

RTC2306A**Unit Descriptor****Unit Sector****Operate vehicles**

Operate vehicles

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

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| 1. Prepare vehicle for use | 1.1 Occupational Health and Safety hazards in the work area are identified and reported to the supervisor |
| | 1.2 Routine checks and maintenance of vehicle are conducted prior to use according to manufacturers specifications and enterprise requirements |
| | 1.3 Faults or malfunctions are identified and reported for repair according to enterprise requirements |
| | 1.4 Loads are secured according to safe operational specifications, Occupational Health and Safety, legislative and enterprise requirements |
| 2. Drive vehicle | 2.1 Suitable personal protective equipment is selected, used, maintained and stored according to Occupational Health and Safety and enterprise requirements |
| | 2.2 Vehicle is driven in a safe and controlled manner and monitored for performance and efficiency |
| | 2.3 Driving hazards are identified, anticipated and controlled through the application of safe and defensive driving techniques |
| | 2.4 Environmental implications associated with vehicle operation are recognised and positive enterprise environmental procedures applied where relevant |
| 3. Complete and record vehicle performance | 3.1 Shut-down procedures are conducted according to manufacturers specifications and enterprise requirements |
| | 3.2 Malfunctions, faults, irregular performance or damage to vehicle is detailed and reported according to enterprise requirements |
| | 3.3 Vehicle is cleaned and decontaminated (where necessary), secured and stored according to enterprise and Occupational Health and Safety requirements |
| | 3.4 Vehicle operational reports are maintained to industry standards according to enterprise requirements |

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	With regard to hazards and unsafe work practices associated with vehicle operation may be reported to the supervisor and work team	1
Collecting analysing and organising information	With regard to vehicle performance, faults and maintenance carried out may be detailed and recorded for reference and organised by reports	1
Planning and organising activities	Maintenance and repairs may be planned and coordinated around work schedules or sequenced as required	1
Working with others and in teams	May be applied in the application of methods and procedures to complete maintenance procedures and complete records	1
Using mathematical ideas and techniques	May be applied in the calculation and measurement of load and weight, servicing requirements, and distance and fuel consumption	1
Solving problems	Breakdown, faults or malfunctions will require arrangements for repair or replacement to achieve work schedules	2
Using technology	To communicate, measure and record information with regard to maintenance, usage and performance of vehicle	1

RANGE STATEMENT

Occupational Health and Safety Requirements

may include

- the safe operation and maintenance of vehicles
- checks to ensure loads are secure and within working specifications
- hazard and risk control
- manual handling including lifting and carrying
- the application of emergency/defensive driving techniques
- handling, application and storage of hazardous substances
- outdoor work including protection from solar radiation, dust and noise
- the appropriate use, maintenance and storage of personal protective equipment
- passengers only carried when there is a seat approved by the manufacturer

Hazards

may include

- exposure to loud noise and fumes, hazardous substances (fuels, oils), solar radiation and organic and other dusts
- it may also include ergonomic hazards associated with posture and mechanical vibration
- other hazards may include
 - bystanders
 - livestock and wildlife
 - difficult terrain and varying gradients
 - broken ground
 - potholes
 - ditches
 - gullies
 - embankments
 - obstacles
 - adverse weather conditions
 - electricity
 - overhead hazards including
 - powerlines
 - loose clothing
 - speed and fatigue
 - load shifts
 - mechanical malfunctions
 - exposed moving parts including hydraulics, run over by vehicle, crushed by roll over, loads being carried, and other machinery

Routine checks and maintenance

prior to operation may include

- cabin drills, pre-start and safety checks including
 - an assessment of tyres
 - wheels
 - controls and cables
 - lights
 - safety mirrors
 - electrics
 - safety restraints
 - chain/driveshaft
 - chassis and suspension
- service and maintenance of
 - cooling system
 - fuel
 - oils and lubricants
 - battery levels
 - tyre pressure
 - fan belts
 - leads
 - lines
 - connections
 - air filters
 - air conditioning
 - brakes
 - clutch
 - gearbox
 - steering
 - lighting
 - transmission

Vehicles

may include

- utilities, four wheel drive vehicles, motorcycles (2 and 4 wheel), and light trucks

Enterprise requirements

may include

- Standard Operating Procedures (SOPs)
- industry standards
- production schedules
- Material Safety Data Sheets (MSDSs)
- work notes and plans
- product labels
- manufacturers specifications
- operators manuals
- enterprise policies and procedures including
 - waste disposal
 - recycling
 - re-use guidelines
- supervisors oral or written instructions

