

NEWSLETTER

WELCOME TO IN THE PASSENGER SEAT – YOUR INDUSTRY
NEWSLETTER

EDITION 8 | MARCH/APRIL 2020 | PH: 1300 585 866

Welcome to the 08th edition of **In the Passenger Seat**, our free monthly newsletter for the driving instructors of Australia! You may have noticed that we did not release a March edition of this newsletter, unfortunately this was due to the current COVID-19 situation. We have been reluctant to release information in print given the speed of change.

To kick start this edition we have decided to update you all on the latest news from our regulators around Australia! It was of little surprise that within the early stages of shutdown, that sections of the industry had to drive the agenda for the continuation or suspension of driving lessons. It has become apparent that some regulators were pro-active and decisive with information supporting their local driver trainers. Unfortunately, some regulators needed more time to communicate clearly.

The feedback we received from many frustrated driver trainers was a sense of isolation and that their regulators were absent when they required clear direction. We identify that it was difficult for our regulators to communicate clearly during the commencement of localised shutdowns due to the speed of change.

We expect that the regulators of our industry will have improved by the time of publishing this newsletter and will support you moving forward. It is not unreasonable for you to expect support that is reflective of your paid fees and the responsibilities afforded to our regulators. A review of regulator performance post COVID-19 will be most welcome.

It is important to note that the updates within this newsletter have been provided to you directly from the regulators and government departments themselves, their official media news streams or their own public websites. With the exception of Queensland, we have not included any information from local news media streams, community posts or social media posts as these reports aren't always a reliable source of information.

COVID-19 - DRIVING INSTRUCTORS/LEARNER DRIVERS – A MESSAGE FROM THE CPVV (VICTORIA)

Release Date: February 24th, 2020

In their latest update, the CPVV has reported that they have received a number of enquiries from driving instructors and students, asking if lessons can still continue during COVID-19 restrictions. If a student is taking driving lessons as part of necessary training associated with their job, such as learning to drive a heavy vehicle truck or bus, they can continue to attend those lessons. Other learner drivers may only drive



IN THE PASSENGER SEAT

with parent or other licensed driver in their household for one of the permitted reasons to leave home.

SOURCE: CPV Website

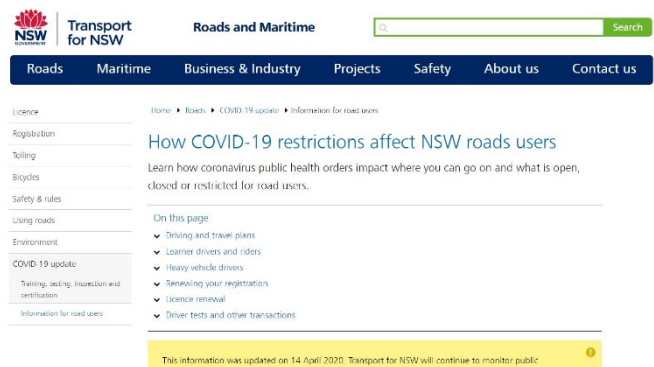
COVID-19 – LEARNER DRIVERS AND RIDERS (TRANSPORT FOR NSW)

Learner drivers may continue to take driving lessons – either with an instructor or a family member. This includes safer driver courses, rider training and heavy vehicle driver assessment.

Service NSW has postponed practical driver testing across NSW. Some exclusions apply, including heavy vehicle competency-based assessment. If you are in urgent need, you can also apply for priority testing.

Knowledge tests booked appointments and other transactions have also temporarily changed to help slow the spread of COVID-19.

SOURCE: Transport for NSW – Roads and Maritime



COVID-19 – QUEENSLAND

DEPARTMENT OF TRANSPORT AND MAIN ROADS

Unfortunately, throughout all of our research across all the regulators, we have found that the Queensland Department of Transport website and their associated media page has the least amount of information available to driving instructors regarding their COVID-19 recommendations. In fact, the home page of their website does not even mention the current COVID-19 pandemic at the time of writing this update.

For information regarding the COVID-19 situation in Queensland, we needed to rely on the RACQ reporting which stated that Queensland learner drivers can continue accruing hours during the coronavirus pandemic.

Learner drivers have been given the go-ahead to continue accruing hours during the coronavirus (COVID-19) pandemic provided they only drive around their local neighbourhoods.

The new guidelines from the Department of Transport and Main Roads permit learner drivers and their supervisors to gain hours in their local area or when undertaking essential travel.

If drivers are caught outside their neighbourhood when not undertaking essential travel, they face a \$1300 fine from Queensland police.

A TMR spokesperson said while learner drivers could continue to earn their 100 hours' driving requirement, they needed to adhere to the current Chief Health Officer's Health Confinement, Movement and Gathering Direction.



The direction outlines Queensland's Home Confinement Requirements and the "permitted purposes" for leaving one's home, including:

- To obtain food or essential goods or services
- To attend medical treatment or health care services
- To engage in physical exercise
- To perform work or volunteering in an essential business
- To visit another person's residence (in accordance with current guidelines)
- To visit a terminally ill relative or attend a funeral
- To provide care to an immediate family member
- To attend court or comply with a court order
- To attend an educational institution
- To assist with or participate in an investigation or other action by a law enforcement authority

The updated guidelines come after TMR's decision to suspend all practical driving tests from 28 March for at least three months.

SOURCE: RACQ website www.racq.com.au

COVID-19 – SOUTH AUSTRALIA (DPTI) – CESSATION OF PROFESSIONAL DRIVER TRAINING AND TESTING

The State Coordinator made a Direction under the Emergency Management Act 2004 to suspend all driver training and assessment services for the issue of a car licence effective from Friday 10 April 2020. This new Direction is upon advice of the Chief Public Health Officer, and provides greater protection of South Australians, in line with the COVID-19 physical distancing recommendations.

