



Transport
Roads & Maritime
Services



Heavy Vehicle Competency Based Assessment

LEARNER LOG BOOK

LEARNER'S NAME:

Note: If this log book is incomplete on the date of expiry, all competencies will become void and will have to be reassessed when a new log book is issued.

If found, this book should be returned to any motor registry or the person shown above.

Registry Officer's Signature:

Applicant's Signature:

Bribery is against the law

Most people involved with issuing and obtaining a licence are honest.

You are reminded that you must not offer your assessor money, gifts or other favours and that your assessor must not ask you for money, gifts or favours in order to gain a heavy vehicle driver licence without fully demonstrating your driving ability to the criteria requirements.

These practices are illegal

Penalties are severe and include fines and imprisonment.

All cases of corruption will be investigated and strong action will be taken against all those involved. If you know or believe that anyone has got or is about to get a heavy vehicle driver licence by offering or responding to a request for a bribe – or if you suspect or know of any other corruption involving another applicant, driving instructor or assessor, you should report the event to:

Roads and Maritime Services (RMS) on 1800 043 642

The Independent Commission Against Corruption (ICAC) on (02) 9318 5999

State Authority Details

To ensure that the Registered Training Organisation (RTO) you have selected is Roads and Maritime Services (RMS) accredited you should check the accredited RTO listings on the RMS website.

Your assessor will supply, or advise you on the type of vehicle required for your assessment, according to the class of licence you are attempting to achieve.

You are entitled to change your driving instructor or assessor at any time. Remember, though, only accredited assessors can sign off criteria in your log book.

Your assessor is also required to report your progress directly to RMS within two days of completing a criteria. If you wish to check that your assessor(s) have kept the RMS record up-to-date, you may request a Progress Report from the RTO.

On the next working day (or later) after completion of the Final Competency Assessment (FCA), has been signed off in your log book, you may attend an RMS registry and on payment of the appropriate licence fee, be issued with a heavy vehicle driver licence.

Your log book will be kept by the RTO at the completion of your successful assessment.

Your final assessor may also issue you with a certificate stating the type of vehicle in which you were assessed. This could be important to you when seeking employment.

At the back of the log book is your personal driver training & assessment record. It is strongly recommended you keep this record and get your driving instructor or accompanying driver to fill it out after each lesson. This record will show an assessor the amount of driving experience and instruction you have obtained. In particular, this will help both you and the assessor to keep a check on how much instruction you are receiving prior to being assessed.

More detailed information on HVCBA is available in the HVCBA Guide. Please read this Guide carefully as it tells you exactly what is required from you, and what you should expect from your assessor.

RMS will be checking that the heavy vehicle competency system operates fairly and honestly. Your log book should be produced on demand by an RMS Audit Officer.

You may also be asked to demonstrate your current level of driving skill to an RMS Audit Officer. You will not have to pay for this.

Completion Check List

No.	Criteria correctly demonstrated	✓
1	Pre Operational Checks	
2	Cabin Drill	
3	Start, move off, shut down and secure	
4	Manages Steering	
5	Manages Gears	
6	Manages Brakes	
7	Manages Accelerator	
8	Create & Maintain Crash Avoidance Space (CAS)	

No.	Criteria correctly demonstrated	✓
9	Protect Crash Avoidance Space (CAS)	
10	Road Rules and Directions	
11	Reverse	
12	Hill Stop/Start	
13	Load Securing	
14	Coupling/Uncoupling (HC and MC only)	
15	Bus Stop Procedure	

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Your assessment session record

Session No 1

Date		Session times		Odometer readings	
		Start	Finish	Start	Finish
Vehicle registration no.			State	Trailer registration no.	
				'A' Trailer	State
				'B' Trailer	State
Vehicle body type	Transmission type	A	S	M	Vehicle GVM/GCM
Assessment location/s		Circle type			kgs
Completed criteria					
Enter successfully completed criteria below:					
Assessor number	Assessor name	Assessor signature		Applicant signature	

Your assessment session record

Session No 2

Date		Session times		Odometer readings	
		Start	Finish	Start	Finish
Vehicle registration no.			State	Trailer registration no.	
[REDACTED]		'A' Trailer			State
		'B' Trailer			State
Vehicle body type		Transmission type Circle type	<input type="button" value="A"/>	<input type="button" value="S"/>	<input type="button" value="M"/>
Assessment location/s				Vehicle GVM/GCM	kgs
Completed criteria					
Enter successfully completed criteria below:					
Assessor number	Assessor name	Assessor signature	Assessor signature	Applicant signature	

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Your assessment session record

Session No 3

Date		Session times		Odometer readings		
		Start	Finish	Start	Finish	
Vehicle registration no.			State	Trailer registration no.		
				'A' Trailer	State	
				'B' Trailer	State	
Vehicle body type	Transmission type <small>Circle type</small>	<input type="button" value="A"/>	<input type="button" value="S"/>	<input type="button" value="M"/>	Vehicle GVM/GCM	
Assessment location/s						kgs
Completed criteria						
Enter successfully completed criteria below:						
Assessor number	Assessor name		Assessor signature		Applicant signature	

