

Learner Log Book



Learner Kit

Graduated Licensing System

HELPING YOUNG DRIVERS BE SAFER DRIVERS

Important information...

Tips to make sure your Learner Log Book will be accepted:

- Signature(s) in the List of Supervising Drivers and Declaration of Learner Log Book Completion must be exactly the same as learner log entries.
- All entries to be made in blue or black pen.
- Do not use white out or ditto marks (“). Put a line through mistakes and start on the next line.
- Carefully read and apply the instructions in the section ‘Read this before starting’.
- When you have completed at least 120 hours of practice, you and a supervising driver must complete the Declaration of Learner Log Book Completion on page 83.

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Read this before starting

Rules about your Learner Log Book

If you are under 21 years when you apply for a probationary licence, you must present your completed **Learner Log Book** and Declaration of Learner Log Book Completion as evidence of 120 hours driving practice.

You must take your official Learner Log Book with you to the VicRoads Customer Service Centre on the day of your drive test.

It will be checked before you can take your test. The VicRoads Licence Testing Officer may ask you questions about the practice driving sessions recorded in your **Learner Log Book**.

VicRoads will retain your Declaration of Learner Log Book Completion and if required may retain your **Learner Log Book**.

VicRoads will only accept your Learner Log Book if:

- it is the official **Learner Log Book** issued by VicRoads (photocopies are not acceptable)
- the total number of driving hours accepted in the **Learner Log Book** is at least 120 hours
- the total number of night driving hours accepted in the **Learner Log Book** is at least 10 hours
- all supervising drivers have provided their licence number (instructor number for driving instructors) and signature in the List of Supervising Drivers (see page 5)
- you and a supervising driver have completed and signed the Declaration of Learner Log Book Completion (see page 83).

Read this before starting

VicRoads may not accept any log entries in your Learner Log Book if:

- all details for the log entry are not complete
- the log entry has not been signed by a supervising driver
- the signing supervising driver does not hold a full (non-probationary) car licence at the time of the trip
- the log entry has not been completed in blue or black pen
- ditto marks ("") have been used
- 'White-out' has been used (if you make a mistake, draw a line through the entry and start a new entry on the next line)
- VicRoads is not satisfied that the log entry is valid or complete
- any pages or parts of pages are damaged, illegible or missing
- the supervising driver's signature in the log entry is not exactly the same as the signature in the List of Supervising Drivers or Declaration of Learner Log Book Completion.

If a log entry is not accepted, the driving hours for that trip will not count towards your 120 hours.

Incomplete or incorrect Learner Log Book

The VicRoads Licence Testing Officer may ask you questions about the practice driving sessions recorded in your **Learner Log Book**. If VicRoads does not accept your **Learner Log Book** because it is incomplete or incorrect, there are significant consequences:

- **You will lose your booking and test fees.**
- **You will not be able to undertake your drive test until you present an acceptable Learner Log Book, at another appointment.**
- **A minimum six week wait could apply before you can take your on-road drive test.**

In addition, it is an offence under the *Road Safety Act 1986* to obtain, or attempt to obtain, a driver licence through a false statement, misrepresentation or other dishonest means, including falsely completing any part of your **Learner Log Book**.

The maximum penalty is a significant fine or imprisonment for up to two months.

Lost Learner Log Book

It is recommended that you make copies of the completed pages of your **Learner Log Book** as you go, in case the original is lost or destroyed. You can use these copies to fill in a replacement **Learner Log Book**. If your **Learner Log Book** is lost or destroyed, you must buy a new replacement copy. It can be purchased by contacting VicRoads on 13 11 71 or at a VicRoads Customer Service Centre, Victorian Government Bookshop at bookshop.vic.gov.au, RACV branches and some newsagents.

Your replacement **Learner Log Book** must contain completed trip entries for the minimum total 120 hours of supervised driving experience.

- Details of any previous supervised driving experience must be re-entered in the new **Learner Log Book** and the appropriate supervising driver must sign each log entry.
- A photocopy of a lost **Learner Log Book** cannot be used to prove hours of supervised driving experience already completed.

Exemptions

In limited circumstances, VicRoads has the authority to exempt a learner driver from the requirement to complete at least 120 hours of supervised driving experience. The applicant must prove undue hardship and VicRoads will take into account their driving experience.