Personal Protective Equipment

may include

- boots
- overalls
- gloves
- protective eyewear
- hearing protection
- respirator or facemask
- sun protection, eg, sun hat, sunscreen

Safe and controlled vehicle operation

can be achieved through

- appropriate selection and use of controls, features, settings and operational techniques for the terrain and weather conditions without causing damage to
 - machinery
 - equipment
 - person
 - property or environment

Environmental implications for vehicles

may result in negative environmental impacts, and may result from

- excessive noise and exhaust emissions
- the unsafe use and disposal of maintenance debris
 - oil containers
 - chemical residues
- hazardous substances (fuel, oils)
- high traffic activity, particularly the repeated use of tracks, may negatively impact in soil disturbance, dust problems and increased run-off flows from unsafe cleaning and servicing activities

Shut down procedures for vehicles

may include

- turning the engine off, safe dismounting and securing the vehicle
- it may also include parking away from hazards, maintaining a clear thoroughfare, refuelling and cleaning the vehicle of soil, plant and animal material

Vehicle reports

may include

- routine checks and maintenance
- scheduled maintenance activities
- mandatory or statutory inspections
- faults
- malfunctions
- damage details
- hazard and incident reports

The sport and recreation industry**covers**

- industry sectors of community recreation, fitness, outdoor recreation and sport
- significant roles played by activity organisations, industry peak bodies, professional organisations
- large volunteer base
- high turnover of volunteers
- high levels of part time and casual employment
- irregular working hours
- relatively few professional positions
- workforce employed mostly in operational positions
- mainly small business or self-employed personnel
- slow to take up technology
- over 2/3 of the sport and recreation industry have no formal/recognised qualifications
- significant reliance upon industry credentials and involvement in the activity itself

EVIDENCE GUIDE**Critical aspects of evidence to be considered**

- Assessment must confirm sufficient knowledge in the operation of vehicles
- Assessment of performance should be over a period of time covering all categories from the Range Statements applicable to the learner's work environment
- In particular, assessment must confirm the ability to
 - use basic driving skills to drive effectively, with or without loads, in different terrain, weather conditions and emergency situations
 - carry out routine checks and maintenance
 - record performance details
 - demonstrate safe workplace and positive environmental practices associated with vehicle operation
- transfer the skills and knowledge required to operate vehicles to a different work environment, eg, this could include different vehicles, conditions and workplace situations

Interdependent assessment of units

- This unit must be assessed after attainment of competency in the following unit(s)
 - Nil
- This unit must be assessed in conjunction with the following unit(s)
 - Nil
- For the purpose of integrated assessment, this unit may be assessed in conjunction with the following unit(s)
 - Nil

Required knowledge and skills

- Required knowledge
 - Components, controls and features of vehicles and their functions
 - Operating principles and operating methods
 - Load limits and the principles of weight distribution with regard to load shifting and vehicle movement
 - Effects of adverse weather and terrain conditions on the operation of vehicles
 - Occupational Health and Safety legislative requirements and Codes of Practice
 - Environmental Codes of Practice with regard to the operation of vehicles
 - Relevant State/Territory legislation and regulations with regard to licensing, road and traffic requirements
- Required skills
 - Steer, manoeuvre and position vehicles in a smooth and controlled manner in on and off-road conditions
 - Demonstrate safe and environmentally responsible workplace practices
 - Obtain relevant licenses and permits
 - Demonstrate emergency procedures and safe driving techniques
 - Read and comprehend operator manuals
 - Effectively communicate faults, malfunctions and workplace hazards
 - Interpret and apply task instructions, report and maintain operational records

Resource implications

- Physical resources - assessment of this competency requires access to
 - personal protective equipment
 - vehicles
 - appropriate documentation and resources normally used in the workplace
- Human resources - assessment of this competency will require human resources consistent with those outlined in the Assessment Guidelines. That is, assessors (or persons within the assessment team) should
 - be competent in this unit
 - be current in their knowledge and understanding of the industry through provision of evidence of professional activity in the relevant area
 - have attained the National Competency Standards for Assessment: BSZ401A, BSZ402A and BSZ403A

Consistency in performance

- Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statements and contexts applicable to the work environment

Context for assessment

- This unit of competency must be assessed in the context of a sport or recreation activity. For valid and reliable assessment the sport or recreation activity should closely replicate the work environment. The environment should be safe with the hazards and circumstances and equipment likely to be encountered in a real workplace
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on required knowledge and skills and consideration of required attitudes
- Where performance is not directly observed and/or required to be demonstrated over a "period of time" and/or in a "number of locations", any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons

Essential Assessment Information

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed** , in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to the **Assessment Guidelines** . Further advice may also be sought from the relevant **sector booklet** .