# **Driver training implementation guidelines**

Approved by: Robyn Bale, A/ Executive Director,Learning and Wellbeing

Brief Description:

Learning to drive is a key responsibility of parents and carers and is not a requirement in NSW public schools. Schools may choose to offer driver training. Training needs be delivered within the context of the school's road safety education program.

Table of Contents

Contents

[1. Guideline introduction 3](#_Toc466904401)

[2. Guidelines 3](#_Toc466904402)

[3. Legal compliance 3](#_Toc466904403)

[4. Qualified driver training instructors 3](#_Toc466904404)

[5. Working with outside agencies 3](#_Toc466904405)

[6. Teacher and student welfare 4](#_Toc466904406)

[7. Planning requirements for driver training 4](#_Toc466904407)

[8. Consultation with parents and carers 4](#_Toc466904408)

[9. Teachers as driving instructors 5](#_Toc466904409)

[10. Student participation 5](#_Toc466904410)

[11. School ownership, maintenance and operation of vehicles 5](#_Toc466904411)

[Useful links 6](#_Toc466904412)

# 1. Guideline introduction

Learning to drive is a key responsibility of parents and carers. It is not part of the PDHPE Years 7–10 syllabus or Crossroads and is not a requirement in NSW public schools. Schools may choose to offer driver training. Training needs be delivered within the context of the school's road safety education program, support the [Graduated Licensing System](http://www.rms.nsw.gov.au/roads/licence/driver/index.html) and comply with a number of conditions

# 2. Guidelines

These guidelines have been developed in consultation with [Legal Services Directorate](https://saml.det.nsw.edu.au/sso/SSORedirect/metaAlias/idp).

If you choose to offer driver training at your school it must be delivered:

* within the context of the school's driver education program
* to support licensed learner drivers to obtain their 120 hours of on-road driving
* to comply with the conditions outlined below.

Programs for licensed provisional drivers (P1 and P2) and advanced driving courses are not recommended and are not covered in this information.

# 3. Legal compliance

The [NSW Driving Instructors Act, 1992](http://www.legislation.nsw.gov.au/acts/1992-3.pdf) and [Driving Instructors Regulation, 2009](http://www.legislation.nsw.gov.au/regulations/2009-448.pdf) detail the minimum standard requirements and regulate the licenced professional driver training service providers throughout NSW. These include:

* Any person instructing another person to drive a motor vehicle and who receives a monetary or other reward must hold a valid NSW Driving Instructor Licence.
* Commercial driver instructors be qualified and hold a current NSW Driving Instructor's Licence from Transport for NSW.

NSW public schools must comply with the Act by conducting school-based driver training:

* outside regular school hours (as documented by the school timetable)
* at no cost to the students
* in a duplicate-controlled motor vehicle.

# 4. Qualified driver training instructors

* A teacher providing driving instruction must be a qualified driving instructor under the [NSW Driving Instructors Act, 1992](http://www.legislation.nsw.gov.au/acts/1992-3.pdf) and [Driving Instructors Regulation, 2009](http://www.legislation.nsw.gov.au/regulations/2009-448.pdf). Not doing so is in breach of the Act.
* Any a member of the school community giving driving instruction who receives some form of reward such as a meal or petrol money, are also required to be qualified driving instructors or they will be in breach of the Act.

# 5. Working with outside agencies

Schools can work with outside service providers for the sponsorship or delivery of driver training. Key considerations for principals are:

* student safety and wellbeing
* risk management – identify and measure risks, and implement controls
* training must be conducted with a [NSW qualified instructor](http://www.rms.nsw.gov.au/business-industry/driving-instructors/) in a duplicate-controlled vehicle.
* provision of training and the conduct of instructors is in accordance with the [NSW Driving Instructors Act, 1992](http://www.legislation.nsw.gov.au/acts/1992-3.pdf) and [Driving Instructors Regulation, 2009](http://www.legislation.nsw.gov.au/regulations/2009-448.pdf)
* provision of duplicate controlled and well maintained vehicles
* external sponsorship from must meet the conditions of the department's [Sponsorship Policy](https://www.det.nsw.edu.au/policies/administrative/admin_procedures/sponsorship/PD20050295.shtml?query=sponsorship)
* training is offered for licensed learner drivers only
* advanced driver training is not recommended
* Legal Services Directorate need to be consulted before any contract is entered into between the school and eternal provider
* liability is not incurred with the outside agency.

# 6. Teacher and student welfare

Principals need to:

* ensure staff and students are fully aware of their personal rights and responsibilities. One on one instruction could increase the incidence of allegations of improper conduct of instructors or students.
* provide individualised training for students who are licensed learner drivers.

