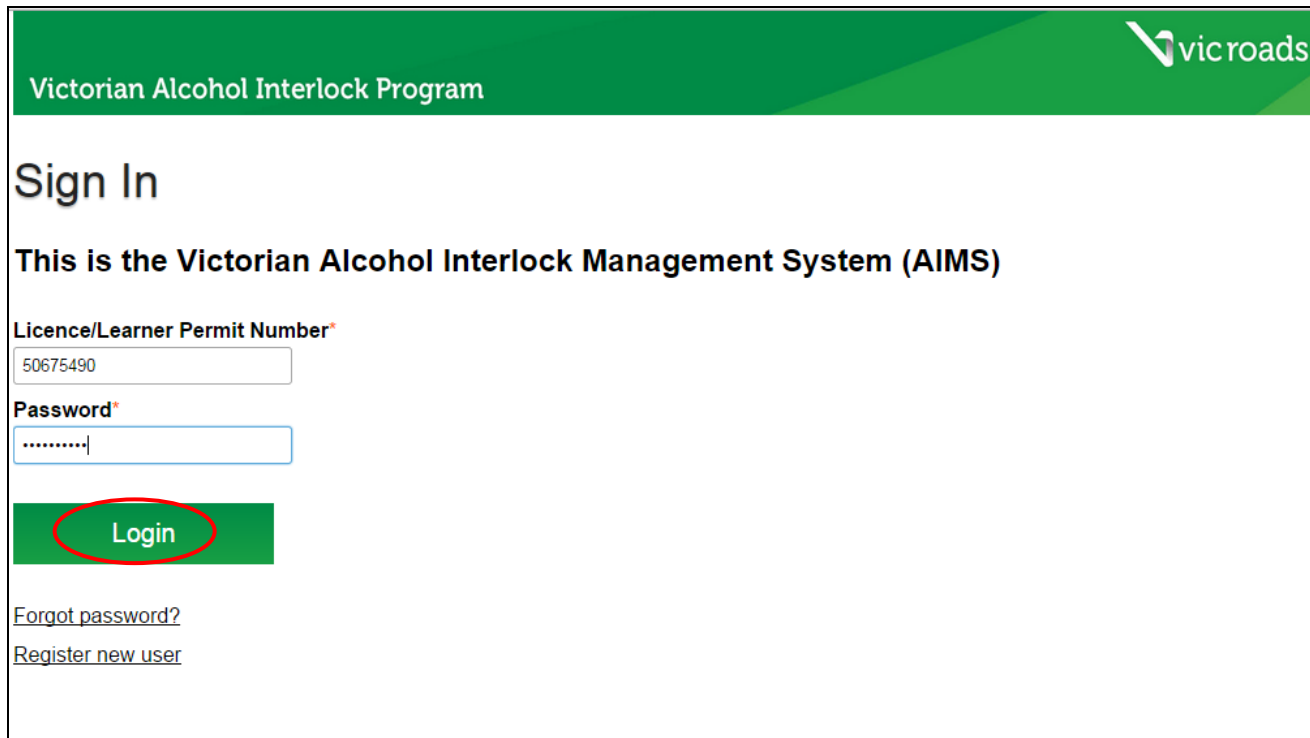
The email below is an example of what you will receive:



9. Follow the instructions on the email at the **Sign In** Page.

Once you enter your **Licence/Learner Permit Number** and the **one-time password** supplied in your email, click **Login**.

Remember that the one-time password is case sensitive, so type it exactly as displayed in the email.



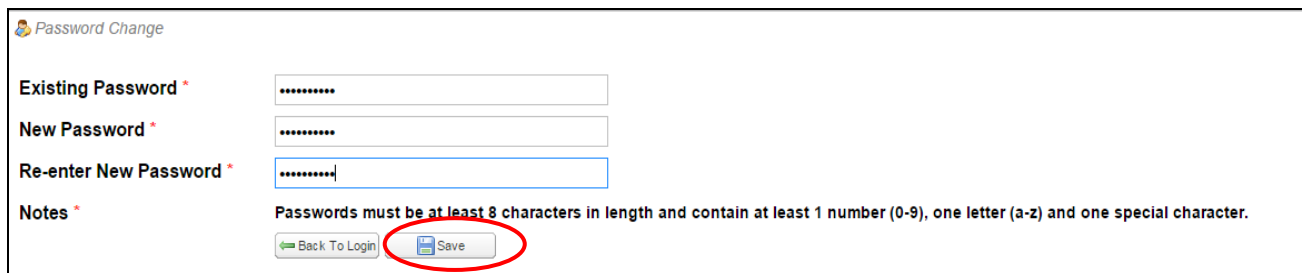
The screenshot shows the 'Sign In' page of the Victorian Alcohol Interlock Program. At the top, there is a green header with the 'vicroads' logo and the text 'Victorian Alcohol Interlock Program'. Below the header, the title 'Sign In' is displayed. Underneath, it says 'This is the Victorian Alcohol Interlock Management System (AIMS)'. There are two input fields: 'Licence/Learner Permit Number*' with the value '50675490' and 'Password*' with masked characters. A green 'Login' button is highlighted with a red circle. Below the button, there are links for 'Forgot password?' and 'Register new user'.

10. AIMS will prompt you to change your password immediately after you Sign In.

You will be asked to enter your **Existing Password (the one-time password)** and then change it, by entering a **New Password**.

The new password must be at least 8 characters in length and contain at least 1 number (0-9), one letter (a-z) and one special character (e.g. ! @ # \$ % ^ & * |).

Re-enter the New Password to confirm it, then click **Save**.



The screenshot shows the 'Password Change' page. It has three input fields: 'Existing Password*', 'New Password*', and 'Re-enter New Password*', all with masked characters. Below these fields is a 'Notes*' section with the text: 'Passwords must be at least 8 characters in length and contain at least 1 number (0-9), one letter (a-z) and one special character.' At the bottom, there are two buttons: 'Back To Login' and 'Save'. The 'Save' button is highlighted with a red circle.

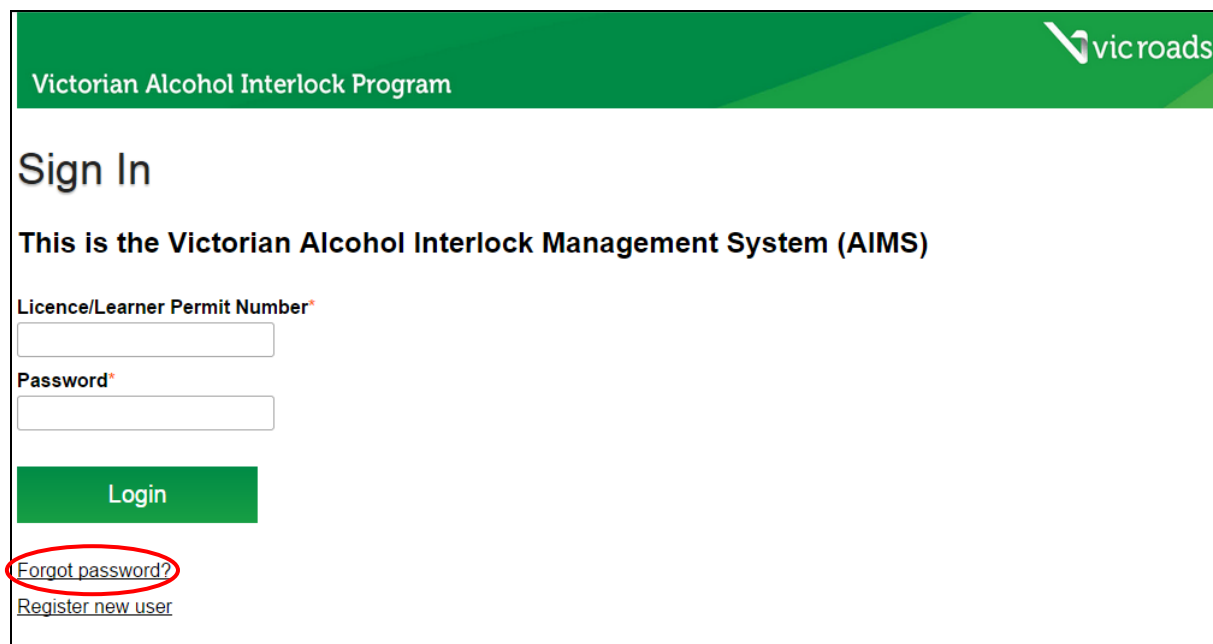
Once you press **Save**, your AIMS Participant Profile Page and Monthly Summary tab will be displayed.

Detailed information about the **Participant Profile Page** is provided in **Section 3** and the **Monthly Summary Tab** is explained in **Section 4**.

The next section (Section 2) will provide information about changing or resetting your AIMS Password.