Your assessment session record

Session No 4

Date		Session times		Odometer readings	
		Start	Finish	Start	Finish
Vehicle registration no.			State	Trailer registration no.	
[REDACTED]				'A' Trailer	State
[REDACTED]				'B' Trailer	State
Vehicle body type		Transmission type <small>Circle type</small>	<input type="button" value="A"/>	<input type="button" value="S"/>	<input type="button" value="M"/>
Assessment location/s				Vehicle GVM/GCM	kgs
Completed criteria					
Enter successfully completed criteria below:					
Assessor number	Assessor name	Assessor signature	Assessor signature	Applicant signature	

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Your assessment session record

Session No 5

Date		Session times		Odometer readings	
		Start	Finish	Start	Finish
Vehicle registration no.			State	Trailer registration no.	
				'A' Trailer	State
				'B' Trailer	State
Vehicle body type		Transmission type Circle type	<input type="button" value="A"/>	<input type="button" value="S"/>	<input type="button" value="M"/>
Assessment location/s				Vehicle GVM/GCM	kgs
Completed criteria					
Enter successfully completed criteria below:					
Assessor number	Assessor name	Assessor signature	Assessor signature	Applicant signature	

Your assessment session record

Session No 6

Date		Session times		Odometer readings	
		Start	Finish	Start	Finish
Vehicle registration no.			State	Trailer registration no.	
				'A' Trailer	State
				'B' Trailer	State
Vehicle body type		Transmission type Circle type	<input type="button" value="A"/>	<input type="button" value="S"/>	<input type="button" value="M"/>
Assessment location/s				Vehicle GVM/GCM	kgs
Completed criteria					
Enter successfully completed criteria below:					
Assessor number	Assessor name	Assessor signature	Assessor signature	Applicant signature	

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Final Competency Assessment (FCA)

Pass
 Fail
 Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	State
Vehicle GVM/GCM	Assessment location/s			

FCA conducted by
 Assessor only
 Assessor with Auditor present
 Auditor only

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

I certify that this log book is now complete for the licence class specified

Assessor signature	Assessor no.

Final Competency Assessment (FCA)

Pass
 Fail
 Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	State
Vehicle GVM/GCM	Assessment location/s			

FCA conducted by
 Assessor only
 Assessor with Auditor present
 Auditor only

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

I certify that this log book is now complete for the licence class specified

Assessor signature	Assessor no.

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Final Competency Assessment (FCA)

Pass
 Fail
 Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	State
Vehicle GVM/GCM	Assessment location/s			

FCA conducted by
 Assessor only
 Assessor with Auditor present
 Auditor only

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

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Final Competency Assessment (FCA)

Pass
 Fail
 Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	
Vehicle GVM/GCM	Assessment location/s			State

FCA conducted by
 Assessor only
 Assessor with Auditor present
 Auditor only

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

I certify that this log book is now complete for the licence class specified

Assessor signature	Assessor no.

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Competency Test (CT)

Result Pass Fail Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	State
Vehicle GVM/GCM	Assessment location/s			

CT conducted by Assessor only Assessor with Auditor present

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

I certify that this log book is now complete for the licence class specified

Assessor signature	Assessor no.

Competency Test (CT)

Pass
 Fail
 Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	
Vehicle GVM/GCM	Assessment location/s			State

Assessor only
 Assessor with Auditor present

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

I certify that this log book is now complete for the licence class specified

Assessor signature	Assessor no.

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Competency Test (CT)

Result Pass Fail Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	State
Vehicle GVM/GCM	Assessment location/s			

CT conducted by Assessor only Assessor with Auditor present

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

I certify that this log book is now complete for the licence class specified

Assessor signature	Assessor no.

Competency Test (CT)

Result
 Pass
 Fail
 Terminated

Date	Session times		Odometer readings	
	Start	Finish	Start	Finish
Vehicle registration no.	State		Trailer registration no.	
Vehicle body type			'A' Trailer	State
Transmission type <small>Circle type</small>	<input type="checkbox"/> A	<input type="checkbox"/> S	<input type="checkbox"/> M	State
Vehicle GVM/GCM	Assessment location/s			

CT conducted by
 Assessor only
 Assessor with Auditor present

Assessor number	Assessor name	Assessor signature	Applicant signature
	Auditor name	Auditor signature	Applicant signature

Assessor Certification:

I certify that this log book is now complete for the licence class specified

Assessor signature	Assessor no.

