



Operational policy

Driver licence assistance courses: learner and restricted

Rationale for the programme

The learner driver licence assistance course is aimed at unlicensed drivers in the community who require help and support to obtain their driver licence. Restricted driver licence assistance courses are aimed at those who live in isolated areas and who have encountered barriers preventing them from obtaining their restricted licence.

Aims

- To ensure participants attending the course obtain the relevant driver licence (learner or restricted).
- To create an awareness of driver responsibility and key road safety issues.

Priority (target) group

A community need must be identified and supported evidentially.

Learner licence

Barriers to obtaining a licence may be due to one or all of the following:

- learning or literacy difficulties
- English as a second language
- cultural, religious or ethnic differences that may prevent people from obtaining a licence
- driver licence has not been seen as a priority due to financial situation.

Restricted licence

The same barriers listed above under learner licence also apply to obtaining a restricted licence.

In addition there will be limited local access to a driving instructor who holds a current '1' endorsement.

There may also be local concern that the prospective participants are driving outside the conditions of their learner licence.

Brief guidelines

Contract delivery

- Courses can be contracted directly to the Land Transport Safety Authority (LTSA), territorial local authorities or other organisations with an interest in achieving road safety outcomes for the target group. The decision regarding contractors is made regionally.
- The applicant's community links and ability to reach the target group must be considered.
- Contractors should have a policy in place for safe work practices.

Partnerships and location

- Partnerships between the contractor, the Police, the testing agency and the Ministry of Social Development's Work and Income Service are necessary.
- Location of the course must meet participants' needs.

Type and length of courses (learner and restricted)

The type and length of the course will vary according to the needs of the community.

Content of courses

Learner licence

- a) Learning and understanding road rules.
- b) Practice in answering driver licence test questions.
- c) Road safety issues and driver responsibilities.

Restricted licence

- a) Road rules refresher.
- b) Vehicle roadworthiness.
- c) Practical driver assessment.
- d) Road safety issues.

For both types of licence the test must be arranged with the testing agent prior to taking the course.

For restricted courses, ensure that the driving instructor who takes the practical driver assessment holds a current 'I' endorsement.

Funding

Budget applications may include some or all of the following:

- venue hire/koha
- facilitator/tutor costs/literacy tutor costs/translator costs
- resources (purchase and/or development)

Brief guidelines

- driving instructor costs
- cost of travel for participants (to be considered according to need)
- stationery
- administration costs
- facilitator/tutor training/driving instructor 'I' endorsement course costs
- promotion.

Driver licence application and test fees will not be paid from CRSP funding.

Systems/records

A system is required to record the following information about each participant:

- name
- type of driver licence programme attended
- test results.

Training

- For new contractors the LTSA regional office will arrange introductions to other providers to initiate training.
- Training should be on the job with peer observation.
- Road safety issues covered in the programme should, ideally, be presented by experts in the relevant field.
- Tutors/facilitators in a region should meet to share experiences, resources and to provide support for each other.
- Course facilitators must hold a full, current driver licence free of any adverse driving conviction history.

Monitoring

Monitoring will take place as part of the LTSA's contractual obligation as in Section 2 of the CRSP contract.

Evaluation

Numbers attending the programmes, participants' pass rates and the quality of delivery (evaluated by participants) should be collated and sent in with the final evaluation report. Ninety percent of the participants who sit the test should pass it.

A programme evaluation must be submitted to the LTSA at the end of the financial year or within a month of completion of the programme, whichever is sooner.

Brief guidelines

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