2. How to change or reset your password in AIMS

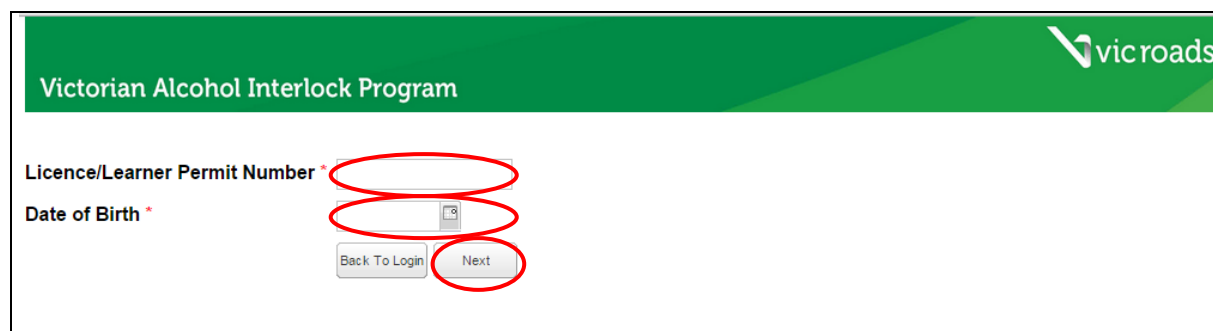
1. If you have forgotten your password, select **Forgot password** link on Sign In page.



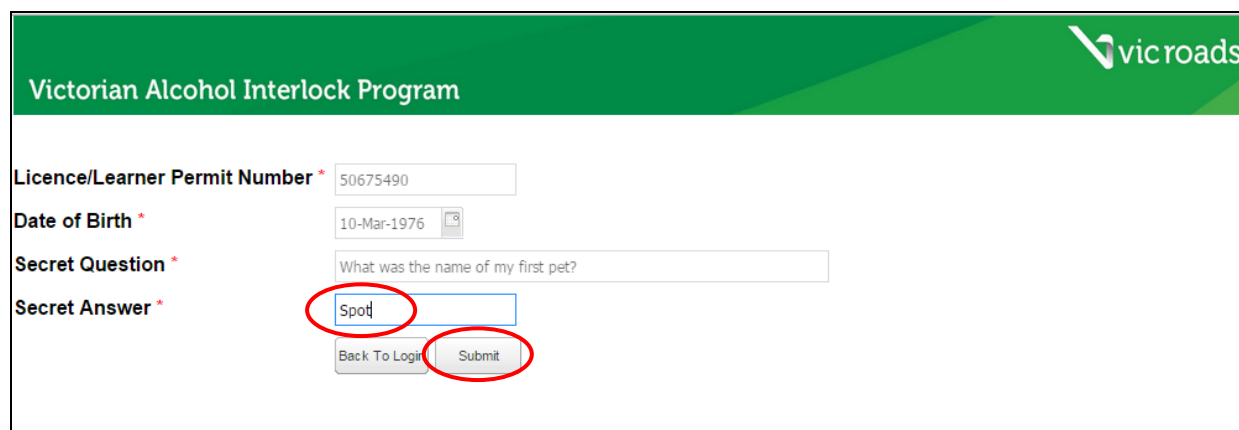
2. You will be asked to enter your **Licence/Learner Permit Number** and **Date of Birth**.

See **‘Register as an AIMS user’ instruction steps 1 & 2** to enter this information. Date of Birth can be entered manually (dd/mm/yyyy) or by using the calendar drop down list to select year, month and day.

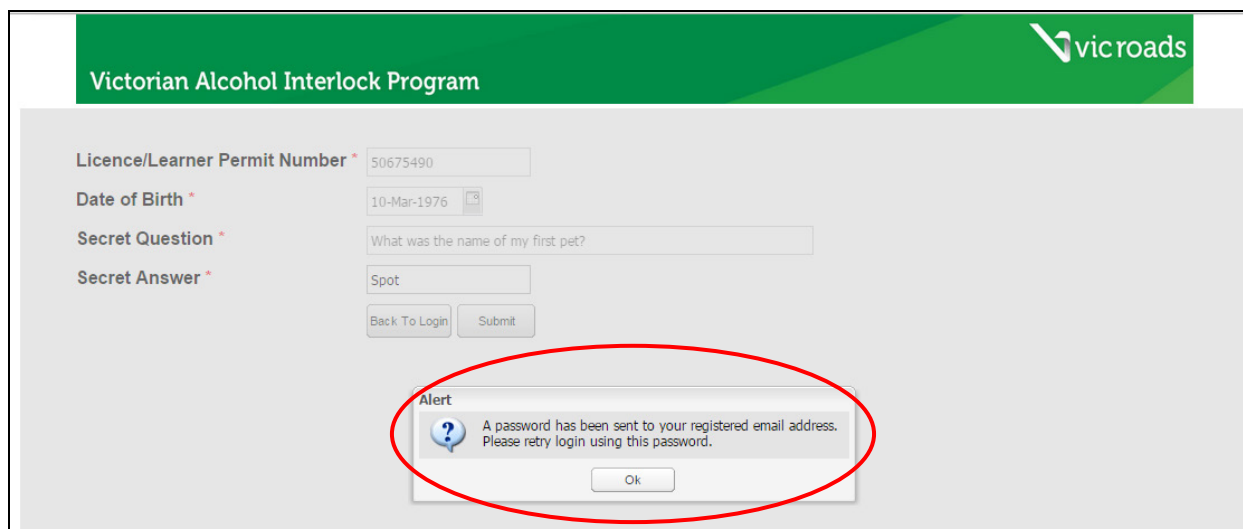
Click on **Next**.



3. You will be asked to enter the answer to your secret question. Enter your **Secret Answer** and click on **Submit**.



4. You will be advised that a new password has been sent to your registered email address. Click on **Ok**.



5. You will be redirected to the **Sign In** screen to await a new one-time password that will be emailed to your nominated email address.
6. Follow Steps 8 – 10 under '**Register as an AIMS user**'.
7. You will then be presented with your **Participant Profile page and Monthly Summary Tab** as your default view.
8. If you wish to change your password, this is done from your home page once you have logged in with your existing password. (see screenshot on next page)
9. Selecting the **Change Password** option will take you to the screen shown at step 10 under '**Register as an AIMS user**'. Instead of the one-time password, enter your existing password in the Old Password field.

3. Participant Profile Page

The top section of the **Participant Profile Page** remains constant as you access and view each of the 8 separate information tabs in the central section of the AIMS screen.

Your Profile shows a snapshot of your progress and alcohol interlock usage performance and also shows:

■ Licence/Permit Status	The status of your driver licence/learner permit.
■ Minimum End Date	Based on the date your licence was reissued, this is the earliest date that the removal criteria could be satisfied.
■ Calculated End Date	This date is calculated by AIMS as the earliest date by which the interlock removal criteria can be achieved. It considers your progress in past months and assumes that you will achieve minimum drive rules (2 per month), all subsequent months will be 'Pass' months and any contested violations will be resolved in your favour. All violations are reviewed with your accredited driver education and assessment agency assessor prior to your Interlock Condition Removal Order (ICRO) hearing.
■ How am I going?	<p>This is a visual summary of your monthly progress count/score. If your alcohol interlock usage and performance has complied with all of the rules of the Program you will achieve a progress score of 5 which is displayed as 5 green stars against 'How am I going?'</p> <p>The stars appear shaded out and only turn green as your progress score builds from 1 to 5. The first month on the Program is a learning month and does not count towards the progress score.</p> <p>Non compliance with the Program rules during a month may cause the progress count to pause (not increment) or reset to zero.</p>

The top right of your Profile screen is the 'Logout' button.

When you wish to end your current AIMS session, click '**Logout**'.

Participant Profile Page

Navigation Menu: Home, Supplier Search, Change Password

Participant: Citizen, John

Licence/Permit Status: Current

Minimum End Date: 02-Dec-2014

Calculated End Date: 03-Apr-2015

How am I going? (5 stars, 3 green)

Click button to nominate an Assessor and send Removal Criteria Report

Request Report

Monthly Summary | Licence History | Applications | Devices | Service Events | Personal Details | Address Details | Supporting Information

Logout

There is a Navigation Menu on the left side of the screen. This is where you can select to change your password or **search the available alcohol interlock suppliers**:

Participant Profile Page

Navigation Menu: Home, Supplier Search, Change Password

Supplier Search

Suppliers

Supplier ID	Supplier Name	Contact Name	Phone Number	Email	Address Line 1	Suburb	Postcode
000435549	Draeger Safety Pacific Pty Ltd	Customer Service	1800 372 437	customer.service@draeger.com	8 Acacia Place	Notting Hill	3168
062932932	Guardian Interlock Systems Australasia Pty Ltd	Customer Service	1300 881 003	enquiries@guardianinterlock.com.au	Unit 8/11 Packard Avenue	Castle Hill	2154
132153694	SmartStart Ajen Monitoring Systems Pty Ltd	Customer Service	1300 256 900	info@smartstartinterlocks.com.au	Unit 1/11 Zakwell Court	Coolaroo	3048

Search

Supplier ID:

Supplier Name:

Address Line 1:

Suburb:

4. AIMS Participant Information Tabs

Each of the AIMS Participant Information Tabs and other key functions of the system will be explained in the next sections of the Guide.

