



Australian Government

Department of Education, Employment and Workplace Relations

RTC2306A Operate vehicles

Release: 1

RTC2306A Operate vehicles

Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licensing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under minimal supervision within enterprise guidelines.

This competency standard covers the process of maintaining and operating vehicles in a rural, horticultural or land management setting. Competency requires the application of basic driving skills to safely utilise various controls and features of a range of vehicles, and demonstrate safe driving techniques. Competency requires knowledge of legislative requirements with regard to licensing, and an awareness of duty of care to self, others and the environment. The work is likely to be carried out under minimal supervision within enterprise guidelines.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare vehicle for use	1.1 OHS 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, OHS, legislative and enterprise requirements.
2 Drive vehicle	2.1 Suitable personal protective equipment is selected, used, maintained and stored according to OHS 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 OHS requirements. 3.4 Vehicle operational reports are maintained to industry standards according to enterprise

requirements.

Required Skills and Knowledge

Not applicable.

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in the operation of vehicles requires evidence of 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, and record performance details. Evidence must be demonstrated with regard to safe workplace and positive environmental practices associated with vehicle operation. The skills and knowledge required to operate vehicles must be **transferable** to a different work environment. For example, this could include different vehicles, conditions and workplace situations.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

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.

OHS 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.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

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 licences 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.

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.

- | | |
|--|---|
| 1. How can communication of ideas and information (1) be applied? | Information with regard to hazards and unsafe work practices associated with vehicle operation may be reported to the supervisor and work team. |
| 2. How can information be collected, analysed and organised (1) ? | Information with regard to vehicle performance, faults and maintenance carried out may be detailed and recorded for reference and organised by reports. |
| 3. How are activities planned and organised (1) ? | Maintenance and repairs may be planned and coordinated around work schedules or sequenced as required. |
| 4. How can team work (1) be applied? | Team work may be applied in the application of methods and procedures to complete maintenance procedures and complete records. |
| 5. How can the use of mathematical ideas and techniques (1) be applied? | Mathematics may be applied in the calculation and measurement of load and weight, servicing requirements, and distance and fuel consumption. |
| 6. How can problem-solving skills (2) be applied? | Breakdown, faults or malfunctions will require arrangements for repair or replacement to achieve work schedules. |
| 7. How can the use of technology (1) be applied? | To communicate, measure and record information with regard to maintenance, usage and performance of vehicle. |

Are there other competency standards that could be assessed with this one?

This competency standard **could** be assessed on its own or in combination with other competencies relevant to the job function.

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 both the **Assessment Guidelines** and the relevant **Sector Booklet**.

Range Statement

Range of Variables

The Range of Variables explains the range of contexts within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment may depend on the work situations available

What **OHS** requirements may be relevant to this standard?

Safe systems and procedures for:

- 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.

What **hazards** may be associated with the operation of vehicles?

Hazards may include exposure to loud noise and fumes, hazardous substances (fuel, 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.

What **routine checks and maintenance**

This may include cabin drills, pre-start and

might be carried out prior to operation?

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 and transmission.

What **vehicles** might be covered in this standard?

This may include utilities, four wheel drive vehicles, motorcycles (2 and 4 wheel), and light trucks.

What **enterprise requirements** may be applicable to this standard?

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 and re-use guidelines), and supervisors oral or written instructions.

What **personal protective equipment** may be relevant to this standard?

This may include boots, overalls, gloves, protective eyewear, hearing protection, respirator or facemask, and sun protection (sun hat, sunscreen).

How might the operation of a vehicle be demonstrated in a **safe and controlled** manner?

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.

What **environmental implications** may be associated with the operation of vehicles?

Negative environmental impacts may result from excessive noise and exhaust emissions, the unsafe use and disposal of maintenance debris (oil containers, chemical residues) and 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.

What may be involved in shut **down procedures** for vehicles?

This 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.

What vehicle **reports** may be maintained?

This may include routine checks and maintenance, scheduled maintenance activities, mandatory or statutory inspections, faults, malfunctions, and damage details, hazard and incident reports.

For more information on contexts, environment and variables for training and assessment, refer to the Sector Booklet.

Unit Sector(s)

Not applicable.