This means that learner drivers are not able to use the services of a licensed Motor Driving Instructor or an Authorised Examiner to undertake driver training or assessment for the issue of a car driver's licence. People who hold a learner's permit are still able to undertake driver training with a parent or other Qualified Supervising Driver who is living in the same house as the learner driver. For more info about who is considered a Qualified Supervising Driver, visit <https://mylicence.sa.gov.au/my-car-licence/learners-stage>

SOURCE: Government of South Australia website - Service SA

Government of South Australia **service sa** Search Select Language

Contact Us Locations FAQs Forms Service SA Shop Account Login

COVID-19 An update from Service SA

1 April 2020

The safety of customers and staff remains our highest priority in the face of community concerns relating to COVID-19 (coronavirus).

Service SA customer service centres and the contact centre remain open however a number of measures have been put in place to help stop the spread of COVID-19. Find more information below.

- Existing online services ▾
- Additional transactions available by phone or email ▾
- Assistance for customers impacted by COVID-19 restrictions ▾
- Changes within customer service centres ▾
- Changes to services offered at customer service centres ▾
- Medical and Certificate of Fitness changes ▾
- Cessation of professional driver training and testing ▾**

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COVID-19 – DEPARTMENT OF TRANSPORT (WESTERN AUSTRALIA)

Which leaves us with the Department of Transport in Western Australia. Out of all the states, Our Western Australia regulator has stepped up and provided their driving instructors with the clearest and most accessible information.

Can I continue gaining supervised driving hours due to COVID-19 restrictions?

The department of transport in Western Australia encourages learner drivers to consider whether you need to continue practising at this time.

If you are learning, you're encouraged to gain experience in a variety of driving conditions within your region, with a supervisor that lives in your household and has held their licence for at least four years (i.e. mum or dad).

Learners taking professional lessons with an instructor can continue to do so.

While practising, learners and supervisors should make sure they comply with the WA restrictions in place to manage COVID-19 for their own and other's health.

Like most of our country, WA instructors and students still face some restrictions. Applying for a learner permit online is currently not available.

Can I take a learner driver out for a lesson?

Yes, if the student is somebody who lives with you or is undertaking instruction from a professional driving instructor. You will not be permitted to cross regional boundaries. For more information on the travel restrictions, see the WA Government's advice on regional travel restrictions.

Is there a ban on supervised driving for learners?

There has been no direction to prohibit people from driving but you should consider whether it is essential to practise driving at this time.

Can I sit a Computerised Theory Test?

Computerised Theory Tests (CTT) remain available but we encourage only people that require a learner's permit for essential purposes to apply.

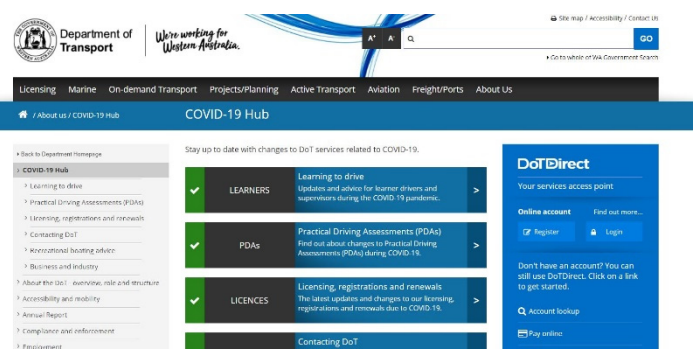
You can continue to practise online with our road rules theory test quizzes so you are prepared to sit the CTT when we start business as usual operations.

Can I apply for a learner's permit online?

This option is not available. You will need to visit a Driver and Vehicle Services (DVS) centre or regional agent with the required proof of identification documents to complete the steps to get your learner's permit.

We encourage only people who require a licence for essential work purposes (such as emergency services or freight tasks) to come into a centre to apply for their learner's permit or licence.

I'm a driving instructor, can I continue to give lessons?



Yes, you can continue to give professional driving lessons. The car is considered a workplace and learning to drive is education that cannot be done remotely.

SOURCE: Department of Transport – Western Australia website

MANAGING COVID-19 NOW OR WHEN YOU RETURN TO WORK!

On the following pages is an informative Factsheet produced by the NRSP. It is a useful resource designed to keep fleet vehicles (and for us Training Vehicles) hygienic and fit for purpose reducing the risk for any person within the vehicle.

ENROLLED IN JOBKEEPER? YOU MUST 'DECLARE' BEFORE PAYMENTS CAN FLOW



Released on 04th May 2020

The first round of payments under the Morrison government's \$130 billion JobKeeper scheme is set to start flowing this week, a little over a month after the program was first announced.

Treasurer Josh Frydenberg issued a legislative instrument last Friday giving effect to several changes to wage subsidy rules announced late

last month, while the Australian Taxation Office (ATO) has continued to publish guidance for firms enrolling.

A timeline of so-called 'JobKeeper fortnights' is now available on the ATO's website, including a list of key dates for employers over the life of the program.

Meanwhile, the ATO has also published new guidance on how firms accepted into JobKeeper can make their mandatory monthly declarations. Here's what you need to know.

How will I find out if I'm accepted into JobKeeper?

Businesses waiting to find out if they've been accepted to receive JobKeeper payments should keep an eye out for a digital receipt from the ATO. ATO deputy commissioner James O'Halloran, the ATO's program lead for JobKeeper, said on an ATO podcast last Friday there was an automated process to confirm with businesses they've been accepted as enrolled.



But keep in mind, JobKeeper is a self-assessment program, which means enrollment is really just the first stage based on the information a business has provided in their application. If the ATO identifies a business' application as lacking in some way, they'll be in touch to rectify this, and have the power to claw back payments made to firms they identify as ineligible.

I've enrolled, now what?

Businesses accepted into the JobKeeper program are required to make monthly declarations to the ATO, updating their current and projected turnover calculations and reconfirming their eligible employees. **The ability to make these declarations through the ATO's business portal opened Monday (May 4), and this is an important step, because O'Halloran said businesses will need to make this declaration before receiving their first payments.**

The three steps are "enrol, verify your employees, and confirm that with us through the online arrangements", O'Halloran said, "and then once we get a declaration from you that's accurate, we'll then forward that payment to you".