There are some options available for you to edit information within AIMS. You can contest violations by flagging them for review via your Monthly Summary Tab. You can also change your email address, contact phone number and secret question/answer by editing these within your Personal Details Tab in AIMS.

Monthly Summary Tab

AIMS displays your drive month and your performance for that month in a summary table and this **Monthly Summary Tab** is the default view you see when you access your Participant Profile Page.

Your progress for each month will be displayed based on whether you have met the Victorian Alcohol Interlock Program rules for that month. If you have driven at least twice in the drive month, and have passed all breath tests requested by the alcohol interlock, and have not tampered with it, then the month will have a status of 'Pass'.

All participants on the Program must achieve a '**Progress**' score of 5 which is also presented as **5 green stars**. This means that your alcohol interlock usage and performance has complied with the rules of the Program. Your adherence to these rules is considered by the Magistrates' Court as part of the Interlock Condition Removal Order (ICRO) hearing.

Once you have alcohol interlock usage data available in AIMS you can start to see your progress displayed in the Monthly Summary Tab. Your usage data will be available to view in AIMS approximately 24 hours after your alcohol interlock has been serviced by your service agent. **The most recent month of data appears at the top of your AIMS Monthly Summary Tab.**

Under the legislation effective from 1 October 2014, the first month of alcohol interlock usage is defined as a 'learning month'. This learning month enables you to get used to using the alcohol interlock and adapt to separating drinking from driving. **Your 5 most recent months of alcohol interlock usage must be 'pass' months** and these do not include the 'learning month' or any 'Absent' month. Each 'pass' month will add to your total progress count.

Example of Monthly Summary Tab information that a participant may see as a result of their alcohol interlock usage:

Monthly Summary							
Recalculate							
	Drive Month	From	To	Progress	Status	# of Drives	Violation Count
+	11	03-Feb-2015	02-Mar-2015	4	Incomplete	1	0
+	10	03-Jan-2015	02-Feb-2015	4	Absent	0	0
+	9	03-Dec-2014	02-Jan-2015	4	Pass	4	0
+	8	03-Nov-2014	02-Dec-2014	3	Pass	3	0
+	7	03-Oct-2014	02-Nov-2014	2	Pass	7	0
+	6	03-Sep-2014	02-Oct-2014	1	Contested	9	1
+	5	03-Aug-2014	02-Sep-2014	0	Violation	7	2
+	4	03-Jul-2014	02-Aug-2014	1	Pass	1	0
+	3	03-Jun-2014	02-Jul-2014	0	Violation	9	1
+	2	03-May-2014	02-Jun-2014	1	Pass	3	0
+	1	03-Apr-2014	02-May-2014	L	Learning	2	0

Note – in order to represent what may be displayed for a participant, data has been created for months prior to the commencement of the new laws (1 October 2014) and prior to the introduction of the VicRoads AIMS system. It is for illustrative purposes only to demonstrate what may be seen in AIMS with monthly service data available to display.

Monthly Summary Tab fields explained:

■ Drive Month	<p>The drive month is a numeric count of the number of months of alcohol interlock usage, with the most recent month appearing at the top.</p> <p>It commences from the date your first VicRoads approved alcohol interlock is installed in your vehicle and is a count of the monthly anniversary of that day. You may have your alcohol interlock serviced just before or after your monthly anniversary date. The downloaded alcohol interlock usage data will be automatically assigned to the correct drive month in AIMS to calculate the monthly summary.</p>
■ From & To	<p>From - is the Start Date of the Drive Month commencing from the date the alcohol interlock was installed (3 Apr 2014 in the example above).</p> <p>To - is the End Date of the Drive Month – For the most recent month, this date may be in the future. If the To Date is in the future, the month will have a Status of 'Incomplete'.</p>
■ Progress	<p>The Progress count is the number of Pass months that have accumulated towards achieving the removal criteria. Each pass month is shaded green. Removal of the 'I' condition requires an order from the court who will consider your usage of the interlock.</p> <p>NOTE: The Pass value is a system calculation and manual validation of the drive images may result in a change to this status.</p> <p>A violation in a month causes the Progress count to reset to zero (see drive month 3 & 5 in the example and these months are shaded red).</p> <p>Months shaded yellow are counted towards the Progress count, but they may not be Pass months once they have been reviewed. These reviews will be undertaken by your accredited driver education and assessment agency assessor once you are eligible to apply to the Magistrates' Court to have your alcohol interlock 'I' condition removed, following completion of your minimum alcohol interlock period.</p> <p>Absent months (see drive month 10 in the example) do not count towards achieving the removal criteria. An Absent month is NOT a Pass month, and your count is paused. However, if you do not drive at all for more than 6 months in a row, your progress count will reset to zero.</p>
■ Status	<p>The Status field will contain one of the following entries which summarises your interlock usage performance for that month:</p> <p>Learning – The first month on the device is always shown as a learning month.</p> <p>Pass – The month contains at least two drive events or attendance at the service event and no violations.</p> <p>Violation – The month contains at least one violation that has not been contested or at least one violation that has been confirmed (for example a tamper). Violations can include a refused test or a failed test without passing a retest. If the service agent detects tampering with the alcohol interlock, you will be advised at the time of the service. A Tamper Report is prepared by the supplier/service agent and provided to VicRoads. A violation is raised in AIMS once a Tamper Report is received by VicRoads.</p> <p>Note: You can only contest a violation that has an image associated with it. Without an image, the violation is deemed to be caused by you. This will be the case in all instances of a violation detected on a motorcycle as there is no camera fitted to the alcohol interlock.</p> <p>Contested – You have contested <u>all</u> violations in this month for the overall status to be 'Contested'. Otherwise the drive month will have a status of 'Violations' as one or more violations remain uncontested. If there is no image associated with the violation, it cannot be contested via AIMS. You may produce evidence to the ICRO hearing for consideration by the Magistrates' Court for any violations you do not believe that you are responsible for.</p> <p>Absent – The month does not contain two valid drives and cannot be counted towards achieving the removal criteria. An absence pauses your progress count. However, if you do not drive the vehicle at all for more than 6 months in a row, then you will have to start collecting alcohol interlock usage data again. Any progress count you may have achieved before your absence will be reset to zero (after more than 6 consecutive months of absence).</p> <p>Incomplete – The drive month was not complete as at the date of viewing the information in AIMS.</p> <p>Any data received from your alcohol interlock/from your service agent after the date you have viewed the information in AIMS may alter the status of some drive months and your progress.</p>
■ # of Drives	<p>Number of Drives is a count of the number of drive events (engine starts) recorded during the drive month. Any month with fewer than two drives is automatically an Absent month and will not count towards achieving the removal criteria, unless you have been flagged as attending (driving to/from) the service. (See Service Events Tab 'Attended in person' flag).</p>
■ Violation Count	<p>A count of how many violation events detected in the drive month based on the data downloaded from the alcohol interlock. For the month to be counted in your progress displayed within AIMS (and not reset the Progress count to zero) all violations within the month must be contested in AIMS.</p>

Court Managed Participant Example

The Participant Profile Page and Monthly Summary give you an ability to monitor your own performance as you progress through the Program. The below example of a **Participant Profile Page** represents a participant, Mr. John Citizen.

The default tab that is displayed with the Participant Profile Page is the **Monthly Summary Tab**. It shows his Monthly Summary information based on the alcohol interlock usage data downloaded after each alcohol interlock service and presents this month by month, with the most recent month appearing at the top.

- John is a **Court Managed participant** who has alcohol interlock usage that gives him a 'Progress' count of 4.
- The Progress count of 4 also equals 4 green stars in the top profile section area called "How am I going".
- John's progress count was reset to zero in months 3 and 5 due to uncontested violations.
- John has a minimum alcohol interlock period of 12 months, which equals a minimum end date of 2 December 2014. John cannot have an ICRO court hearing before the minimum end date.
- Under current legislation you are required to have a progress count of five in order for your ICRO application to be successful. This does not stop John from applying for an ICRO court hearing.
- John's accredited driver education and assessment agency assessor will review his alcohol interlock usage to confirm his compliance with Program rules. This assessment will be done by John's nominated assessor in readiness for the ICRO court hearing.

Victorian Alcohol Interlock Program

Participant: **Citizen, John** **Court Managed** Performance Report ▾

Licence/Permit Status: **Current** Minimum End Date: **02-Dec-2014** Calculated End Date: **03-Mar-2015**

How am I going?

