



MANSFIELD SHIRE

L2P

LEARNER DRIVER MENTOR PROGRAM

Mentee Handbook



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Overview of the Mansfield Shire Council L2P Program

The L2P program is a state wide initiative managed by Vic Roads. It is aimed at assisting young learner drivers complete the 120 mandatory hours of on road driving experience. L2P is a community based volunteer program designed to provide access to driving practice on public roads for learner drivers under the supervision of a fully licenced driver.

The learner drivers are matched with a volunteer supervising driver (Mentor) from the community, who works with the learner so that they can achieve their goal of 120 hours.

Criteria for Learner Driver Participants

The L2P Program supports Mansfield Shire residents aged between 16 and 20 years, who have their Victorian Learners Permit and are disadvantaged by the mandatory 120 hours practice required to obtain their probationary drivers licence. It is the policy of Mansfield Shire Council that all learner drivers are disadvantaged by this requirement and are therefore eligible for the program. Candidates for the program are ranked on the basis of their perceived need. In the event that the program is oversubscribed, applicants with a higher ranking of disadvantage will be given priority.

How the Program Works

Prior to matching a learner driver with a Mentor, they are assessed by a professional driving instructor to determine their level of driving competence. The L2P Program is based on four stage graduated licencing system where a professional driving instructor guides their progress through the four stages. The Mentor is encouraged to attend the lesson with their mentee and the driving instructor and must adhere to the limitations of the driving stage that the driving instructor sets.

Participants are required to demonstrate basic car control before beginning driving sessions with their Mentor. Participants will have access to up to 5 free lessons with a registered driving school throughout their time in the L2P program to assess their progress and improve their skills.

Participants will be matched to a volunteer Mentor who will guide their development as safe drivers.

The Role of the Mentor

- Offer support, encouragement, optimism and hope
- Offer guidance, support and realistic advice as requested
- Help with goal setting, suggest possible courses of action, and support the young person in making choices
- Help young people identify their strengths and promote self-esteem
- Be a sounding board for ideas and problems
- Help young people to develop their skills
- Offer a consistent, non-judgemental relationship

Mentor/ Mentee Dos and Don'ts

- Please do NOT speak to the media or make public comment on behalf of Mansfield Shire Council without permission from the L2P coordinator.
- Do NOT lend money or give or receive gifts unless authorised by the L2P coordinator in writing.

- Do NOT disclose others' personal information unless authorised in writing by the L2P coordinator.
- DO act responsibly and make sure safety is maintained at all times.
- If injured while participating in the L2P program DO contact the L2P coordinator.
- DO inform the L2P coordinator of any incidents (even if they are small) that occur during the program.
- DO treat others respectfully and with consideration.
- DO be prepared to take responsibility for any traffic offences such as parking or speeding tickets that you incur whilst driving.
- DO consult with the L2P coordinator if you are unsure or concerned about any aspect of the program or your role as a mentor

Frequently Asked Questions

1. How do I sign up for the program?

To join the program, you just need to fill out an application form. Once we have received these forms from you, the L2P Coordinator will be in touch to schedule an induction meeting. At the induction meeting, you will need to sign some paperwork, and we'll discuss the program further. Once the interview is completed, we will work on matching you with a suitable mentor.

2. What sort of time commitment do I need to make to the program?

Once you have been matched with a Mentor, you should allow approximately 1 to 2 hours per week; however, the amount of time spent is an individual choice and can be negotiated between yourself and your Mentor.

3. Do I have to provide my personal details to my Mentor?

No. This is entirely up to you. You, as a Mentee, do not have to share your details until you are comfortable to do so.

4. Can I contact my Mentor for reasons not related to the L2P Program?

Contact between a Mentee and Mentor outside of the L2P Program is not encouraged. However, in a small community it is unrealistic for Mentors and Mentees to maintain separation at all times. Given this, minimal contact between Mentors and Mentees outside of the L2P program is preferred.

Vehicle Operational Procedures

General Information

- L2P vehicles are to be left in a clean and tidy condition.
- L2P Vehicles are to be picked up and returned at the booked times. If drive time is to be extended or in an emergency, local contact details will be provided with the car.
- Log books are to be filled out clearly.
- L2P vehicles are to be returned with a full tank of petrol. Fuel cards (Caltex) can be found in the centre console, you will need to provide the odometer reading and use the last four digits on the card as a pin when purchasing fuel. Please fill in the vehicle log book (in glovebox) clearly.