These declarations will need to be reaffirmed every month for the duration of the scheme.

Why are businesses being asked to provide their current and projected turnover again?

The ATO said on its website the reconfirmations aren't a "retest" of eligibility. But last Friday O'Halloran said: "That monthly report ... is really a reaffirmation you are still eligible for the scheme and that will trigger the payments again in the subsequent months."

"Once you're in, you're in, once you've done the work then it's automatic and obviously subject to you still being eligible and no change in your employees."

Key dates for JobKeeper

The JobKeeper scheme works in dedicated "fortnights", although businesses aren't required to change their individual payroll cycles to bi-weekly ones, so long as they comply with the dates listed below.

- JobKeeper fortnight 1: March 30 – April 12; employees must be paid by May 8.
- Fortnight 2: April 13 – April 26; employees must be paid by May 8.
- Fortnight 3: April 27 – May 10; employees must be paid by May 10.
- Fortnight 4: May 11 – May 24; employees must be paid by May 24.
- Fortnight 5: May 25 – June 7; employees must be paid by June 7.
- Fortnight 6: June 8 – June 21; employees must be paid by June 21.
- Fortnight 7: June 22 – July 5; employees must be paid by July 5.
- Fortnight 8: July 6 – July 19; employees must be paid by July 19.
- Fortnight 9: July 20 – August 2; employees must be paid by August 2.
- Fortnight 10: August 3 – August 16; employees must be paid by August 16.
- Fortnight 11: August 17 – August 30; employees must be paid by August 30.
- Fortnight 12: August 31 – September 13; employees must be paid by September 13.
- Fortnight 13: September 14 – September 27; employees must be paid by September 27.

ASSISTANCE FOR VICTORIAN SMALL BUSINESSES IMPACTED BY CORONAVIRUS (COVID-19)

Before we go into detail regarding the Victorian small business support fund, we must say a big thank you to Driving Instructor John from The Driving School who alerted us to the fact that people like himself, a full-time instructor who is registered as a company and has in fact received this support package. Thank you John!



This next support package does not apply to our friends who have a registered business outside of Victoria or to any driving instructor that is not registered as a company. Driving instructors in Victoria who, as part of their employment with a driving school, have been setup as a registered company should be able to make an application for the following grant.

The Victorian Government has launched the \$500 million Business Support Fund to help small businesses survive the impacts of coronavirus (COVID-19) and keep people in work. The fund is part of the Victorian Government's \$1.7 billion Economic Survival Package.

To be eligible for this support package you must meet the following criteria:

- Employ Staff – As a registered company, you would be the employee (staff) on your company
- Have a turnover of more than \$75,000 – This will be determined by your BAS statements
- Have a payroll of **less** than \$650,000
- Hold an Australian Business Number (ABN) and have held that ABN at 16 March 2020 (which was the date that Victorian declared a State of Emergency)
- Have been engaged in carrying out the operation of the business in the Australian State of Victoria on the 16 March 2020

As part of the application process, you also need to declare what sector you work under which is confirmed by your ABN. At the time when this fund was created, driving instructors fell under the 'Other Services' category for eligible sectors.

As of the 01st May 2020, the Victorian Government announced that the criteria mentioned above will be expanded to include businesses participating in the Commonwealth Government's JobKeeper program, regardless of the sector they operate in. More information on this expanded program will be available on the link below.



Application opened on Monday 30th March 2020 and will close on Monday 01 June 2020

LINK: <https://www.business.vic.gov.au/support-for-your-business/grants-and-assistance/business-support-fund>

Source: Business.vic.gov.au

A big thank to our driving instructor community for guiding us to this information so that we can share it with you. At the time of writing this newsletter, we are now aware of driving school business who have applied and received this fund.



Fact sheet:

COVID-19: Vehicle hygiene should now be part of your Pre-start Check Process

Pre-start checks on vehicles should now include hygiene management to minimise the risk of contracting COVID-19. The process should start prior to getting the keys for the fleet vehicle through to returning them.

What is a pre-start check?

A pre-start safety check can help to ensure a vehicle is safe to use, ensuring the safety of the driver and the community it operates within. A pre-start safety check also helps to protect the liability of all parties in the event of an incident involving your vehicle.

Why does COVID-19 pose a risk and need to be considered in a pre-start?

COVID-19 is a new virus which humans have no immunity to. Hygiene and cleanliness are one of the measures people can undertake to help reduce the spread of the virus. Vehicles provide the perfect place for transmission between people.

What should organisations do to improve vehicle hygiene?

Update the pre-start process to include hygiene maintenance and ensure a good supply of detergent, disinfectant solution and wipes at the key sign out location and in every fleet vehicle.

How long does SARS-CoV-2, the virus that causes Covid-19, last on surfaces we touch every day?

“It’s not certain how long the virus that causes Coronavirus survives on surfaces, but it seems to behave like other coronaviruses,” the World Health Organization said. “Studies suggest that coronaviruses — including preliminary information on the COVID-19 virus — may persist on surfaces for a few hours or up to several days.”