Click button to nominate an assessor and send Removal Criteria Report [Request report](#)

Monthly Summary Licence History Applications Devices Service Events Personal Details Address Details Supporting Information

Recalculate

	Drive Month	From	To	Progress	Status	# of Drives	Violation Count
+	11	03-Feb-2015	02-Mar-2015	4	Incomplete	1	0
+	10	03-Jan-2015	02-Feb-2015	4	Absent	0	0
+	9	03-Dec-2014	02-Jan-2015	4	Pass	4	0
+	8	03-Nov-2014	02-Dec-2014	3	Pass	3	0
+	7	03-Oct-2014	02-Nov-2014	2	Pass	7	0
+	6	03-Sep-2014	02-Oct-2014	1	Contested	9	1
+	5	03-Aug-2014	02-Sep-2014	0	Violation	7	2
+	4	03-Jul-2014	02-Aug-2014	1	Pass	1	0
+	3	03-Jun-2014	02-Jul-2014	0	Violation	9	1
+	2	03-May-2014	02-Jun-2014	1	Pass	3	0
+	1	03-Apr-2014	02-May-2014	L	Learning	2	0

Note: The snapshot above is what John Citizen would see if he viewed his alcohol interlock usage in AIMS during February (at least 24 hours after his alcohol interlock service took place on 5 February 2015).

Licence History

The **Licence History Tab** in AIMS lists all 'Licence Status' changes for your driver licence and/or learner permit since the 'I' condition was imposed. It lists when your Licence Status is **Current** and any/all periods where you did not hold a current Victorian driver licence/learner permit.

It is illegal to drive without a current driver licence/learner permit and any drive information recorded by the alcohol interlock during a **non-current licence period does not count towards your progress on the Program**. This data is assumed to be for other drivers of the vehicle.

Monthly Summary	Licence History	Applications	Devices	Service Events	Personal Details	Address Details	Supporting Information
Licence Vehicle Type		Licence Class		Licence Status		Licence Status Date	
Car		F		Current		01-Jun-2014	
Car		P		Current		01-Jun-2013	
Bike		F		Current		01-Jun-2014	

Licence History Tab fields explained:

■ Licence Vehicle Type	The Licence Vehicle Type is either a Car or a motorcycle 'Bike' in AIMS.
■ Licence Class	The Licence Class is either: F = Full P = Probationary (P1 or P2 are not distinguished here) L = Learner Permit
■ Licence Status	Full history of the status of your Victorian driver licence and/or learner permit.
■ Licence Status Date	The start date the driver licence/learner permit status change took effect from.

Applications

While on the Program, there are certain instances when you are able to apply to VicRoads to request an exemption or undertake a review. All requests will appear in your **Applications Tab** so that you can check the status of the application/s. Examples of when you may have Applications displayed include:

- When you contest a violation from your Monthly Summary Tab, each requested investigation will be displayed on your Applications Tab as a 'Violation Investigation' with a status of 'Closed'. Contested violations are reviewed by the assessor and determined by the Court. For further information on contesting violations, please refer to section 5 of this document.
- Any lodged application form for an '**Alcohol Interlock Exemption or Removal on Medical Grounds**' will appear on this tab as a 'Medical Exemption' application and will be logged in AIMS once received.
- If you are unhappy with the decision made by VicRoads in denying your application for '**Alcohol Interlock Exemption or Removal on Medical Grounds**', you may lodge a written request for a VicRoads internal review within 28 days of the decision. This will be an 'Internal Review' application and will be logged in AIMS once received. Note that an example of an internal review application is not shown below.

Monthly Summary	Licence History	Applications	Devices	Service Events	Personal Details	Address Details	Supporting Information
Application Type	Applied Date	Status	Outcome	Decision Date	Violation Date	Registration	
Violation Investigation	15-Apr-2015	Closed	Contested	15-Apr-2015	07-Nov-2014 10:10 am		
Medical Exemption	16-Apr-2015	Open					

Applications Tab fields explained:

■ Application Type	Participant initiated applications that relate to the Victorian Alcohol Interlock Program. The Application Type may relate to Violation Investigation , an application for a Medical Exemption or an application for an Internal Review of a VicRoads decision to deny an application for a Medical Exemption.
■ Applied Date	The date your application was lodged is recorded in AIMS.
■ Status	The status of the application. This may be Open or Closed .
■ Outcome	For an Internal Review or Medical Exemption - the outcome may be Approved or Denied . For a Violation Investigation - the outcome will be Contested .
■ Decision Date	Any closed Application Type will have an Outcome and a Decision Date. For any Internal Review or Medical Exemption Applications raised by you, you will be sent correspondence about the outcome and grounds for VicRoads' decision.
■ Violation Date	This date is only populated when the application is for a Violation Investigation. It is the time and date stamp of the violation from the alcohol interlock drive event data.
■ Registration	This is the registration of the vehicle and is used to ensure that any application for a Violation Investigation is allocated to the correct alcohol interlock, should the participant have more than one vehicle with an alcohol interlock fitted. This field will avoid confusion as interlock usage data is captured in AIMS for each alcohol interlock. See the Devices Tab and Service Events Tab for information about the alcohol interlock/s issued for your use on the Program.

Devices

The **Devices Tab** provides a record of each vehicle in which you have an alcohol interlock installed for the purposes of completing the Victorian Alcohol Interlock Program.

As an alcohol interlock is required to be fitted to any vehicle you drive or motorcycle you ride, it is possible that you may have multiple alcohol interlock devices installed. AIMS receives the usage data for each alcohol interlock and loads this to form a consolidated picture of your monthly performance on the Program.

Monthly Summary	Licence History	Applications	Devices	Service Events	Personal Details	Address Details	Supporting Information
Registration	Device ID	Installation Date	Uninstall Date	Uninstall Reason			
AAA-211	WR3HS019211	03-Apr-2014					

Devices Tab fields explained:

■ Registration	The registration number of the motor vehicle in/on which the alcohol interlock is fitted; this can include a car, van, truck, bus, motorcycle or motor scooter.
■ Device ID	The Device ID is the unique Alcohol Interlock Identification Number issued by the alcohol interlock supplier at the time of installation by the service agent. It may include be the manufacturer serial number and/or asset number within this identification code.
■ Installation Date	The date the alcohol interlock was installed in your vehicle by the service agent.
■ Uninstall Date	The date that the alcohol interlock was uninstalled by the service agent.
■ Uninstall Reason	<p>The service agent will provide a reason code for the uninstall. There are many potential reasons which include:</p> <ul style="list-style-type: none">– Transfer into a new vehicle (a Reinstall for your new vehicle will also be present)– Replacement of the alcohol interlock (if faulty or upgraded)

Service Events

The **Service Event Tab** provides a complete history of each time the alcohol interlock is serviced or accessed by the service agent. The most recent activity appears at the top of this tab view.

Monthly Summary	Licence History	Applications	Devices	Service Events	Personal Details	Address Details	Supporting Information
Service Type	Service Date	Attended in person	Concession Card Sighted	Device ID	Registration		
Standard Monthly Service	05-Feb-2015	N	N	WR3HS019211	AAA-211		
Standard Monthly Service	02-Jan-2015	Y	N	WR3HS019211	AAA-211		
Standard Monthly Service	03-Dec-2014	Y	N	WR3HS019211	AAA-211		
Standard Monthly Service	03-Nov-2014	Y	N	WR3HS019211	AAA-211		
Standard Monthly Service	03-Oct-2014	Y	N	WR3HS019211	AAA-211		
Standard Monthly Service	03-Sep-2014	Y	N	WR3HS019211	AAA-211		
Standard Monthly Service	03-Jul-2014	Y	N	WR3HS019211	AAA-211		
Standard Monthly Service	03-Jun-2014	Y	N	WR3HS019211	AAA-211		
Standard Monthly Service	03-May-2014	Y	N	WR3HS019211	AAA-211		
Installation	03-Apr-2014	Y	N	WR3HS019211	AAA-211		

Service Event Tab fields explained:

■ Service Type	This information is loaded by the service agent and indicates that type of service event that was undertaken. This includes Installation, Uninstall, Standard Monthly Service, Unscheduled Service, Device Exchange or Transfer.
■ Service Date	<p>The date your alcohol interlock is brought to the service agent for servicing. Regular services are scheduled for each alcohol interlock you have installed and a servicing agreement forms part of your alcohol interlock leasing contract with the supplier.</p> <p>The Service Date should generally be close to the monthly anniversary of installation. Supplier leasing and government charges are monthly and the alcohol interlock requires servicing and calibration on a regular/ monthly basis.</p>
■ Attended in person	The service agent will note if you attended the service in person.
■ Concession Card Sighted	<p>If you are the holder of an eligible concession card, your concession card MUST be presented at EACH monthly service to obtain the discounted fee. The confirmed sighting of your concession card is noted in this field by the service agent as 'Y' = Yes. If no Concession Card is sighted then the field will display 'N' = No. The service agent also captures your concession card number and card type information for their records and this is passed to AIMS.</p> <p>Information about alcohol interlock costs, the government cost recovery fee and concessions can be found on the VicRoads website.</p>
■ Device ID	The Device ID is the unique Alcohol Interlock Identification Number issued by the alcohol interlock supplier at the time of installation by the service agent. It may include the manufacturer serial number and/or asset number within this identification code.
■ Registration	The registration number of the motor vehicle in/on which the alcohol interlock is fitted; this can include a car, van, truck, bus, motorcycle or motor scooter.