- Any incidents with vehicles are to be reported immediately and an incident report filled out as soon as possible.
- The Mentor must complete the vehicle logbook for each driving session recording; the date, odometer reading at start and finish, total kilometres travelled, the starting and finishing times, Mentor's and Mentee's name.
- The vehicle is for the sole purpose of the L2P program and is not for personal use.
- Mentors are never to use their personal vehicle for the purposes of this program, as they will not be covered by our insurance policy.
- The Mentor and the Mentee will complete a basic vehicle inspection prior to each drive. This will benefit the Mentee by providing experience in car maintenance and safety checks.
- The Mentor must ensure that the Mentee produce their Learner Permit before each session (it is a requirement by law that learner permits are carried whilst driving).
- The Mentor must also show their licence to the Mentee to fulfil their requirement to carry their licence at all times whilst driving or supervising a Learner Driver.
- Driving sessions can be terminated by the Mentor if weather/road conditions are unsafe or the Mentee is not following instructions or driving in a safe manner.
- Mentors can cancel the driving session if they believe the Mentee is under the influence of alcohol or drugs.

Vehicle Booking Procedure:

- Please liaise with your mentor to organise times and dates for car bookings – mentors are responsible for contacting the L2P coordinator to reserve the L2P car.

Accident Reporting Procedure:

In the event of an accident please:

- Ensure that any injured person is immediately attended to and that medical attention, if necessary, is arranged.
- DO NOT ADMIT LIABILITY. All insurance companies require you to not admit liability at any time.
- Call the Police (if there is any injury to either party or either party requests police attendance) and advise them of the accident.
- Note all the details of the people and vehicles involved in the accident, including all details of independent witnesses. This information must be reported via the L2P Coordinator who will then forward the information to Fleet Management.

Body Damage

Any damage to the vehicle should be reported to the L2P Coordinator who will in turn forward the information to the Fleet Management. This includes any scratches and scrapes which have broken the paint work.

Loss of personal items

The loss of personal property from a Mansfield Shire Council vehicle is not covered by our insurance, and is the responsibility of the individual. Please ensure that your own insurance covers items of a significant value for this.

Graduated Licencing System

Most learners in Victoria will need to get at least 120 hours of supervised driving experience, with a minimum of 10 hours at night, to apply for a probationary licence. This gives them a chance to develop safer driving skills gradually.

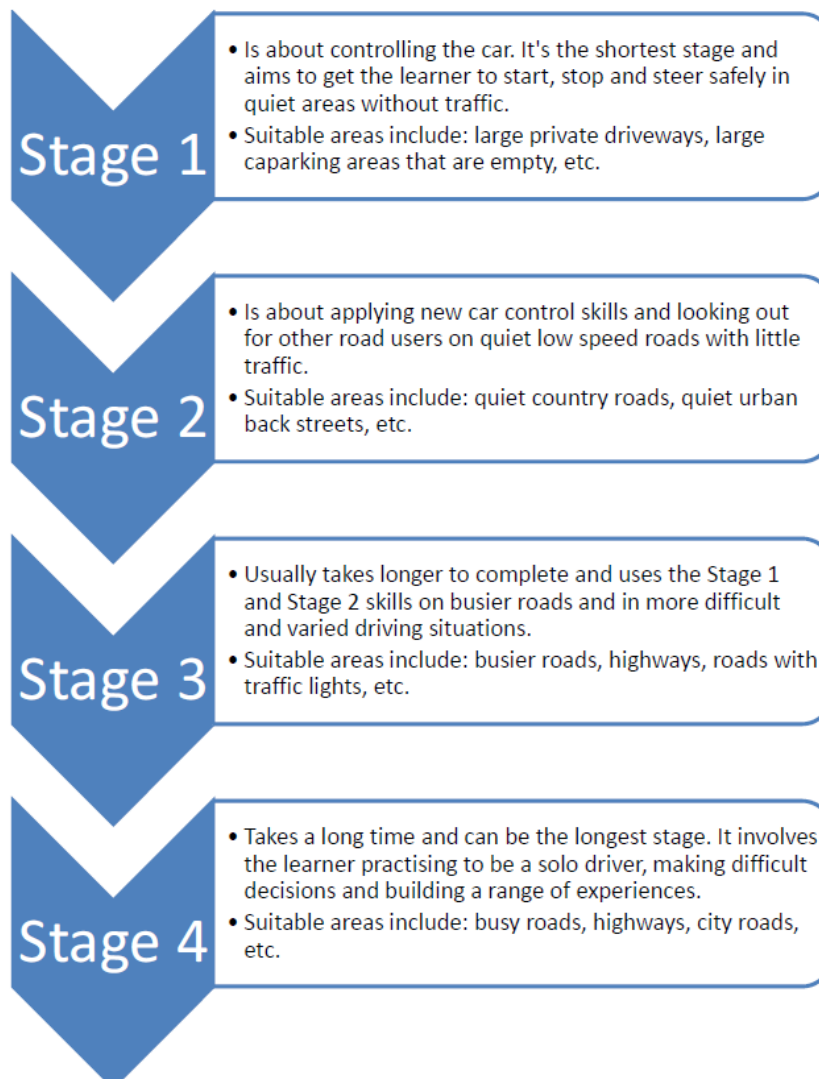
Victoria has a Graduated Licensing System that aims to help:

