

Alpha Driver Training – Policy & Procedure Manual

(Queensland, Australia – Including Child Safe Organisations Act 2024 Requirements)

1. Purpose

This manual sets out the operational, safety, and legal standards for **Alpha Driver Training**, ensuring compliance with Queensland Department of Transport and Main Roads (TMR) as well as the **Child Safe Organisations Act 2024 (Qld)**. Its aim is to prioritize safety, professionalism, legislative adherence, and inclusive, respectful training for all students, including minors.

2. Scope

Applicable to:

- Owner/operator of Alpha Driver Training
- Accredited Driver Trainers
- Administrative staff
- Students enrolled in lessons, including minors and their guardians

3. Legislative & Regulatory Framework

Alpha Driver Training must comply with:

- **Transport Operations (Road Use Management) Act 1995 (Qld)**
- **Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2015**
- **Australian Road Rules**
- **Privacy Act 1988**
- **Work Health and Safety Act 2011 (Qld)**
- **Child Safe Organisations Act 2024 (Qld)**—introducing the **10 Child Safe Standards**, the **Universal Principle** (cultural safety for Aboriginal and Torres Strait Islander children), and the **Reportable Conduct Scheme**, under the oversight of the Queensland Family & Child Commission (QFCC) ([Queensland Legislation](#), [Queensland Family and Child Commission](#), [Vocare Law](#))

4. Policy Statements

4.1 Professional Standards

- All trainers must hold current TMR accreditation (Transport and Logistics – Car Instruction) and, where applicable, a valid **Blue Card** (Working with Children check).

4.2 Child Safety & Cultural Inclusion

Alpha Driver Training will implement the **10 Child Safe Standards**:

1. Embed child safety in leadership, governance, and culture
2. Ensure children's voices are heard and they are taken seriously
3. Engage families and communities in promoting safety
4. Uphold equity and meet diverse needs
5. Ensure staff working with minors are suitable and supported
6. Maintain child-focused complaint handling
7. Provide ongoing staff training on child safety
8. Create safe physical and online environments
9. Regularly review and improve practices
10. Maintain clear policies and procedures ([Donovan Winkler Lawyers](#), [Queensland Family and Child Commission](#), [Safe Space Legal](#))

Also, uphold the **Universal Principle**, ensuring cultural safety for Aboriginal and Torres Strait Islander children ([Donovan Winkler Lawyers](#), [Queensland Family and Child Commission](#)).

4.3 Reportable Conduct

In preparation for the **Reportable Conduct Scheme**, introduce internal processes to capture and investigate allegations of abuse, neglect, or other reportable conduct by staff or trainers. This will align with requirements to report to QFCC when implemented ([Donovan Winkler Lawyers](#), [Vocare Law](#), [Safe Space Legal](#)).

4.4 Safety, Compliance & Privacy

- Vehicles must remain roadworthy and safe.
- All student information—including that of minors—must be handled per the **Privacy Act** and child safety standards.
- Complaints must be managed with sensitivity, fairness, and confidentiality.

5. Procedures

5.1 Enrolment (Minors)

1. Collect details from student and guardian (including learner licence and Blue Card when needed).
2. Provide a **Child Safety Statement**, outlining the child safe policies and standards.
3. Obtain signed agreement from both guardian and student acknowledging these policies.

5.2 Lesson Delivery

1. Conduct pre-lesson safety checks (vehicle and environment).
2. Explain lesson goals clearly.
3. Deliver age-appropriate, respectful instruction.

4. Offer constructive feedback and record progress, including any concerns.

5.3 Child Safe Standards & Culture

- Embed child safety across leadership, training, environment, recruitment, and complaint-handling.
- Adopt culturally safe practices in line with the Universal Principle.
- Use QFCC's **Self-Assessment Tool** and **Guidelines** to monitor progress and gaps ([Queensland Family and Child Commission](#)).

5.4 Complaints & Reportable Conduct

- Create a clear, child-centred complaints process.
- Train staff to spot and respond to reportable conduct.
- Once mandated, report any such allegations to QFCC accordingly.

5.5 Training & Awareness

- All staff must complete child safety training and refresh annually.
- Include training modules on the 10 standards and Universal Principle.

5.6 Record Keeping

- Maintain secure records: enrolment, agreements, training, incident reports, and self-assessments.
- Retain records for the required legal period (typically 5 years).

6. Roles & Responsibilities

- **Owner/Operator:** Ensure legal compliance, oversee implementation, manage training, and lead culture of safety.
- **Driver Trainers:** Adhere to all safety, child safe, and professional standards; participate in training; report concerns.
- **Students & Guardians:** Provide accurate information, engage respectfully, and communicate concerns.

7. Insurance & Risk Management

Maintain appropriate **Insurance** including:

- Comprehensive vehicle insurance for instruction
- Public liability and professional indemnity insurance that covers child-related risks

8. Review & Continuous Improvement

- Conduct an annual review of child safe practices.
- Use QFCC tools to track compliance and improvements.
- Stay informed of legislative updates through QFCC and training updates.