Personal Details

The * indicates the mandatory fields that you can change in your **Personal Details Tab**. You are able to change your email address, ensuring you re-enter the same new email address again to validate correct entry. You can also change your secret question and/or secret answer. Your Phone Number and Mobile Number can also be changed; however, these are not mandatory fields. All other fields above Phone Number cannot be changed by the participant in AIMS.

Monthly Summary
Licence History
Applications
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Service Events
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Edit

Additional Information

Licence Number 50675490

Title MR

First Name John

Second Name

Surname Citizen

Date of Birth 10-Mar-1976

Gender M

Participant Status ACTIVE

Phone Number 039444999

Mobile Number

Email * citizenjx4@gmail.com

Re-enter e-mail address * citizenjx4@gmail.com

Secret Question * What was the name of my first pet?

Secret Answer * Spot

Personal Details Tab fields explained:

■ Licence Number	This is your driver licence or learner permit number.
■ Title & Name	Full name and title are extracted from the VicRoads Driver Licensing System.
■ Date of Birth	dd-Mmm-yyyy format and is a unique match with your driver licence / learner permit to enable a participant to register to access AIMS.
■ Gender	M = Male, F = Female required for statistical purposes only.
■ Participant Status	<p>Pending = Indicates that the driver has been re-issued with a licence/permit with an 'I' condition. However, no installation information has been received from any of the alcohol interlock suppliers. At this point, an eligible driver can register to access AIMS in advance of an alcohol interlock being installed.</p> <p>Active = An alcohol interlock has been installed during an alcohol interlock 'I' condition period.</p> <p>Completed = 'I' condition removed, but the alcohol interlock is still installed.</p> <p>Note: On removal of the 'I' condition from your driver licence/learner permit and the uninstall of the alcohol interlock, you will no longer be able to access AIMS.</p>
■ Phone Number and Mobile Phone Number	These are optional fields but are populated from the VicRoads Driver Licensing System. You can update this information with your current phone numbers in AIMS, but this information is not passed back to the VicRoads Driver Licensing System.
■ Email/Re-enter Email	<p>To be a registered user of AIMS, you must supply an email address to receive password/registration information, reports and notifications.</p> <p>Your email address must be confirmed during your AIMS Registration process.</p> <p>Any changes to your email address for use in AIMS will not be passed back to the VicRoads Driver Licensing System.</p>
■ Secret Question	<p>There are 7 different secret questions available from a drop down list for you to select one as part of the AIMS Registration process. Select a question that you will be able to remember the answer to.</p> <p>You can change this secret question and/or secret answer at any time from this Personal Details Tab.</p> <p>Your secret question and answer are visible to the VicRoads Support Centre staff to enable them to confirm your identity, should there be any requirement for you to contact the Support Centre.</p>

Address Details

The **Address Details Tab** provides the current Postal Address and Residential Address recorded for you in the VicRoads Driver Licensing System.

The postal address is where any written correspondence will be sent in relation to the Victorian Alcohol Interlock Program. If you have any posted mail returned as 'undelivered' to VicRoads, and this is identified and flagged against your Driver Licensing System records, a note will appear on your AIMS Participant Profile Page to prompt you to notify VicRoads of your new address details. This can be done on the VicRoads website via 'Change your address'.

Your amended address details will then be passed to AIMS overnight from the VicRoads Licensing System.

A link to the VicRoads online 'Change your address' webpage is provided in the Supporting Information Tab to assist you to keep your postal and residential addresses current.

Monthly Summary

Licence History

Applications

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Address Details

Supporting Information

Postal Address

Address

PO BOX 1235

Suburb

KEW

Postcode

3036

Residential Address

Address

UNIT 4|100 SOUTH ST

Suburb

MELBOURNE

Postcode

3121

Supporting Information

The Supporting Information Tab is where key documents and links are available for you to access from AIMS. You may be directed to documents or pages on the VicRoads website. A new browser window will open with each document or link accessed.

The Supporting Information tab will continue to be updated by the VicRoads Support Centre as more information and helpful tools become available to support participants.

If you cannot find the information you require, please try the VicRoads website or contact the VicRoads Support Centre for the Victorian Alcohol Interlock Program.

Monthly Summary

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Supporting Information

- Instructions on how to use the system can be found [here](#).
- A guide about understanding your Participant Performance Report can be found [here](#).
- Additional information in relation to the use of interlock devices can be found [here](#) This information includes details on how to lodge a medical exemption.
- Access the VicRoads Privacy Brochure [here](#).
- Access the VicRoads website to change your address [here](#).
- Access the Terms and Conditions for use of AIMS [here](#).



Victorian Alcohol Interlock Program

UNDERSTANDING YOUR PARTICIPANT PERFORMANCE REPORT

Your Participant Performance Report is an interim report and is intended for participant use only. It does not represent a final decision about the removal of your alcohol interlock and cannot be used for this purpose. The Guide contains information to help you read and understand your report and progress on the Victorian Alcohol Interlock Program.

The key information and sections of the report are:

- Interlock Removal Mandated by:**
This identifies whether you are managed by VicRoads or Magistrates' Court under the Program. This is who you need to apply to for removal of the alcohol interlock. *T* condition from your driver licence to complete the Program.
- Minimum interlock end date:**
This date identifies the earliest possible date you may apply for the *T* condition to be removed.
Calculated minimum interlock end date:
This date is calculated by the system as the earliest date by which the interlock removal criteria or rules can be satisfied. This calculation includes progress from past months and assumes the following will occur:
 - ✓ All subsequent months will be Pass Months
 - ✓ All contested violations will be resolved in your favour
 - ✓ Minimum Drive To Be Confirmed are confirmed as a Pass.
- Summary of Participant Progress towards your Interlock Removal**
The table summarises your history in using the alcohol interlock and your progress towards achieving the removal criteria. It is presented with the most recent month of data at the top.

SUMMARY TABLE:
An example summary of the participant progress table is shown on the following page and an explanation of the table columns is provided:

Drive Month
The drive month is a numeric count of the number of months of interlock usage. It commences from the date the first alcohol interlock is installed in your vehicle.

Progress
The progress count is the number of Pass months that have been accumulated towards achieving the removal criteria. Each Pass month is shaded green. The removal of the *T* condition requires the minimum interlock end date to be reached and the progress count to be at least 5 (or 1 less than the minimum interlock period if this was less than 6 months).

A violation in a month causes the Progress count to reset to zero (see drive month 3 in the example and this month is shaded red). Months shaded yellow are counted towards the Progress count (see drive months 6 & 7 in the example), but they may not be Pass months once they have been reviewed. The review will be by either VicRoads or your assessor (per your court hearing) depending on how your alcohol interlock condition removal will be managed. Absent months (see drive month 4 in the example) do not count towards achieving the removal criteria. An Absent month is NOT a Pass month.

Status
The Status field will contain one of the following entries to summarise your interlock usage performance for that month:

Learning – The first month on the device is always shown as a Learning month.

Pass – The month contains at least two confirmed drives by the participant and no confirmed violations.

Violations – The month contains at least one violation that has not been contested or at least one violation that has been confirmed. Violations can include a refused test (or a failed test without passing a retest. Contested – You have contested all violations in this month.

Minimum Drive To Be Confirmed – As part of the application for removal process, data for this month will be examined to confirm you have completed the required minimum number of drives.

Absent – The month does not contain two valid drives and cannot be counted towards achieving the removal criteria.


Incomplete – The drive month was not complete as at the date of the report.

IMPORTANT NOTE: Any data received from your interlock after the date of this report may alter the status of some drive months and your progress.

(Number) of Drives
A count of how many drive events (engine starts) recorded during that month. Any month with fewer than three drives is automatically an Absent month and will not count towards achieving the removal criteria.

Violation Count
A count of how many violation events have been identified during that month. For the drive month to be counted (and not reset the progress count to zero) all violations must be successfully contested.

** All further reference to your licence means your Victorian driver and/or motorcycle licence and/or learner permit*



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ALP0001 03.11
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5. How to review and contest violations in AIMS

AIMS will allow you to contest violations that contain an image. Your nominated assessor will review all violations during the minimum compliance period.

You can track your progress and performance while on the Victorian Alcohol Interlock program by reviewing your alcohol interlock usage data in AIMS on a regular basis.

If the alcohol interlock has detected any violations, you will be able to expand the drive month/s where these have occurred to obtain further information about the specific drive event/s that resulted in a violation. Examples of violations recorded by the alcohol interlock include a failed BAC reading (without passing a retest); a refused breath test or tampering with the alcohol interlock.

Drive Event descriptions for a 'Violation':

- Failed BAC test at engine start [with BAC reading recorded]
- Failed BAC reading at retest [with BAC reading recorded]
- Refused/Untaken breath test
- Engine started without breath test
- Tampering detected

Violations reset your 'Progress' score to zero. If you have at least one violation that you do not contest, then your Progress count will be reset to zero and the corresponding green stars will disappear and become a grey outline. Violations will be reviewed by your nominated accredited agency assessor and information will be provided to the Magistrates' Court as part of your ICRO hearing.