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Your personal driver training and assessment record

Either complete the session number box (if appropriate) or all the boxes below				Date		Accompanying driver's surname and licence no. or assessor's no.	
GVM (kgs)	Vehicle registration no:	Gearbox type:	Activity type:	Instructor type:	Start time:	Driving activity undertaken Show all training and/or assessment of criteria (Show all criteria assessed, regardless of the result)	
Body	Trailer registration no:	*see key			End time:		
				*see key			

Optional completion

Always to be completed

Refer to assessment session record		Session no.	Date				
Vehicle		A	I	P	hrs	Training	
Trailer		S	E	DI	hrs	Assessment of criteria	
		M	AS	DIA			

Refer to assessment session record		Session no.	Date				
Vehicle		A	I	P	hrs	Training	
Trailer		S	E	DI	hrs	Assessment of criteria	
		M	AS	DIA			

Refer to assessment session record		Session no.	Date				
Vehicle		A	I	P	hrs	Training	
Trailer		S	E	DI	hrs	Assessment of criteria	
		M	AS	DIA			

Your personal driver training and assessment record

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA	hrs	

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA	hrs	

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA	hrs	

* Using this table, circle the appropriate type in your personal driver training record

Gearbox type	Activity type	Instructor type
A = Automatic	I = Instruction	P = Private
S = Synchronmesh	E = Experience	DI = Driving Instructor
M = Manual	AS = Assessment	DIA = Driving Instructor/Assessor

Your personal driver training and assessment record

Either complete the session number box (if appropriate) or all the boxes below				Date		Accompanying driver's surname and licence no. or assessor's no.	
GVM (kgs)	Vehicle registration no:	Gearbox type:	Activity type:	Instructor type: *see key	Start time:	Driving activity undertaken Show all training and/or assessment of criteria (Show all criteria assessed, regardless of the result)	
Body	Trailer registration no:	*see key	*see key		End time:		

Optional completion

Always to be completed

Refer to assessment session record		Session no.	Date				
Vehicle		A	I	P	hrs	Training	
Trailer		S	E	DI	hrs	Assessment of criteria	
		M	AS	DIA			

Refer to assessment session record		Session no.	Date				
Vehicle		A	I	P	hrs	Training	
Trailer		S	E	DI	hrs	Assessment of criteria	
		M	AS	DIA			

Refer to assessment session record		Session no.	Date				
Vehicle		A	I	P	hrs	Training	
Trailer		S	E	DI	hrs	Assessment of criteria	
		M	AS	DIA			

Your personal driver training and assessment record

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Training Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA		

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Training Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA		

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Training Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA		

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GVM (kgs)	Vehicle registration no:	Gearbox type:	Activity type:	Instructor type: *see key	Start time:	Driving activity undertaken Show all training and/or assessment of criteria (Show all criteria assessed, regardless of the result)
Body	Trailer registration no:	*see key			End time:	

Optional completion

Always to be completed

Refer to assessment session record		Session no.	Date			
Vehicle		A	I	P	hrs	Training
Trailer		S	E	DI	hrs	Assessment of criteria
		M	AS	DIA		

Refer to assessment session record		Session no.	Date			
Vehicle		A	I	P	hrs	Training
Trailer		S	E	DI	hrs	Assessment of criteria
		M	AS	DIA		

Refer to assessment session record		Session no.	Date			
Vehicle		A	I	P	hrs	Training
Trailer		S	E	DI	hrs	Assessment of criteria
		M	AS	DIA		

Your personal driver training and assessment record

Refer to assessment session record		Session no.	Date	hrs	Training Assessment of criteria
Vehicle	A	I	P	hrs	Training Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA	hrs	

Refer to assessment session record		Session no.	Date	hrs	Training Assessment of criteria
Vehicle	A	I	P	hrs	Training Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA	hrs	

Refer to assessment session record		Session no.	Date	hrs	Training Assessment of criteria
Vehicle	A	I	P	hrs	Training Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA	hrs	

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GVM (kgs)	Vehicle registration no:	Gearbox type:	Activity type:	Instructor type:	Start time:	Driving activity undertaken Show all training and/or assessment of criteria (Show all criteria assessed, regardless of the result)	
Body	Trailer registration no:	*see key					

Optional completion

Always to be completed

Refer to assessment session record		Session no.	Date			
Vehicle		A	I	P	hrs	Training
Trailer		S	E	DI	hrs	Assessment of criteria
		M	AS	DIA		

Refer to assessment session record		Session no.	Date			
Vehicle		A	I	P	hrs	Training
Trailer		S	E	DI	hrs	Assessment of criteria
		M	AS	DIA		

Refer to assessment session record		Session no.	Date			
Vehicle		A	I	P	hrs	Training
Trailer		S	E	DI	hrs	Assessment of criteria
		M	AS	DIA		

Your personal driver training and assessment record

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA		

Refer to assessment session record		Session no.	Date	hrs	Training
Vehicle	A	I	P	hrs	Assessment of criteria
Trailer	S	E	DI	hrs	
	M	AS	DIA		

Refer to assessment session record		Session no.	Date	hrs	Training
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For further enquiries:

www.rms.gov.au

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Roads and Maritime Services

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