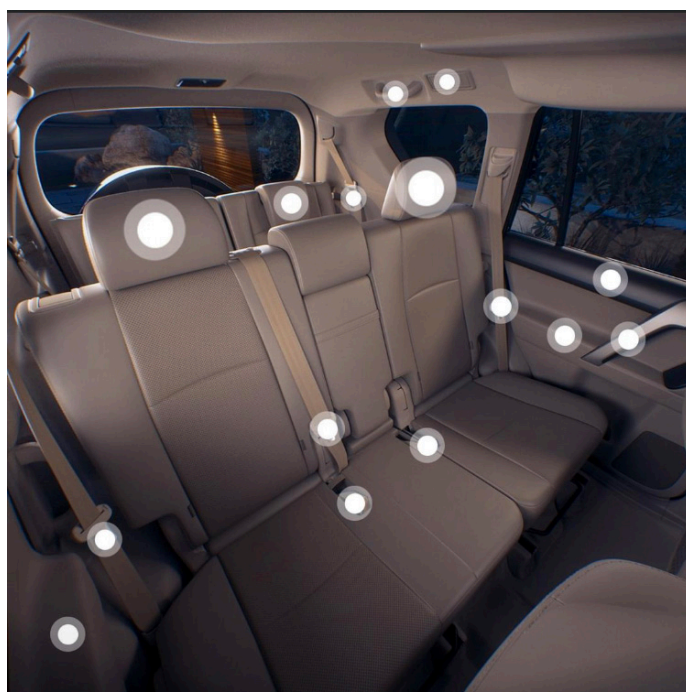
What should I use to clean, choice, preparation and use of disinfectants

Where possible, use an antiviral disinfectant (meaning it can kill viruses). Options may include **chlorine-based (bleach) disinfectants, common household disinfectants or alcohol solutions** with at least 70% alcohol (e.g. methylated spirits).

Ensure you follow the manufacturer’s instructions for appropriate dilution and use. Click [here](#) for more information on dilution instructions when using bleach solutions.

Which parts of my car should I be cleaning?

[Toyota Australia](#) has mapped out the top contact areas to focus on keeping clean to help reduce germs.



How long COVID 19 lingers		
Environment	Half-Life*	Detection Limit
Aerosol**	2.74hrs	Up to 3 hrs
Copper	3.4hrs	Up to 4hrs
Cardboard	8.45hrs	Up to 24hrs
Steel	13.1hrs	Up to 48hrs
Plastic	15.9hrs	Up to 72hrs

*The time it takes for a virus deposit to decay to half its strength.
**A fine spray in the air
attribution: study from NIH/Princeton/UCLA



Please note!

When refuelling ensure you **wipe the bowser handle** before touching.



A generic approach to vehicle hygiene could be as follows:

1. Ask workers to detour to the toilets and wash their hands for **20 seconds** prior to getting the keys.
2. Upon key pick up and sign out of keys, ask them to use an alcohol-based wipe and wipe their hands, then the keys.
3. Inform the driver that upon reaching the vehicle they are required to do a pre-start check which includes hygiene management. They are to take a fresh wipe, upon arrival at the vehicle wipe all door handles and areas on the door they or a passenger may touch.
4. Open all doors of the car to allow fresh air in the vehicle.
5. Walk around the vehicle inspecting for damage, any damage ensure you notify the manager otherwise you could be held liable if the next person reports it. Now conduct your pre-start, check all four tires have tread and hard...
6. Once completed, walk around the car and close the doors.
7. Sit in the driver's seat, grab a fresh wipe, proceed to wipe:
 - a. Steering wheel
 - b. Gear shift
 - c. Hand brake
 - d. Arm rests
 - e. Mirror and window controls
 - f. Any electronics
 - g. Glove compartment where the log book or fuel cards are held
 - h. Wipe the pen, log book and fuel cards
 - i. Look around the cab and any other surfaces you may touch.
8. Adjust your mirrors.
9. You are now ready to go.
10. When you leave the car, take any used wipes with you and bin them. Wipe the keys down when you return them.

AUSTRALIAN TAX OFFICE SMALL BUSINESS NEWSROOM

COVID-19: WAGES SUBSIDY

By far, one of the most talked about topics on social media and our news feeds is that of the Government's wage subsidy packages.

There has been a lot of talk regarding the Government support packages, however when it relates to driving instructors the main conversation falls around the JobSeeker and JobKeeper support packages.

How do you know which support package to apply for?

The answer to this question is simple. Do you record and declare your income to the ATO every year or do you hide your earning capabilities?

We certainly don't want an answer to this question, however in short, if you are a sole-trader, a contractor or an employee of a driving school and you declare your income annually, quarterly or monthly regardless if through the STP or a manual process, and your business turnover has fallen by more than 30%, you should be eligible for the JobKeeper support package of \$1,500 per fortnight.

If you are a sole trader, a contractor or an employee of a driving school who **does not** declare their income you will need to apply for the JobSeeker support package of \$1,100 per fortnight.

JOBSEEKER SUPPORT PACKAGE – HOW TO ENROL

The easiest way to claim is online. To claim online, you need a myGov account linked to Centrelink. If you don't have a myGov account, you'll need to set it up.

To apply for JobSeeker, you will also need your Centrelink Customer Reference Number (CRN) to link your Centrelink online account to myGov.

NOTE: If you ever got a payment from Centrelink, you'll still have a CRN. CRNs don't change.

If you don't have a CRN, you'll need to confirm your identity online through myGov to get one and link it to Centrelink. You will not need to visit a service centre.

If you cannot claim online, it is best to call Centre link on the Job seekers line 132 850.

The next step in this process would normally be to get your documents ready to claim, however it has been reported that during the COVID-19, you won't have to provide Centrelink with any of the normal required documents.

The last step in this process is to make your claim. To make your claim:

1. Sign in to myGov and go to Centrelink
2. Select **Payments and Claims** from the menu, then **Claims**, then **Make a claim**.
3. Select **Get started** from the category that best describes your circumstance.
4. Answer all the questions – there's help on each screen including how to submit supporting documents and other forms.
5. Submit your claim.

JOBKEEPER SUPPORT PACKAGE – HOW TO ENROL

To apply for the JobKeeper support package, you will need to follow the steps. Please note that the steps below do not cover each question asked by the ATO. We do not want to lead anybody in how they should complete their application, instead we have provided you with a guide of what you can expect during the application process.

For a the full guide on how to apply, we recommend to check out the ATO's Sole Trader Guide.