AIMS displays the image captured at the time of a violation, so that you can review this picture yourself. If you were not the driver of the vehicle at the time of a violation, you can use AIMS to flag the violation for review. These images are available to the Magistrates' Court as part of your ICRO hearing.

The screen below shows Mr John Citizens details prior to contesting his violations. To contest violations, expand the Drive Month with the violation/s and select the **check** button to view each image that relates to the drive event that resulted in a violation. It will also display the drive 'Event Date' and time, Drive Event description and indicate if you are able to

Review Violation :

Victorian Alcohol Interlock Program

Participant: **Citizen, John** Court Managed Performance Report

Licence/Permit Status: **Current** Minimum End Date: **02-Dec-2014** Calculated End Date: **03-Apr-2015**

How am I going?

Click button to nominate an Assessor and send Removal Criteria Report **Request Report**

Monthly Summary | Licence History | Applications | Devices | Service Events | Personal Details | Address Details | Supporting Information

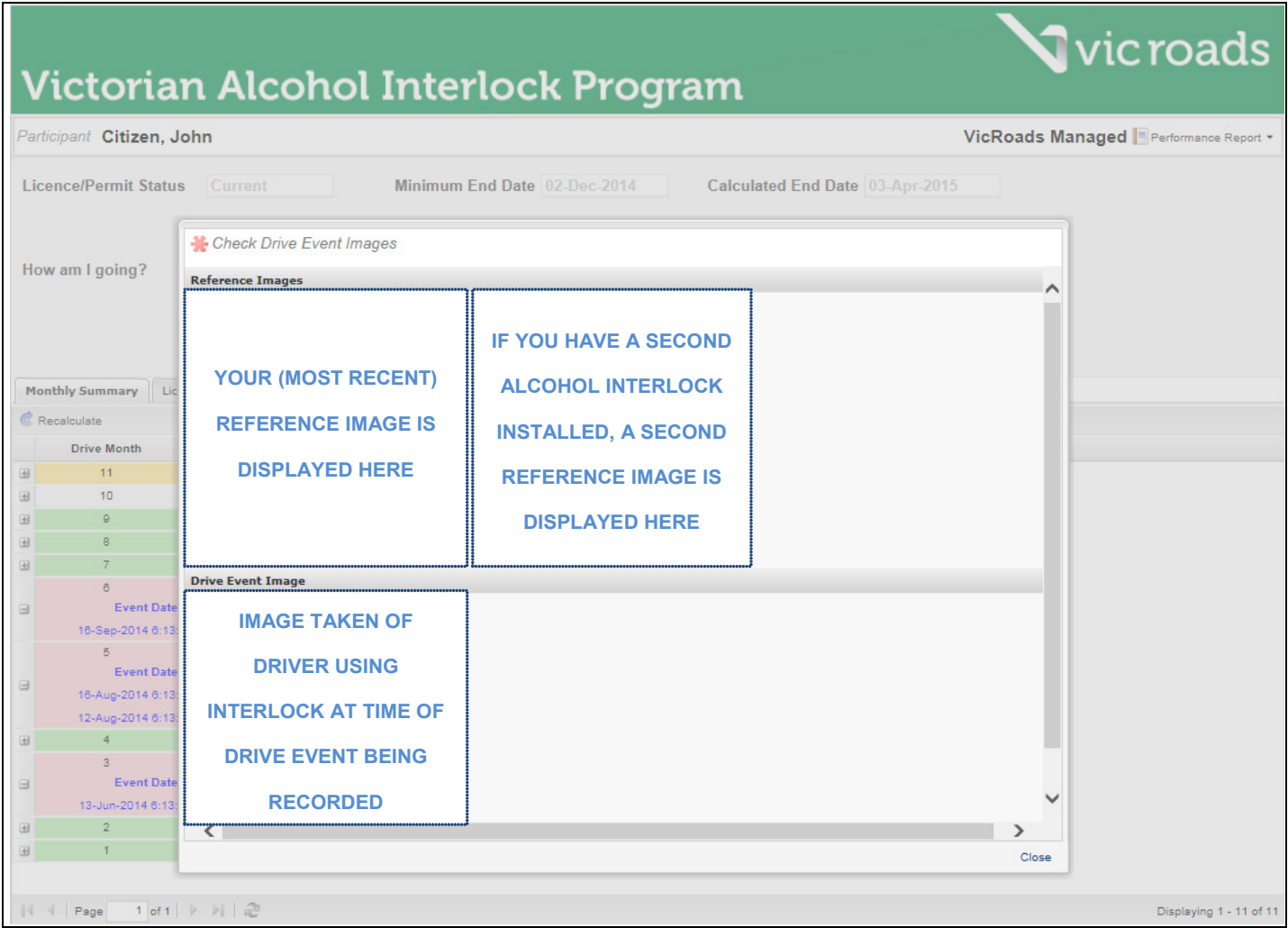
Recalculate

Drive Month	From	To	Progress	Status	# of Drives	Violation Count
11	03-Feb-2015	02-Mar-2015	3	Incomplete	1	0
10	03-Jan-2015	02-Feb-2015	3	Absent	0	0
9	03-Dec-2014	02-Jan-2015	3	Pass	1	0
8	03-Nov-2014	02-Dec-2014	2	Pass	3	0
7	03-Oct-2014	02-Nov-2014	1	Pass	7	0
6	03-Sep-2014	02-Oct-2014	0	Violation	9	1
Event Date Drive Event BAC Image Review Status						
16-Sep-2014 6:13:14 AM	Failed BAC test at engine start	0.072	check	Review Violation		
5	03-Aug-2014	02-Sep-2014	0	Violation	7	2
Event Date Drive Event BAC Image Review Status						
16-Aug-2014 6:13:14 AM	Failed BAC test at engine start	0.072	check	Review Violation		
12-Aug-2014 6:13:14 AM	Failed BAC test at engine start	0.072	check	Review Violation		
4	03-Jul-2014	02-Aug-2014	1	Pass	1	0
3	03-Jun-2014	02-Jul-2014	0	Violation	9	1
Event Date Drive Event BAC Image Review Status						
13-Jun-2014 6:13:14 AM	Failed BAC test at engine start	0.072	check	Review Violation		
2	03-May-2014	02-Jun-2014	1	Pass	3	0
1	03-Apr-2014	02-May-2014	L	Learning	2	0

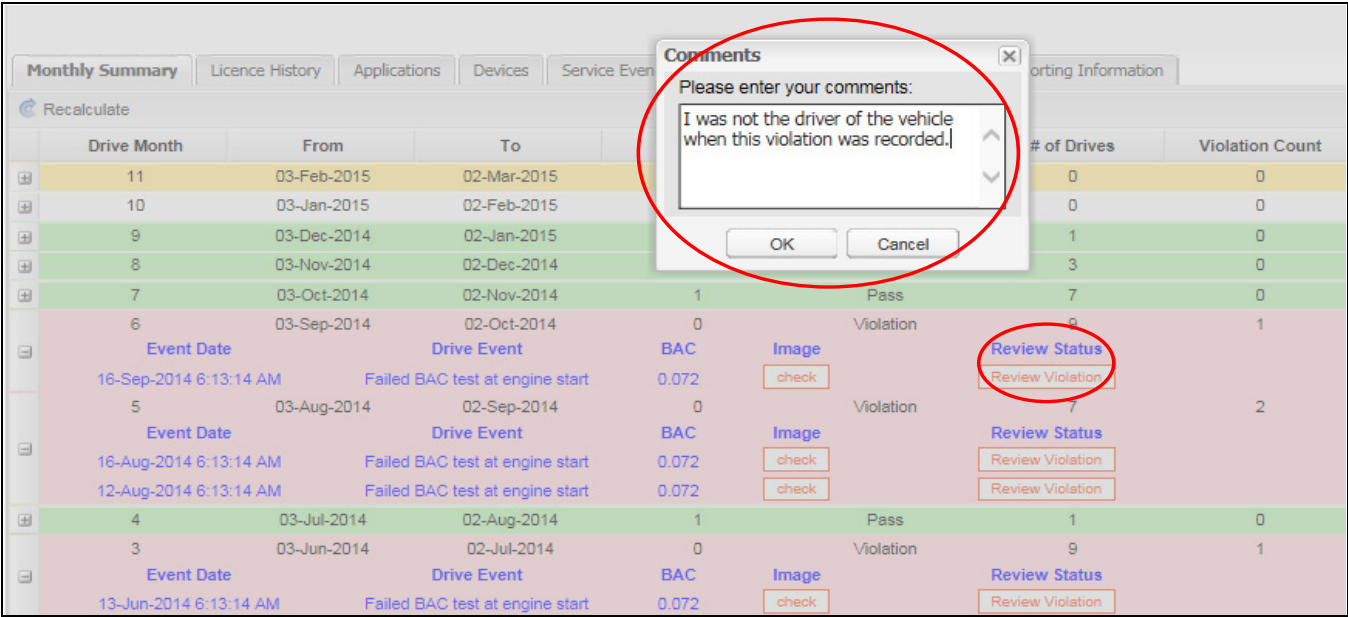
Page 1 of 1 Displaying 1 - 11 of 11

Select the **check** button to view 'Check Drive Event Images'.

