SAMPLE

Completed New Driver VOC, printed from the Driver Training app. Example data only: the people, fleet and results are made up.

Record status: Complete and locked · Result: Competent, coaching needed · 55 of 55 items rated · Assessor: Alex Morgan · 16/08/2026

New Employee Driver Program and VOC

6. New Driver VOC Fillable

Driver name: Mia Harris Employee no: E1034

Licence class/no: MC · WA 7302742 Expiry: 2029

Vehicles / configurations assessed: ☐ Light vehicle ☐ Mini bus ☐ Coach ☑ Single / B-double ☐ Double road train ☐ Triple road train ☐ Quad road train (tick each vehicle or combination driven during this VOC; shown on the Competency Matrix)

Light vehicle, mini bus or coach: use this same VOC and mark any item that does not apply to the vehicle (for example coupling, trailer and road-train items) N/A.

Assessor: Alex Morgan Date: 16/08/2026

Vehicle/combination: B-double (HC) Rego: 1GXY 482

Route: Geraldton to Mt Magnet haul road

Weather/road conditions: Dry, clear, day shift

Type: ☑ Initial ☐ Annual ☐ Post-incident ☐ New combination

Rating: C = Competent | F = Fair, needs coaching | P = Poor, Not Yet Competent | CF = Critical Fail | N/A = Not applicable

▼ Root cause (RCA column)

Code	Root cause	What it means
P	Planning	Did not plan the route, approach or manoeuvre in advance. Late decisions, no contingency.
O	Observation	Did not check mirrors, blind spots or surroundings, or identify hazards. Poor scanning.
T	Technique	Incorrect physical execution: steering, braking, gear selection, speed control, positioning.

VK	Vehicle Knowledge	Not enough understanding of vehicle systems, couplings, braking systems or controls.
J	Judgment / Compliance	Poor gap selection, misjudged speed or distance, or a breach of road law or safety rules.
CM	Communication	Did not signal, verbalise checks or communicate intent clearly.

RCA column: each item has its most likely root cause code. In the app the code appears once C, F or P is ticked and is coloured by the rating: **green** for C, **orange** for F and **red** for P. Change the code if a different cause applies.

F and P items, with their root cause, appear on the Competency and Compliance Dashboard for managers to follow up, record the action taken and verify.

Critical-fail items (any one ends the assessment and the result is Not Yet Competent)

- Running a red light or stop sign, or failing to give way causing another road user to react
- Excessive speed for the conditions or over the limit
- Unsecured or unsafe load, or incorrect coupling not detected (fails tug test / visual check)
- Unsafe reversing without checking or using a spotter where required
- Assessor has to take physical or verbal control to avoid an incident
- Using a mobile phone while driving
- Driving while fatigued or impaired, or breaching fatigue rules
- Contact with an object, vehicle or person

Critical fail observed: ☑ No ☐ Yes: _____

Section 1: Pre-trip

#	Criteria	C	F	P	N/A	RCA
1.1	Fit for duty, fatigue record correct	☑	☐	☐	☐	J
1.2	Licence and documents carried	☑	☐	☐	☐	J
1.3	Walk-around in company sequence: tyres, wheels, lights, air/electrics, suspension, fifth wheel, leaks	☑	☐	☐	☐	VK
1.4	In-cab checks: gauges, air build-up, brakes, horn, wipers, mirrors, seat belt	☑	☐	☐	☐	VK
1.5	Defects recorded and reported correctly	☑	☐	☐	☐	CM
1.6	Checks load restraint, mass and dimensions	☑	☐	☐	☐	J

Section 1B: Mid-trip inspection

Checked at a planned stop during the trip, across the complete combination. Hub and brake temperatures are checked by hand or with a heat gun.

#	Criteria	C	F	P	N/A	RCA
1B.1	Vehicle posture and suspension, every unit	☑	☐	☐	☐	VK
1B.2	Leaks: air, oil, fuel, coolant	☑	☐	☐	☐	O
1B.3	Wheels, nuts and tyres	☑	☐	☐	☐	O
1B.4	Mudflaps and mudguards	☑	☐	☐	☐	O
1B.5	Lights and indicators	☑	☐	☐	☐	O
1B.6	Mandatory signage and number plates	☑	☐	☐	☐	J
1B.7	Couplings, turntables, dollies and safety chains	☑	☐	☐	☐	VK
1B.8	Tools, bars, ropes and chains secure	☑	☐	☐	☐	O
1B.9	Vision and cab cleanliness	☑	☐	☐	☐	O
1B.10	Hub and brake temperatures checked	☑	☐	☐	☐	VK
1B.11	Load security and restraint	☑	☐	☐	☐	O
1B.12	Brakes	☑	☐	☐	☐	VK

Section 2: Coupling and uncoupling

#	Criteria	C	F	P	N/A	RCA
2.1	Checks area, trailer height and chocks	☑	☐	☐	☐	O
2.2	Couples prime mover to trailer correctly	☑	☐	☐	☐	T
2.3	Connects/couples dolly and converter correctly (road train)	☑	☐	☐	☐	T
2.4	Tug test and visual check of jaws/pin/locking	☑	☐	☐	☐	T
2.5	Airlines, electrics, landing legs, safety chains correct	☑	☐	☐	☐	VK
2.6	Uncouples safely in correct sequence	☑	☐	☐	☐	T