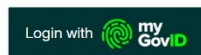
LINK: <https://www.ato.gov.au/general/jobkeeper-payment/In-detail/JobKeeper-guide---sole-traders/>

1. Check if your business is eligible and meets the 30% reduction in turnover. If you use an accounting software such as Xero, your software will do this for you. If not, you will need to work out your turnover using the ATO's Basic or Alternative Test

LINK: <https://www.ato.gov.au/General/JobKeeper-Payment/In-detail/Applying-the-turnover-test/>

2. Enrol for the JobKeeper payment. You only need to complete this step once.
 - a. Log into ATO online services via myGov, or in the Business Portal using myGovID.
 - b. In the Business Portal, select 'Manage employees' then the link for the JobKeeper payment. Fill in the JobKeeper enrolment form by confirming the required fields.

Welcome to the Business Portal



By logging in you agree to the [terms and conditions](#)

Set up your [myGovID](#) and establish your authorisations using [Relationship Authorisation Manager \(RAM\)](#).

> Find out about [accessing online services with myGovID and RAM](#)

> [myGovID is new and different to myGov](#)


3. From here you will be able to complete step one, enrolling your business for the JobKeeper wage subsidies. During this step you will be asked to state which month you wish to JobKeeper to commence in with the first available month being the month of March.

Remember, if you select March you will need to prove and declare that your turnover for the month of March dropped by 30% or more.

You will also need to declare the number of eligible employees you are claiming JobKeeper for. Do not include yourself in the count of eligible employees. You should enrol as a sole trader.

NOTE: Early participants of the enrolment process did notice an error during this stage whereby the system did not allow Sole Traders with no employees to complete the form. It is our understanding that this error has now been resolved and should not affect those of you who are about to start this process. For more information on this error please visit the Driver Trainers of Australia Facebook page

Sole trader: if you are enrolling to receive the JobKeeper payment as a sole trader

Are you enrolling as a sole trader?* 

Yes No

Do you **meet all** of the following?*

- > you are actively engaged in the entity's business
- > you had an ABN on 12 March 2020
- > you are aged 16 or over
- > you are not currently receiving parental leave pay, dad and partner pay
- > you are not currently totally incapacitated for work and receiving payments under an Australian workers' compensation law in respect of their total incapacity to work
- > you are an Australian resident (within the meaning of section 7 of the *Social Security Act 1991*), or a resident for income tax purposes and were the holder of a special category (Subclass 444) visa
- > you are not an employee (other than a casual employee) of another entity
- > a trustee in bankruptcy has not been appointed to your property
- > you had assessable income in 2018-2019 income year and provided notice to the Commissioner on or before 12 March 2020 OR made a supply in 1 July 2018 – 12 March 2020 and provided notice to the Commissioner on or before 12 March 2020

Selecting yes informs the Commissioner of your nomination for the wage subsidy as a sole trader

Yes No



The last section of the enrolment stage is to provide your financial institute's contact details and your account details to the ATO through the online form for payment.

4. The next stage in the process is to identify and maintain your eligible employees. In this section you would nominate yourself as the eligible business participant. Simply log into ATO online service via myGov, or the Business Portal using the myGovID and confirm your details. You cannot nominate if you are an employee of another employer (other than a casual)

If you are using a STP enabled software updated with JobKeeper functionality, you can complete this step through your software.

5. The last stage of this process is an on-going one whereby you make a monthly business declaration.

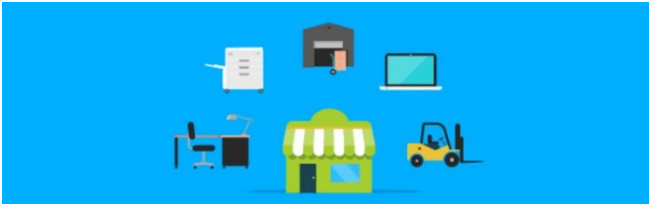
If you have employees, you will also need to:

- Ensure you have paid your eligible employees at least \$1,500 per eligible employee per fortnight before tax
- Review the number of eligible employees for each JobKeeper fortnight
- Update your eligible employees if any of your eligible employees change or leave your employment.

SOURCE: Australian Tax Office website

INCREASED THRESHOLD TO SUPPORT YOUR BUSINESS

Released on: 09th April 2020



The government's new measures to help businesses withstand and recover from the economic effect of COVID-19 recently became law.

From 12 March 2020 businesses with an aggregated turnover of less than \$500 million can access these two measures.

1. Enhancing the instant asset write-off:

- The threshold amount for each asset is \$150,000 (up from \$30,000).
- This applies to assets first used or installed ready for use from 12 March 2020 until 30 June 2020.
- Businesses can claim an immediate deduction (business portion only) for

AVOID SCAMS AND IDENTITY THEFT

Release Date: 6 April 2020

Scammers will use every opportunity to target you when times are tough and you're vulnerable, such as in the current COVID-19 environment. They can impersonate the ATO and contact businesses to try and collect false tax debts or entice people to click on links to access non-existent tax refunds. Avoiding scams and identity theft isn't easy. Protect your business, financial and personal information by taking precautions and being aware of what you share:

- Secure your business premises and ensure no one has access to your mail or other information.
- Secure your systems by using strong and secure passwords (Edition 7 of our newsletter provided you with advice on creating strong passwords), ensuring your devices have the latest security updates, using a spam filter on your email accounts and securing your wireless network.
- Ensure you perform background checks on new employees and restrict their access to systems.
- Be able to track the actions of employees who deal with sensitive and personal information.
- Protect your myGovID by using the security features in your device such as fingerprint, face or password.
- Monitor your accounts for unusual activity or transactions.
- **Don't download programs or open attachments you're unsure of.**

If your business information has been compromised or stolen, or you're unsure about a phone call, text message or email you've received, contact the Australian Tax Office by phone.

multiple assets, new or second hand, provided each asset costs less than \$150,000.

