

# Supervising Driver Position Description



## Role Summary

- To support Young Learner Drivers living in the Glenelg Shire Council region to achieve 120 hours of driving experience by acting as a Supervising Driver.
- To develop and maintain a positive and committed partnership with Young Learner Drivers.

## Key Responsibilities and Duties

- To supervise a Young Learner Driver to complete 120 hours of driving experience prior to going for their Probationary License
- To be available to meet with a Young Learner Driver for a minimum of one hour of driving per week
- To liaise with the Young Learner Driver and book in weekly driving sessions with the L2P Program Coordinator
- To ensure the L2P Program vehicle is left in a condition suitable for use by other program participants
- To monitor fuel usage and notify the L2P Coordinator if unable to complete refueling of the vehicle when required
- To inform the L2P Program Coordinator of any car maintenance issues
- To build a positive, non-judgmental and empowering relationship with a Young Learner Driver
- Participate in regular supervision with the L2P Program Coordinator

## Accountabilities

The Supervising Driver will be required to;

- Adhere at all times to L2P Program Policies and Procedures, including the Supervising Driver Conduct Agreement
- Attend initial and ongoing training where required

## Selection Criteria

- A full Victorian drivers License
- Able to make a meaningful commitment to supporting a Young Learner Driver to gain 120 hours of supervised driving experience
- Good communication skills and capacity to work with young people
- Willingness to undertake a Working with Children Check, Police Check and Driver History Report (all costs to be covered by the Glenelg L2P Program)
- Provide a minimum of two verbal referees

