



## Mentor Code of Conduct

All TAC L2P Program mentors should understand and agree to work in accordance with the following Code of Conduct. Any alleged violation of this contract may result in termination of the position.

If an allegation is made that a mentor has breached the Code of Conduct, the mentor will be given a chance to explain or refute the allegation. However, the safety and wellbeing of learners is the number one priority of the program. Therefore, if it is not possible to determine the truth or otherwise of the allegation, the mentor's position may be terminated for the protection of the learner or learners. Acceptance of this risk is a condition of entry to the program.

In choosing to participate in the TAC L2P Program I agree to:

- Follow all rules and guidelines outlined by the L2P Coordinator and in this contract, match agreement, mentor training and program policies.
- Undertake a Working with Children Check, a Police Check and a VicRoads Driver History Report - all costs associated with these will be reimbursed to the volunteer by the program on handing over of a receipt.
- Keep all information discussed between the learner driver and myself in strict confidence unless it contravenes the mandatory reporting policy.
- Treat all people with dignity and respect.
- Never consume alcohol, tobacco or controlled substances in the presence of my learner driver, nor arrive for a driving session under the influence of alcohol or other drugs.
- Not socialise or have any dealings with learner drivers outside official TAC L2P sessions.
- Never act in an inappropriate manner towards the learner.
- Be a positive role model to my learner and be reliable, consistent, honest and be tolerant of individual differences, values and viewpoints.
- Not use a mobile phone or other electronic device while in the TAC L2P vehicle unless it is directly and integrally a part of the driving session.
- Never have unauthorised contact with a learner driver online, on social media or by phone.
- Notify the L2P Coordinator and learner at least 24 hours before a driving session if I need to cancel.





- Notify the L2P Coordinator within 24 hours if my licence is suspended, cancelled or disqualified.
- Notify the L2P Coordinator if I have any change in address, phone number, employment status or other relevant information.
- Participate in a closure/evaluation process if required with my learner.
- Not lending/borrowing of monies between mentor and learner.

I \_\_\_\_\_ (*full name*) acknowledge that the above Code of Conduct has been explained to me by the L2P Coordinator and I agree to abide by the code stated above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





The TAC L2P Program is a joint partnership between the Transport Accident Commission and VicRoads, supported by the Victorian Government.