- Prepare new drivers for the demands of solo driving through extended learning
- Protect probationary drivers by keeping them out of high risk driving situations
- Motivate probationary drivers to adopt safe driving situations
- It is a requirement of the Mansfield Shire L2P Program that Mentees are assessed before transition to the next stage of driving.

Keys for Success

- Divide the learner period into four stages (see below).
- Work with your Mentor to reach the goals of each stage before progressing to the next.
- Ensure that you have been assessed by an L2P approved driving instructor before you move to the next stage.

Four Stages of the Graduated Licencing System



Mentee Code of Conduct

All L2P Program Learner Drivers should understand and agree to abide by the following code of conduct. Any violation of this contract may result in their immediate exit from the program.

In choosing to participate in the L2P Program I agree to:

- 1) Follow all rules, guidelines and Code of Conduct as outlined by the Program Coordinator and in this contract, match agreement and program policies.
- 2) Keep all information discussed between myself and my Mentor in strict confidence.
- 3) Treat all people with dignity and respect.
- 4) Never consume alcohol, tobacco or controlled substances while taking part in a driving lesson.
- 5) Notify the Program Coordinator if I have any changes in address, phone number, or employment status.
- 6) Notify the Program Coordinator if you are unable to attend the pre-arranged drive with as much prior warning as reasonable possible.
- 7) Participate in a closure process when/if required.

Please note:

- If a learner driver fails to attend a pre-booked professional driving lesson without giving reasonable notice (reasonable notice being at least 24 hours before the lesson), then they will be personally required to pay a fee to the driving instructor.
- If a learner driver fails to show up to 3 driving sessions (professional or with their supervising driver), without providing reasonable explanation or notice, their place in the program will be review, and they may be placed back on the waiting list, or exited from the program.

You will be asked to sign a copy of this Code of Conduct during your interview with the L2P Coordinator.

Rights and Responsibilities

When you are with your L2P Mentor it is important that you can feel free to talk about yourself. You have the right to privacy and safety. Your L2P Mentor will not talk about you to people outside of the mentoring program.

Sometimes it will be necessary to share information about you within the mentoring project. The sort of information that may be shared with the L2P Program Coordinator is:

- If you are being hurt by someone.
- If you are in desperate need of help for something the L2P Mentor can't provide e.g. safe place to stay.

There are also circumstances where, in order to protect your safety, your L2P Mentor (through the L2P Program Coordinator) will need to share information about you outside the program.

Examples of this are:

- If you are being sexually, emotionally or physically abused by someone.
- If you are being threatened with violence.

If you tell your mentor something that indicates that you are at serious risk or harm then they may have a responsibility to tell someone else. No information will be passed on outside of the mentoring

program without discussing it with you first. Your views and needs will be taken into account, and you would be offered support during this time.

If you have any questions or concerns at any time, please feel free to contact the L2P Coordinator.

L2P is proudly supported by