- Other thresholds and turnovers apply before this date.
- ### 2. Backing business investment:
- Also known as accelerated depreciation, this measure lets you claim deductions on certain new depreciating assets at an accelerated rate.
 - The asset must be a new depreciating asset that you acquired and first used or installed ready for business use from 12 March 2020 until 30 June 2021.
 - Your business must not have already applied other depreciation deductions or the instant asset write-off to the asset.

Remember, registered tax agents can help you with your tax.

SOURCE: Australian TAX Office – Small Business Newsroom



SAVE TIME, DO IT ONLINE

A State of Emergency has been declared in Victoria due to the serious risk to public health posed by coronavirus (COVID-19).

To maintain the health and wellbeing of VicRoads staff and customers, VicRoads has advised that you reconsider visits to our Customer Service Centres.

VicRoads has a range of online services to you help:

- Update your address
- Book appointment
- Pay your registration
- Get a replacement licence
- Buy custom plates



View a full list of our online services on the VicRoads website and keep up to date on the latest updates to service via our coronavirus information page.

SOURCE: VicRoads Road Rule Update – April - 2020 Edition

WATCH OUT FOR EMERGENCY VEHICLES



As we are all aware, a state of emergency has been declared in Victoria, during which time you may see more law enforcement and emergency vehicles on the road.

Please remind your students, and yourself, to SLOW DOWN to a speed that enable you to stop safely when approaching and passing enforcement, emergency or escort vehicles that are stationary or moving slowly, and have either:

- Red and blue flashing lights
- Magenta (purple flashing lights)
- An alarm sounding.

You must not exceed 40km/h when passing the vehicle and not increase your speed until a safe distance from the scene.

SOURCE: VicRoads Road Rule Update – April - 2020 Edition

VICROADS DRIVING INSTRUCTOR MEETINGS FOR 2020

Here is a list of known VicRoads driving instructor meetings. As an industry, it is extremely important to support and encourage these meetings.

Please remember to check with your local CSC noticeboard to confirm the time and location of your meeting has not changed before attending.

DATE	LOCATION	TIME
05 th May 20	Morwell	5.00pm
16 th June 20	Werribee	4.45pm



TEMPORARY SUSPENSION OF KEYS2DRIVE LESSONS

As part of its response to the COVID-19 pandemic, the Australian Government (in March 2020) stated that: *'Public gatherings, excluding household members, have been reduced to a maximum of two people.'*

As a result, Keys2drive lesson delivery was suspended from 1 April 2020 until further notice.

This situation is temporary and the Keys2drive program is not closing. Keys2drive staff are monitoring this situation and will keep everyone informed as things change.

Further information is available at www.keys2drive.com.au/covid-19-important-update

In the meantime, Keys2drive is still accepting new eligible instructors, so if you've ever considered becoming Keys2drive accredited, now might be the perfect time. For the list of accreditation criteria, please visit www.keys2drive.com.au/accreditation-criteria

You can still contact the Keys2drive office on 1800 696 929 or at admin@keys2drive.com.au if you have any questions about the COVID-19 restrictions or the program itself.

On behalf of the Keys2drive team, please stay safe and healthy.

Best wishes

Andrew
Key2Drive



The importance of parents and supervisors in novice-driver education

Something that sets Keys2drive apart from other road-safety education programs is the compulsory involvement of parents and supervisors.

Many years of feedback from our instructors tells us that, by attending a Keys2drive lesson, supervisors better understand the critical and ongoing role they play in keeping their novice

driver safer. But what else do supervisors think about their role and what happens after their Keys2drive lesson? To find out we asked some people to do some research for us.

What research was done?

The researchers ran some focus groups, online forums, one-on-one interviews and an email/SMS survey of parents and supervisors from metropolitan and regional Australia who:

- were supervising or had recently supervised a learner driver;
- and/or had participated in a Keys2drive lesson between September 2018 and February 2019.

The research focused on a number of issues, including supervisors':

- confidence, skill and readiness for the task
- awareness of their role in keeping novice drivers safer
- teaching strategies and experiences
- understanding of safety risks for new solo drivers
- perceived benefits from their Keys2drive lesson.

What did we find out?

The research revealed a wide range of attitudes and perceptions around supervising a novice driver, including the following:

- Most supervisors felt very confident about their role and rated themselves highly skilled (mainly due to their own extensive experience and good driving records)
- All felt that teaching and demonstrating safe driving behaviour was extremely important
- Parents, in particular, valued their role and the need to teach correctly, lead by example and pass on safe driving behaviours to their learners
- Most felt it important to give the learner some wide experience by practising in different settings
- Nearly all agreed that a supervisor's role is not complete at the P-plate stage and most felt anxious about not being able to continue supervising their new P-plater
- Most preferred to talk about a driving skill or behaviour rather than demonstrate it (a popular belief was that professional instructors are best at teaching certain skills)
- All considered vehicle safety extremely important.

What effect did a Keys2drive lesson have?

Supervisors who completed the survey reported that the Keys2drive lesson increased their knowledge and led to changes in their attitudes and behaviour across a range of areas.

- **10.9%** of supervisors felt more confident teaching their learner after the Keys2drive lesson (an increase from **84.4%** pre-lesson to **95.3%** post-lesson)
- **14.4%** reported fewer disagreements with the learner over the learner's driving technique
- **99.5%** of supervisors who were likely to have another learner driver in their household within five years of their lesson would have another Keys2drive lesson with that learner.

Other benefits included the following observations from supervisors about their experiences after a Keys2drive lesson:

- **73.6%** reported an increase in discussions with the learner around road-safety risks for novice drivers
- **94.0%** observed that the learner had greater appreciation of the risks for new solo drivers
- **85.2%** indicated that the learner had sought new driving experiences, such as driving in different weather conditions and road/traffic environments.

Supervisors also benefited from the Keys2drive lesson by using the information they'd gathered in other ways. For example:

- **65.8%** incorporated Keys2drive information and techniques into their own driving
- **46.2%** of supervisors were motivated to seek more road-safety information beyond what they learned in the Keys2drive lesson.