Section 3: On-road driving

#	Criteria	C	F	P	N/A	RCA
3.1	Moves off safely: mirrors, signals, gear selection	☑	☐	☐	☐	O
3.2	Smooth, progressive gear changes and engine management	☑	☐	☐	☐	T
3.3	Regular mirror scanning and observation	☑	☐	☐	☐	O
3.4	Speed suits limits, load and conditions	☑	☐	☐	☐	J
3.5	Keeps safe following distance for combination	☐	☑	☐	☐	J
3.6	Lane position and correct road position for turns	☑	☐	☐	☐	T
3.7	Intersections and roundabouts: approach, gap selection, off-tracking	☑	☐	☐	☐	J
3.8	Rail crossings handled correctly	☑	☐	☐	☐	O
3.9	Correct use of engine brake/retarder, hill descent in correct gear	☑	☐	☐	☐	VK
3.10	Anticipates hazards and other road users	☑	☐	☐	☐	O
3.11	Overtaking and being overtaken (road-train etiquette, UHF)	☑	☐	☐	☐	CM
3.12	Gravel/unsealed roads, dust, wildlife awareness	☑	☐	☐	☐	O
3.13	Follows approved route (RAV)	☑	☐	☐	☐	P
3.14	Safe stopping and parking, shoulders and rest areas	☑	☐	☐	☐	J
3.15	All passengers seated, seat belts secured	☑	☐	☐	☐	J

Section 4: Reversing and manoeuvring

#	Criteria	C	F	P	N/A	RCA
4.1	Gets out and looks (GOAL) before reversing	☐	☑	☐	☐	O
4.2	Uses spotter correctly where required	☑	☐	☐	☐	CM
4.3	Reverses accurately into bay/dock	☑	☐	☐	☐	T
4.4	Tight manoeuvring without contact	☑	☐	☐	☐	T

Section 5: Site and load

#	Criteria	C	F	P	N/A	RCA
5.1	Follows site rules, speed and PPE	☑	☐	☐	☐	J
5.2	Stays in safe zones during load/unload	☑	☐	☐	☐	J
5.3	Checks restraint after loading and during trip	☑	☐	☐	☐	O

Section 6: Knowledge (verbal questions)

#	Question	C	F	P	N/A	RCA
6.1	What are your fatigue limits and rest requirements?	☑	☐	☐	☐	J
6.2	What do you do if you find a defect before or during a trip?	☑	☐	☐	☐	CM
6.3	What is the breakdown procedure for a road train?	☑	☐	☐	☐	P
6.4	What would you do if brakes started to fade on a descent?	☑	☐	☐	☐	VK
6.5	How and when do you report an incident or near miss?	☑	☐	☐	☐	CM
6.6	How do you check your route is approved for this combination?	☑	☐	☐	☐	P

Section 7: End of shift

#	Criteria	C	F	P	N/A	RCA
7.1	Parks and secures vehicle correctly	☑	☐	☐	☐	T
7.2	Post-trip check and defect report	☑	☐	☐	☐	O
7.3	Paperwork/records complete and accurate	☑	☐	☐	☐	CM

Assessor comments (evidence)

3.5: coached on 4-second gap.

4.1: coached on GOAL.

Outcome

☑ Competent: approved to drive solo on: B-double (HC) (combinations/routes)

☐ Not Yet Competent: further training in: _____

Re-assessment date: _____

☐ Critical Fail: stood down from driving, retraining plan required

Assessor signature: Alex Morgan

Driver signature: Mia Harris

Operations Manager approval: Sam Carter

Date: 16/08/2026

Reassessment

- Annually for all drivers
- After any at-fault incident
- Before operating a new combination type
- Where telematics or complaints show a concern

SAMPLE

Example data only: the people, fleet and results are made up.

After the VOC: corrective actions on the Dashboard

When the VOC was completed, each item rated F or P became a numbered corrective action on the Competency and Compliance Dashboard, with its root cause and priority. A manager or Training Compliance works each one through to Completed, and a different person verifies and closes it.

CAR	Driver / operator	Item	Root cause	Priority	Corrective action	Status
CAR-2-4.1 VOC 16 Aug 2026	Mia Harris E1034 Red Dirt Resources (Demo)	**4.1** Gets out and looks (GOAL) before reversing F, needs coaching New Driver VOC · 4: Reversing and manoeuvring · assessor Alex Morgan	O	Critical	GOAL refresher booked with the trainer on the next roster swing.	In progress
CAR-2-3.5 VOC 16 Aug 2026	Mia Harris E1034 Red Dirt Resources (Demo)	**3.5** Keeps safe following distance for combination F, needs coaching New Driver VOC · 3: On-road driving · assessor Alex Morgan	J	Critical	Coached on following distance for a loaded B-double. Follow-up drive two weeks later showed consistent 4+ second gaps.	Verified and closed Completed by Sam Carter 23 Aug 2026 Verified by Casey Brooks 26 Aug 2026

Root cause codes: P Planning · O Observation · T Technique · VK Vehicle or equipment knowledge · J Judgment and compliance · CM Communication.