This will pop up your Reference Image/s taken by the service agent at the time of installation (or multiple images if you have more than one alcohol interlock fitted, i.e. each vehicle you drive is required to have an alcohol interlock fitted.) Below your Reference Image/s, the Drive Event Image will be displayed. The Drive Event image will be used by your nominated accredited agency assessor and the Magistrates' Court in determining if you committed the violation. This will be compared to your reference image.



Close the Drive Event Images screen. Select **Review Violation**. A pop up box will appear to enable you to enter comments in relation to the Violation Review. These comments should be brief and specific to the violation that you are contesting. It is an opportunity to provide supporting information to assist your accredited agency assessor when reviewing this contested violation as part of the alcohol interlock condition removal process



Click **OK**

A message will be displayed advising that your request has been flagged for consideration by your accredited agency assessor.

Click **OK** to exit this pop up message.

Monthly Summary Licence History Applications Devices Service Events Personal Details Address Details Supporting Information

Recalculate

Info

Your request for review of this violation has been flagged and will be considered by your assessor when preparing your court required assessment report.

OK

Drive Month	From	Count
11	03-Feb-2015	
10	03-Jan-2015	
9	03-Dec-2014	
8	03-Nov-2014	
7	03-Oct-2014	
6	03-Sep-2014	
5	03-Aug-2014	
4	03-Jul-2014	
3	03-Jun-2014	
2	03-May-2014	
1	03-Apr-2014	

Select '**Recalculate**'

Monthly Summary

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Recalculate

	Drive Month	From	To	Progress	Status	# of Drives	Violation Count
	11	03-Feb-2015	02-Mar-2015	3	Incomplete	1	0
	10	03-Jan-2015	02-Feb-2015	3	Absent	0	0
	9	03-Dec-2014	02-Jan-2015	3	Pass	1	0
	8	03-Nov-2014	02-Dec-2014	2	Pass	3	0
	7	03-Oct-2014	02-Nov-2014	1	Pass	7	0
	6	03-Sep-2014	02-Oct-2014	0	Violation	9	1
	5	03-Aug-2014	02-Sep-2014	0	Violation	7	2
	4	03-Jul-2014	02-Aug-2014	1	Pass	1	0
	3	03-Jun-2014	02-Jul-2014	0	Violation	9	1
	2	03-May-2014	02-Jun-2014	1	Pass	3	0
	1	03-Apr-2014	02-May-2014	L	Learning	2	0

The **Review Violation** button will no longer be available for that Drive Event, as it is already flagged for review

Drive Month	From	To	Progress	Status	# of Drives	Violation Count
11	03-Feb-2015	02-Mar-2015	4	Incomplete	1	0
10	03-Jan-2015	02-Feb-2015	4	Absent	0	0
9	03-Dec-2014	02-Jan-2015	4	Pass	1	0
8	03-Nov-2014	02-Dec-2014	3	Pass	3	0
7	03-Oct-2014	02-Nov-2014	2	Pass	7	0
6	03-Sep-2014	02-Oct-2014	1	Contested	9	1
Event Date	Drive Event	BAC	Image	Review Status		
16-Sep-2014 6:13:14 AM	Failed BAC test at engine start	0.072	check			
5	03-Aug-2014	02-Sep-2014	0	Violation	7	2
Event Date	Drive Event	BAC	Image	Review Status		
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12-Aug-2014 6:13:14 AM	Failed BAC test at engine start	0.072	check	Review Violation		
4	03-Jul-2014	02-Aug-2014	1	Pass	1	0
3	03-Jun-2014	02-Jul-2014	0	Violation	9	1
Event Date	Drive Event	BAC	Image	Review Status		
13-Jun-2014 6:13:14 AM	Failed BAC test at engine start	0.072	check	Review Violation		
2	03-May-2014	02-Jun-2014	1	Pass	3	0
1	03-Apr-2014	02-May-2014	L	Learning	2	0


If there were multiple violations detected in a drive month and most were not while you were driving the vehicle, but one was caused by you, then the month would continue to have an overall status of 'Violation'.

Your Progress count will increment by 1 and the corresponding number of stars will display.

Additionally, the Calculated End Date is recalculated based on the new monthly status. It assumes:


- contested violations will be resolved in your favour when reviewed
- you will continue to adhere to the Program rules (minimum drive achieved and no violations)
- AIMS will have sufficient alcohol interlock usage data for you to achieve a Progress count of 5 (5 Green Stars).

In the example shown, John Citizen's Progress count went from 3 to 4 (4 Green Stars) and his Calculated End Date was brought forward from 3 April 2015 to 3 March 2015.



Victorian Alcohol Interlock Program

Participant
Citizen, John

Court Managed
 Performance Report

Licence/Permit Status

Current


Minimum End Date

02-Dec-2014

Calculated End Date

03-Mar-2015

How am I going?














Click button to nominate an assessor and send Removal Criteria Report

Request report

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Recalculate

	Drive Month	From	To	Progress	Status	# of Drives	Violation Count
	11	03-Feb-2015	02-Mar-2015	4	Incomplete	1	0
	10	03-Jan-2015	02-Feb-2015	4	Absent	0	0
	9	03-Dec-2014	02-Jan-2015	4	Pass	1	0
	8	03-Nov-2014	02-Dec-2014	3	Pass	3	0
	7	03-Oct-2014	02-Nov-2014	2	Pass	7	0
	6	03-Sep-2014	02-Oct-2014	1	Contested	9	1
	5	03-Aug-2014	02-Sep-2014	0	Violation	7	2
	4	03-Jul-2014	02-Aug-2014	1	Pass	1	0
	3	03-Jun-2014	02-Jul-2014	0	Violation	9	1
	2	03-May-2014	02-Jun-2014	1	Pass	3	0
	1	03-Apr-2014	02-May-2014	L	Learning	2	0

Note: The snapshot above is what John Citizen would see if he viewed his alcohol interlock usage in AIMS during February (at least 24 hours after his alcohol interlock service took place on 5 February 2015).

6. Request a 'Participant Performance Report' at any time in AIMS

Your Participant Performance Report is a summary of your Participant Profile Page and Monthly Summary Tab. It is intended only for you to view as a snapshot of your progress on the Program, based on alcohol interlock usage data available, at the time the report was generated. It does not represent a decision about the removal of your alcohol interlock 'I' condition and cannot be used in your ICRO application. The Participant Performance Report enables you to see if you are adhering to the alcohol interlock usage rules that will be assessed at your ICRO hearing. As a registered user of AIMS, you can generate a 'Participant Performance Report' at any time while you are on the Program. This will be emailed to your nominated email address for you to download.


If you are not able to access AIMS, but are eligible to use it, you can contact the VicRoads Support Centre for the Victorian Alcohol Interlock Program and request a report be sent to you.

Any data received from your alcohol interlock/s via your service agent/supplier, after the date of this report, may alter the status of some drive months and your progress.

Victorian Alcohol Interlock Program

Participant **Citizen, John** Court Managed **Performance Report**

Licence/Permit Status **Current** Minimum End Date **02-Dec-2014** Calculated End Date **03-Mar-2015**

How am I going? 

Click button to nominate an assessor and send Removal Criteria Report **Request report**

Monthly Summary Licence History Applications Devices Service Events Personal Details Address Details Supporting Information

Recalculate

	Drive Month	From	To	Progress	Status	# of Drives	Violation Count
+	11	03-Feb-2015	02-Mar-2015	4	Incomplete	1	0
+	10	03-Jan-2015	02-Feb-2015	4	Absent	0	0
+	9	03-Dec-2014	02-Jan-2015	4	Pass	4	0
+	8	03-Nov-2014	02-Dec-2014	3	Pass	3	0
+	7	03-Oct-2014	02-Nov-2014	2	Pass	7	0
+	6	03-Sep-2014	02-Oct-2014	1	Contested	9	1
+	5	03-Aug-2014	02-Sep-2014	0	Violation	7	2
+	4	03-Jul-2014	02-Aug-2014	1	Pass	1	0
+	3	03-Jun-2014	02-Jul-2014	0	Violation	9	1
+	2	03-May-2014	02-Jun-2014	1	Pass	3	0
+	1	03-Apr-2014	02-May-2014	L	Learning	2	0

Click on the Performance Report button.

Your 'Participant Performance Report' will be emailed to your nominated email address as, as currently listed in your Personal Details Tab.



You will also receive a document called 'Understanding your Participant Performance Report'. **This guide is also available from the Supporting Information Tab.**


Note that the green stars are not presented on your 'Participant Performance Report'; this visual summary of your progress score is only available on your Participant Profile Page in AIMS.