So how does Keys2drive fit in?

Some of these findings might be surprising, but many would sound familiar to all driving instructors. As you know, parents and supervisors have a wide range of skills, knowledge, attitudes, beliefs, behaviours and strategies around teaching learner drivers. Some of them understand, for example, the benefits of learners driving in different environments (wide experience), while others tend to play it safe and drive on familiar roads in familiar conditions. For many parents, teaching their child is an enjoyable, positive experience but for others it strains their relationship. Supervisors also differ in their awareness of crash risk and car safety, perceptions of a learner's driving ability,

their tendency to either coach (ask) or instruct (tell) the learner, and whether they choose to either push through stressful situations or let them end the lesson.

A Keys2drive lesson addresses these issues and more. Parents and supervisors need extra support and, as you can see from the survey results, the benefits of a Keys2drive lesson are clear. Through the lesson, supervisors can gain greater confidence and knowledge, and this makes them more likely to spend time in the car with their learner and to provide a beneficial, high-quality experience. A lot of us probably assume that young people don't listen to their parents' advice, but there's research showing that their levels of respect, consideration and openness to parental advice are higher than parents believe. So, it's not necessarily going 'in one ear and out the other'. When supervisors know the benefits of continued learning and maintaining a focus on six months on P-plates with zero harm, rather than just passing the test, we can make a big difference to novice-driver safety. We can help them build a foundation for a lifetime of safe driving attitudes and habits.

Keys2drive has recently published a report which expands on this topic, called Parental influence in driver education. How does Keys2drive help make novice drivers safer? If you'd like to read it you can find it here: <https://www.keys2drive.com.au/parental-influence-driver>

How do I become a Keys2drive-accredited instructor?

Keys2drive has a network of 1,400 accredited instructors delivering lessons in all Australian states and territories. If you'd like to join them, you'll find the accreditation criteria at: <https://www.keys2drive.com.au/accreditation-criteria>. If you have any queries about Keys2drive, contact the team on 1800 696 929 or at admin@keys2drive.com.au, or visit the website: www.keys2drive.com.au

WRITTEN BY: Andrew Rasch

WHO CAN BECOME A KEYS2DRIVE ACCREDITED DRIVING INSTRUCTOR?

Any accredited driving instructor who meets the Keys2Drive application criteria can register themselves to become an accredited Keys2Drive trainer. There is NO charge to complete the registration training and the whole course is completed online. From start to finish, the entire accreditation process should ideally take 3 to 6 weeks depending on the individual, however, there are a few eligibility criteria that you must adhere to prior to submitting an application. They are:

- Full Australian Driver Licence
- Instructors licence for your state/territory
- Current working with children's check
- You must hold a Certificate IV in Driving Instruction.
- Utilise a minimum five-star ANCAP rated vehicle.
- Provide a current comprehensive motor vehicle insurance policy statement
- Hold an active ABN

For more information on the Keys2Drive application criteria visit:

<https://www.keys2drive.com.au/accreditation-criteria> or call them on 1800 696 929.



INDUSTRY NEWS FROM AROUND AUSTRALIA

This section of our newsletter provides you with driver trainer related industry news from throughout Australia.

Our aim is to highlight stories of interest and educational content that can be shared between the driving instructor community and your students. We also aim to share information that has the potential to inspire you to take in new work in other areas of driver training within our industry.

ONLINE DRIVING COURSE DELIVERS REAL LIFE SAFETY RESULTS

Taken from the [The University of Queensland Australia UQ News](#)

An online driver training course developed by researchers at The University of Queensland has been shown to reduce speeding and improve driving ability. UQ School of Psychology's Professor Mark Horswill, along with Dr Andrew Hill, Dr Lisa Buckley, and Associate Professor Marcus Watson, developed the program that teaches drivers how to identify hazards earlier to avoid accidents.



"The course contains video clips of genuine Australian crashes and near misses, and provides strategies for how to avoid these incidents," Professor Horswill said.

"In typical driver training programs, drivers are unlikely to see even a single example of a crash. Our course contains video clips of over a hundred crashes, meaning that a trainee will have an opportunity to learn from more individual crashes than someone who has been driving for over a thousand years, given that the typical driver crashes once per decade."

To determine the effects of the training course on real driving, the team conducted a study supported by the [ACT Road Safety Fund](#). Vehicles of young novice drivers were fitted with GPS trackers and dashcams to collect driving data for 18 weeks. After four weeks of driving, half of the study participants completed the course doing a weekly 30-minute session over six weeks. At the conclusion of a further eight weeks of driving the GPS trackers and dashcams were removed, and the control group was given access to the training course. Professor Horswill said study participants who did the training course showed changes to their actual on-road driving behaviour.

"With our initial sample of drivers, we found that the online driver training course significantly reduced the amount of speeding, measured over the 8-week period of driving following the course," he said.

"We also found a reduction in over-revving and heavy braking, as well as better hazard perception ability, suggesting that the training course led to an improvement in driving style.

All these factors together – less speeding, improved awareness, and better driving ability – is likely to mean a reduction in crash risk."

REGULATOR NEWS AND UPDATES

Professor Horswill said the results presented in the study should be regarded as preliminary, as the testing of more drivers is still ongoing.

“Our initial findings suggest that the online training course was effective in changing everyday driving behaviour over a period of months, however further samples will allow us to verify these results.”

The course is available free online for both [Mac](#) and [PC](#).

Media: Professor Mark Horswill, m.horswill@psy.uq.edu.au; Dani Nash, UQ Communications, dani.nash@uq.edu.au.

HAZARD PERCEPTION PRACTICE TEST – VICROADS AND OTHERS

You are driving straight ahead. You might need to **SLOW DOWN**. Click to play, and then click to take action.



It appears that VicRoads and possibly other States have released a new HPT practice test for the public to access in preparation for their HPT assessment via their websites. Clearer computer-generated graphics, and a move away from moving video seem to signify a noticeable improvement. With nine practice questions, many more than the previous three (absent for many years) we do not doubt that participants will greatly enjoy this much improved practice test.

