



**LFT – NEW DRIVER APPLICATION FORM**

LFT SUBCONTRACTOR: \_\_\_\_\_

DRIVER NAME: \_\_\_\_\_

DRIVER PREFERRED NAME: \_\_\_\_\_

MOBILE NUMBER: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**LFT – NEW DRIVER TRAINING & COMPETENCY CHECK**

(for drivers working for current LFT Contractors only)

I \_\_\_\_\_ from \_\_\_\_\_

( Insert Director full name)

(LFT current Subcontractor name)

Hereby confirm that our newly appointed driver \_\_\_\_\_

(Insert driver name)

Has completed the following training and competency check:

- Minimum 2 days on the job training in the appropriate capacity vehicle and on similar runs that they may be assigned to.
- The driver has been trained on how to complete a pre-start vehicle check and is competent in doing so alone and unsupervised. Please attached a completed copy of the driver competency checklist.
- The driver has been trained on using The Chain App in all respects of the position.
- The driver has been trained in all areas of CoR

Signed:

\_\_\_\_\_

Subcontractor Company Director

\_\_\_\_\_

Driver Signature

**Drivers Must Send as attachments:**

- Photo of Driver’s License Front & Back – For Relevant vehicle type
- Proof of Citizenship ( Passport or Medicare card )

Upon receipt of the Application form and the required documents, you will be supplied with a username and password to the LFT portal on The Chain App.



## LFT SOFTWARE / THE CHAIN APP

Once you have received your username and password you will need to read through the LFT Company Compliance Manual and will be asked to sign off that you understand and accept the conditions within the manual.

Before you commence driving you will need to navigate via the menu bars to the Induction list and as a minimum complete all COMPULSORY INDUCTIONS and submit them into the LFT Chain App for approval.

These include the following:

- LFT CONTRACTOR / DRIVER INDUCTION
- NTC Load Restraint (manual is available through The Chain App or our website) no certificate required to be uploaded as such but must confirm understanding of manual.
- Vic Roads Pre-Employment Medical check – no older than 3 years (or 1year for drivers over 50 years of age)
- Speed Management/Vic Roads Demerit point check – no older than 6 months
- Police check – no older than 2 years

All certificates need to be uploaded into the Chain App for approval by LFT administration.

Forms and links to the relevant courses or manuals are all available through our website [www.lftransport.com.au](http://www.lftransport.com.au)

The above inductions are an absolute minimum but any driver wishing to increase and maximize their hours of work should also look at completing specific site inductions not limited to but highly recommending the following:

- Startrack
- VISY – site/COR/Driver
- Aldi

Please contact LFT administration to obtain the relevant passwords or vendor details to gain access to these site specific inductions.

If you do require any further details then please don't hesitate to contact [admin@lftransport.com.au](mailto:admin@lftransport.com.au)

Inductions will need to be renewed accordingly as per their expiry dates or drivers may be temporarily suspended.

# HEAVY VEHICLE DRIVER COMPETENCY ASSESSMENT:

Driver's Name	
Assessor/Contractor Name	
Assessment Date/Time	

## Assessment & Practical Demonstration

### Part 1. In Cab Assessment

Competency Achieved (please tick)	Yes	No
<b>Pre Operational Checks</b>		
1. Wheels, wheel nuts & tyres		
2. Knowledge of Vehicles Tare and GVM/GCM		
3. Fluid leaks/levels		
4. Air leaks		
5. Air tanks		
6. Couplings		
7. Vehicle posture		
8. Load security		
9. Loose/missing/broken fittings		
10. Registration		
11. Lights & indicators		
12. Drive belts & pulleys		
<b>Cabin Drill</b>		
1. Seating position		
2. Seatbelts		
3. Mirrors		
4. Cleanliness		
5. Controls		
<b>Start, move off, shut down &amp; secure</b>		
1. Start engine		
2. Instruments & gauges		
3. Move off		
4. Return to kerb		
5. Shut down vehicle		
6. Secure vehicle		
<b>Manages Steering</b>		
1. Smooth directional changes		
2. Straight line driving		
3. Hand position & grip		
4. Curves & bends		
5. Intersections		
6. Railway crossings		
7. Kerb clearance		
<b>Manages Gears</b>		
1. Appropriate gear for speed/gradient		
2. Smooth changes without clashing		
3. Correct use of clutch		

<b>Manages Brakes</b>		
1. Efficient use of brake system		
2. Smooth application		
3. Stopping point accuracy		
<b>Manages Accelerator</b>		
1. Manages engine power		
2. Smooth & efficient		
<b>Road Rules &amp; Directions</b>		
1. Obeys road rules		
2. Follows assessors' instructions		
<b>Hill Stop/Start</b>		
1. Ascent		
2. Descent		
<b>Load Securing</b>		
1. Ropes		
2. Chain and dogs		
3. Winches and straps/ratchets and straps		

<b>In Cab Assessment Operator Is:</b>	<input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/> Further Training Required
<b>Reassessment:</b>	<input type="checkbox"/> Required <input type="checkbox"/> Not Required

<b>Assessor Comments:</b>	
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<b>Operator</b>	
<b>Operator Sign</b>	
<b>Date</b>	
<b>Assessor Name</b>	
<b>Assessor Sign</b>	