The **Report will be provided via a link that you must download within 7 days** or this specific snapshot/link will become inactive. You can request a new Participant Performance Report at any time – the new request will reflect the snapshot of your performance (alcohol interlock usage data available in AIMS) at the time the new request was processed.

Alcohol Interlock Program Participant Performance Report: John Citizen



Inbox x





VICROADSALCOHOLINTERLOCKMANAGEMENTSYSTEM-DONOTREPLY@roads.vic.gov.au
to me

12:45 PM (0 minutes ago)



Dear John Citizen,

Please find attached link to your Participant Performance Report requested on 18/02/2015.

[Download your Participant Performance Report here](#)


This link to your report is active for 7 days only. Please access this report and print or save it to another location.

Supporting information called 'Understanding your Participant Performance Report' is also attached.

If you have any queries or require assistance, please contact VicRoads on 1300 723 790 during office hours (Monday - Friday 8:30am to 5:00pm).


Your sincerely


Victorian Alcohol Interlock Program
Registration and Licensing Agent Services




DISCLAIMER

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 Understanding_...



A partial example of a Participant Performance Report downloaded by John Citizen is provided below.

**Victorian Alcohol Interlock Program**

VICTORIAN ALCOHOL INTERLOCK PROGRAM
Participant Performance Report - 18 FEBRUARY 2015

Participant Name: MR John Citizen

Interlock removal managed by: Court

Minimum interlock end date: 02-DEC-2014

Calculated minimum interlock end date: 03-MAR-2015

Vehicle registrations with interlock readings: AAA-211

This is an interim report and is intended for participant use only.
It does not represent a final decision about the removal of your alcohol interlock and cannot be used for this purpose.

Summary of participant progress toward interlock removal

Drive Month	From	To	Progress	Status	# of Drives	Violation Count
11	03-FEB-2015	02-MAR-2015	4	Incomplete	0	0
10	03-JAN-2015	02-FEB-2015	4	Absent	0	0
9	03-DEC-2014	02-JAN-2015	4	Pass	1	0
8	03-NOV-2014	02-DEC-2014	3	Pass	3	0
7	03-OCT-2014	02-NOV-2014	2	Pass	7	0
6	03-SEP-2014	02-OCT-2014	1	Contested	9	1
5	03-AUG-2014	02-SEP-2014	0	Violation	7	2
4	03-JUL-2014	02-AUG-2014	1	Pass	1	0
3	03-JUN-2014	02-JUL-2014	0	Violation	9	1
2	03-MAY-2014	02-JUN-2014	1	Pass	3	0
1	03-APR-2014	02-MAY-2014	L	Learning	2	0

The Report provides your Participant Profile Page snapshot and Monthly Summary Table.

If you have any drive months with a violation, additional detail is provided to enable you to contest the violation (not shown in this example). Each expanded month displays your reference photo, taken when the alcohol interlock was installed, and the image captured at the time of the violation. You are able to contest the violation via your Monthly Summary Tab in AIMS or you can call the VicRoads Support Centre on 1300 723 790.

7. How to request removal of your alcohol interlock 'I' condition

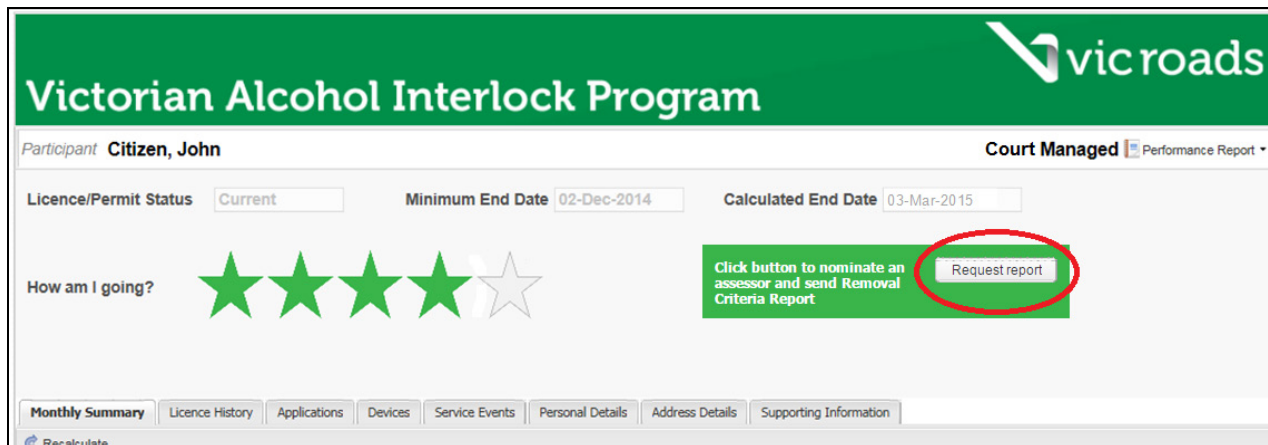
All court managed participants must apply directly to the Magistrates' Court for an Interlock Condition Removal Order (ICRO). The requirements for applying for an ICRO are detailed on the Magistrates Court website.

In preparation for your ICRO hearing, you will need to request a Removal Criteria Report from AIMS.

You can request a Removal Criteria Report and nominate your accredited driver education and assessment agency. The Removal Criteria Report contains details of your progress on the Victorian Alcohol Interlock Program. This report will be sent to your nominated accredited agency who will assess your usage of the interlock and provide information to the courts regarding your application for an ICRO.

To request a Removal Criteria Report:

1. Click on the **'Request Report'** option from the **Participant's Profile** page.



Further information about the process to nominate an accredited agency for completion of the report will be explained in future updates to this guide.

8. VicRoads Support Center – Victorian Alcohol Interlock Program

The VicRoads Support Centre can assist you with most aspects relating to the Victorian Alcohol Interlock program, including the following:

- Requesting a Performance Report
- Contesting a violation
- Resetting your password
- Help using AIMS

If you have any queries or require further information, call the **VicRoads Support Centre** for the Victorian Alcohol Interlock Program on **1300 723 790** or email alcoholinterlocks@roads.vic.gov.au

9. Glossary

■ Absent month	An absent month is a month where neither a service event was attended nor two valid drive events were recorded. Periods where your licence was not current are also classified as absences. For example, you cannot count periods of time where your licence was suspended towards your progress. You can have up to six absent months before your progress count resets.
■ Accredited driver education and assessment agency	An agency or health services provider accredited by Department of Health and Human Services (DHHS), that provides road safety education programs regarding the impacts of drink and drug use on the road, and drink drive assessments for the Magistrates' Court. Also referred to as an Accredited Agency
■ Alcohol Interlock Management System (AIMS)	This system allows participants to monitor their usage of the interlock and progress towards achieving the removal criteria.
■ Alcohol interlock exemption or removal on medical grounds	A participant can apply for exemption from the program based on medical grounds only. For an application form and further details, visit vicroads.vic.gov.au .
■ Alcohol Interlock suppliers	There are currently three VicRoads approved Alcohol interlock suppliers. These are Guardian, Drager, and Smart Start.
■ Contested Violation	A contested violation where the participant requested further investigation into the violation event. This will be done by the selected Accredited Agency.
■ Drive event image	This is a photo (image) taken by the alcohol interlock at certain times. For example, when the driver is providing a breath sample at engine start up.
■ Interlock Condition Removal Order (ICRO)	An Interlock Condition Removal Order is issued by the Magistrates' Court following a hearing, and when the court is satisfied that the participant has met the requirements of the Program.
■ Learning month	The initial month on the program is considered a learning month. The interlock device behaves as normal, however any violations do not cause the month status to change to Violation. A learning month does not count towards your progress count.
■ Minimum Drive	A minimum of 2 drives of the vehicle per drive month must be completed by the participant in order for the drive month to be considered for contribution towards the participant's progress for removal of the interlock. Participant's attendance at a service event contributes towards this, and counts as 2 drive events.
■ Participant Performance Report	A report which contains the current performance history of the participant and their use of the alcohol interlock. This report can be requested via AIMS or via the VicRoads Support Centre for the Victorian Alcohol Interlock Program.
■ Progress count	The progress towards achieving the removal criteria.
■ Reference image	A photograph taken of the participant at the installation of the interlock device, used to confirm identity of person providing the breath sample when requested by the alcohol interlock.
■ Retest	Retests are requested by the alcohol interlock, within the first five to fifteen minutes of a drive, and periodically throughout the drive. At this time, the alcohol interlock will indicate that the driver is required to provide breath sample for alcohol detection.
■ Service Agent	A service agent is approved by the interlock supplier to install and maintain an alcohol interlock in a participant's vehicle.
■ Service Event	Any time your vehicle is taken to a service agent for installation of an alcohol interlock, monthly servicing of an alcohol interlock, or removal of an alcohol interlock this is recorded as a service event.
■ Tamper	If either the device or the service agent detects that the interlock has been tampered with to avoid the requirement to provide a breath sample prior to starting the vehicle, this is recorded a tamper.
■ Violation	A violation results in a "failed" month, and the progress count will reset to zero.