Have a go at <https://www.vicroads.vic.gov.au/licences/your-ps/get-your-ps/hazard-perception-test>

OPEN ROAD SYNDROME: THE NEW ROAD SAFETY VIRUS?

Admittedly, on a daily basis we receive conflicting information regarding the impact COVID-19 is having on road trauma and road safety. Regardless, the substantial traffic reduction on our roads has had an impact on driver behaviour. Here is a link to a paper just released addressing our latest roads safety phenomena.

LINK: https://s3-ap-southeast-2.amazonaws.com/cdn-nrspp/wp-content/uploads/sites/4/2020/04/29102914/Open-Road-Syndrome_the-new-road-safety-virus.pdf

Source: NRSP Paper

ROAD SAFETY FROM EVERY ANGLE – SafeT360



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SafeT360 is an exciting road safety initiative created by ATA, NTI, 3M, Volvo, BP the Australian Government and Australia Post with four sponsors including Towards Zero and the NSW Government. For the greater part, it is a large truck designed with interactive spaces designed to educate young and inexperienced drivers sharing the road with Heavy Vehicles. Currently, due to COVID-19, the Truck is parked at Kurri Kurri Tafe waiting to hit the road again and educate. However, the website is accessible and does have some interesting interactive videos and you tube videos that can be a useful resource for our industry. Visit <https://www.safet360.com.au/> and explore the site.

Re:act – Inspiring Change

Re:act is another road safety program with a youth slant worth having a look at. It is entering its fifth year and is expanding into London via the London College of Communication and Brisbane via the Queensland University of Technology. This adds to its Melbourne (Swinburne) and Sydney (UTS) foundations. Re:act is an initiative of creative behaviour of change agency Hard Edge. Each year the program has had a specified area of focus. In 2020, the focus is Distraction. The Australian Government has recognised the program and it has received additional funding.



Check out their webpage. <https://reactforchange.com/>

AUSTRALIAN AUTOMOBILE ASSOCIATION – Media Release

The start of 2020 was supposed to be a time when Australia was counting down the months towards achieving the goal of a 30 per cent reduction in road deaths and serious injuries over the past decade.

Release of 2019 road toll dashes hopes of achieving safety targets

- **Australian road toll for 2019 shows 4.7% increase in deaths (1188 people in 2019)**
- **Road toll increases in Victoria (up 25.8%) and South Australia (up 42.5%)**
- **Federal Government needs to urgently act on the “Reviving Road safety” recommendations of 23 organisations.**

The latest Australian Automobile Association (AAA) report shows 1188 people lost their lives on Australian roads in 2019; a 4.7 per cent annual increase that more than reverses the small improvement recorded the previous year.

Particularly alarming annual increases were recorded in Victoria (25.8% increase) and South Australia (42.5%).

The latest edition of the AAA’s quarterly Benchmarking the Performance of the National Road Safety Strategy 2011-2020 shows the Australian Capital Territory as the only jurisdiction on track to meet the decade’s targets.

Signed by state and federal governments in 2011, the National Road Safety Strategy aims to reduce road death and injuries by 30 per cent through the decade to 2020. Yet the new analysis by Australia's peak motoring group shows the 2019 road toll to be significantly higher than it was in 2014 (1,151 fatalities).

AAA Managing Director Michael Bradley said: "These figures underscore the failure of Australia's current approach to road safety and make clear that our current Strategy has not been supported by the investment, leadership, or accountability required.

"Successive inquiries and reviews have said Australia needs – and can develop – a new approach to road safety, with an enhanced role for Canberra sitting at its core."

The AAA – which represents more than 8 million motorists through its member clubs, the NRMA, RACV, RACQ, RAC, RAA, RACT and the AANT – has called on the Federal Government to urgently adopt key recommendations of the Reviving Road Safety strategy, which last year brought together the expertise and input of 23 organisations dedicated to improving road safety.

Priority recommendations include linking federal infrastructure funding to the Strategy's objectives and targets; policies that encourage the delivery of safer vehicles; and establishment of a national Road Safety Data Hub.

"The AAA has welcomed the Federal Government's recent establishment of a National Office of Road Safety to oversee the next National Road Safety Strategy, and the appointment of the Assistant Minister for Road Safety," Mr Bradley said. "The establishment of a bipartisan Select Committee on Road Safety is also welcome, as it has the potential to highlight a clearer federal road safety role and ensure we don't repeat the mistakes of the past."

Media contact: Jake Smith jake.smith@aaa.asn.au 0403 466 153

The Australian Automobile Association is the nation's peak motoring body, representing Australia's state-based motoring clubs and their 8 million members. The AAA is an apolitical and technology-neutral advocate for federal transport policy that improves safety, affordability, and mobility.

SOURCE: ABC.NET.AU





Business Directory

EDUCATION PROVIDERS

Academy of Road Safety	1300 667 623
Advanced Community College	03 5986 4623
AITAC Pty Ltd	03 5428 6077
Australian Academy of Further Education	03 5428 4185
Box Hill Institute	03 9286 9188
Intelligent Training Solutions	1300 585 866

INDUSTRY CONTACTS

Australasian College of Road Safety (ACRS)	02 6290 2509
Australian Driver Trainers Association (Victoria)	03 8393 9387
Focus Insurance Brokers	03 9595 0224
Frank's Engineering	03 9595 0224
VicRoads	13 11 71

LIST YOUR BUSINESS HERE
EMAIL: editorial@its.edu.au

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Where possible, articles should be in an unformatted Word document and emailed to:
editorial@its.edu.au

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Alternatively, submissions can be posted to:

IN THE PASSENGER SEAT
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The contributor's name, address and contact number must accompany each submission.

SUBMISSION OF PHOTOGRAPHS

Photographs should be supplied as a JPEG or PNG file and emailed to editorial@its.edu.au

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