# 7. Planning requirements for driver training

A driver training program or course in NSW public schools must:

* be scheduled outside regular school hours
* linked to the school's driver education program
* support the [Graduated Licensing Scheme](http://www.rms.nsw.gov.au/roads/licence/driver/index.html) (GLS)
* be designed to develop practical driving tasks as defined in the [Learner Driver Log Book](http://www.rms.nsw.gov.au/roads/licence/driver/learner/).
* support learner licence holders to undertake the required 120 hours of on-road driving
* ensure provisional P1 drivers have enough hazard perception skills to progress to a provisional P2 licence by completing the [Hazard Perception Test](http://www.rms.nsw.gov.au/roads/licence/driver/tests/hazard-perception-test.html) (HPT)
* emphasise the importance of safe driving
* not aim to develop advanced driving skills.

# 8. Consultation with parents and carers

Schools need to consult with parents and carers about driver training and tell them about the:

* educational quality of the training provided
* risk management procedures and safety of students
* specific teaching and learning activities and outcomes
* procedures in the use of public roads, school premises and other specified areas
* evaluation process and the criteria to be used in assessing the achievement of student outcomes.

All school documentation must stipulate:

* that students will observe adequate safety
* the evaluation process and the criteria to be used in assessing the achievement of student outcomes.

# 9. Teachers as driving instructors

Teachers may act as driving instructors in school-based driver training under the following conditions:

* they hold a current [NSW Driving Instructor's' Licence](http://www.rms.nsw.gov.au/business-industry/driving-instructors/)
* they must be experienced drivers over 21 years of age, have held an unrestricted (not learner, provisional or probationary) NSW driver's licence for three out of the previous four years
* their involvement has the approval of the principal
* their participation is on a voluntary basis and attracts no payment
* the training is on a one-to-one basis during driver training sessions
* teachers who qualify as instructors should not directly market their services to students of public schools
* teachers who act as qualified driving instructors in school-based driver training outside of school hours will be covered by the Workers Compensation Act.

# 10. Student participation

Students can participate in driver training under the following conditions:

* driver training is free of any charge to all participating students
* participation is voluntary
* written consent from parents and carers is specific to the particular activities and the arrangements for the training

Each student must:

* hold a current NSW learner driver licence
* be encouraged to wear flat closed in shoes and comfortable clothing
* will observe the rules applying to driving with a NSW learner driver licence, as well as the NSW road rules

The training vehicle will carry only the driving instructor and the learner driver when training is in progress.

# 11. School ownership, maintenance and operation of vehicles

Schools that own motor vehicles for driver training must do so under the following conditions:

* ownership for each vehicle must comply with the conditions outlined in the Department's policy on purchase and acquisition of motor vehicles by schools
* each vehicle to be used must be equipped with duplicate driving controls of a type approved by Roads and Maritime Services
* each vehicle to be used must be registered and have comprehensive motor vehicle insurance
* each vehicle to be used must be serviced and maintained to ensure safe and efficient operation at all times
* all costs relating to any vehicle used will be met by the agent or agencies sponsoring the project
* arrangements will be made for the garaging of each vehicle away from Departmental premises.

# 12. [Sponsorship of driver training](https://detwww.det.nsw.edu.au/policies/administrative/admin_procedures/sponsorship/PD20050295_i.shtml)

Schools may cooperate with outside agencies which:

* operate in compliance with the [NSW Driving Instructors Act, 1992](http://www.legislation.nsw.gov.au/acts/1992-3.pdf) and [Driving Instructors Regulation, 2009](http://www.legislation.nsw.gov.au/sessionalview/sessional/sr/2009-448.pdf).
* provide the driver training within the context of the school's driver education program.
* are prepared to sponsor and fulfil the monitoring and reporting responsibilities of a driver training program in accordance with the department's [Sponsorship Policy](https://detwww.det.nsw.edu.au/policies/administrative/admin_procedures/sponsorship/PD20050295_i.shtml).

# Useful links

* [Transport for NSW - Younger drivers](http://roadsafety.transport.nsw.gov.au/stayingsafe/drivers/youngdrivers/index.html)
* [Road safety education, driver education and training policy](https://www.det.nsw.edu.au/policies/curriculum/schools/road_safe/PD20020033.shtml)
* [Crossroads](http://www.learning.schools.nsw.edu.au/crossroads/)
* [Wellbeing for schools framework](https://www.det.nsw.edu.au/wellbeing)