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## L2P PROGRAM POLICY

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All mentors participating in Central Grampians Local Learning and Employment Network (CGLLEN) TAC L2P Program must abide by the following policy. Failure to adhere may result in suspension or termination of your position.

### TAC L2P Program Policy

- Mentors with the TAC L2P program will commit to the program for a period of two years and spend a minimum of one hour a week driving their your mentee, or until they gain their probationary licence.
- If a traffic offence, or any type of driving incident, occurs while undertaking a driving session with the mentee, please notify the CGLLEN program coordinator as soon as possible. Whoever is in control of the L2P vehicle is responsible for any traffic offences that occur, including speeding fines or parking tickets.
- While undertaking the driving session, turn off all mobile phones and electronic devices or place them on silent mode and keep them out of sight. Except for the purpose of using the Vic Roads Learners log app.
- While undertaking a driving session, only answer the phone if required as part of an on-call work roster or in an emergency situation. The car must be in a stationary position. If it is necessary to answer the phone and safe to do so, please instruct the mentee to pull-over.
- When participating in the TAC L2P program, always observe and practice safe driving, avoid unnecessary risks and follow appropriate OHS practices and vehicle safety and maintenance policies.
- Ensure the vehicle log-book and mentee logbook is completed at the end of each driving session, with appropriate signatures and licence details included.
- Do not smoke in the presence of your mentee or in any of the TAC L2P program vehicles.
- If an incident occurs during the driving session, please complete an incident report, and provide it to the CGLLEN program coordinator. If in doubt as to whether or not to submit an incident report, please do so. It is always better to provide more information than not enough.

- While participating in the TAC L2P program you will adhere to all policies and procedures included in the Department of Transport Volunteer Supervising Driver Guidelines Handbook.
- Mentors will attend sessions as agreed to with the mentee. If you cannot attend a scheduled driving session please provide as much notice as possible when cancelling.
- When participating in the TAC L2P program, please present yourself in a clean and tidy manner and wear appropriate attire during all mentor sessions. Mentors must wear appropriate footwear during all driving sessions; bare feet, thongs, Ugg boots and heels are not permitted.
- The mentor and mentee can contact each other via phone and social media to arrange drive sessions within the context of the L2P program. Anything out of the scope of the L2P program is not allowed.
- While participating in the TAC L2P program, mentors will commit to provide a duty of care and keep the mentee safe from risky activities to the best of their ability.