The VicRoads application form must be completed and mailed to:

**VicRoads
Licence Exemptions
53-61 Lansell Street
Bendigo VIC 3550**

Forms are available on the VicRoads website:
vicroads.vic.gov.au

An exemption may take up to 15 working days to process.

List of Supervising Drivers

All fully licensed drivers who have provided supervised driving experience to the learner driver must complete an entry in the List of Supervising Drivers. This includes driving instructors.

You should get each of your supervising drivers to complete this section at their first session with you, in case they only supervise you for a short time and are difficult to contact later. Make sure the supervisor who completed the Declaration of Learner Log Book Completion also completes and signs this section.

Please note signature(s) in the List of Supervising Drivers and Declaration of Learner Log Book Completion must be exactly the same as learner log entries.

If you have more than eight supervising drivers, obtain extra copies of this form from VicRoads. Contact VicRoads during office hours on 13 11 71 or download a copy at the VicRoads web site vicroads.vic.gov.au

Sample for Supervising Driver

To be filled out by a fully licensed supervising driver or driving instructor. Signatures must be exactly the same as those in the log entries and Declaration of Learner Log Book Completion:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| Jonathan Bluebaker | |
| Telephone (Business Hours Only) | |
| 03 555 7892 | |
| Licence No/Instructor No (Supervising Driver) | |
| 098765432 | |
| Signature (Supervising Driver) | Date |
| Jonathan Bluebaker | 02 07 2009 |

Signature must be exactly the same as log entries

Signatures in the
List of Supervising Drivers
and Declaration of Learner
Log Book Completion
must be exactly the same
as log entries.

To be completed by Supervising Driver 1

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

To be completed by Supervising Driver 2

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

List of Supervising Drivers

To be completed by Supervising Driver 3

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

To be completed by Supervising Driver 4

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

To be completed by Supervising Driver 5

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

To be completed by Supervising Driver 6

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

List of Supervising Drivers

To be completed by Supervising Driver 7

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

To be completed by Supervising Driver 8

I certify that I am a fully licensed driver and have provided supervised driving experience for the holder of this **Learner Log Book**:

| | |
|--|-------------|
| Name (Supervising Driver) | |
| | |
| Telephone (Business Hours Only) | |
| | |
| Licence No/Instructor No (Supervising Driver) | |
| | |
| Signature (Supervising Driver) | Date |
| | |

Signature must be exactly the same as log entries

Example log

| | | All Driving | | | | Night Driving Only | | | | Odometer | | |
|---|--|--|---------------------------|---------------------------|---------------------------|---|--------------------------|--------------------------|---------------------------|---|------------------|--|
| Time (am/pm) | | This Trip | | Total | | This Trip | | Total | | | | |
| Date | Start – Finish | Total Prev Page | | | | Total Prev Page | | | | Start | Finish | |
| 02-07-09 | 2:15 ^{am} – 2:45 ^{pm} | - | 30 ^m | 52 ^h | 10 ^m | - | - ^m | 5 ^h | 10 ^m | 23456 | 23471 | |
| 07-07-09 | 11:00 ^{am} – 11:45 ^{pm} | - | 45 ^m | 53 ^h | 25 ^m | - | - ^m | 5 ^h | 10 ^m | 23671 | 23689 | |
| 08-07-09 | 7:20 ^{am} – 8:35 ^{pm} | 1 ^h | 15 ^m | 54 ^h | 40 ^m | 1 ^h | 15 ^m | 6 ^h | 25 ^m | 42721 | 42791 | |
| 09-07-09 | 4:00^{am} – 4:45^{pm} | 1^h | 15^m | 55^h | 55^m | - | -^m | 6^h | 25^m | 23890 | 23912 | |
| 09-07-09 | 4:00 ^{am} – 4:45 ^{pm} | - | 45 ^m | 55 ^h | 25 ^m | - | - ^m | 6 ^h | 25 ^m | 23890 | 23912 | |
| | am – pm | | | | | h | m | | | | | |
| Record date, start and finish time of the driving session in these columns. | | Driving time must include all driving practice in the day and at night. Add the driving time each trip to the previous driving time so that you have a running total. Only record the time you've spent driving and practising parking. Do not include time spent on other activities during the trip (e.g. time spent at the shops). | | | | Include night driving in the All Driving Total as well under Night Driving. Night driving must be in dark conditions, when headlights are required to drive safely. | | | | Record the odometer reading for the start and end of each driving session. Do not enter the number of kms shown on the trip meter. | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | am – pm | h | m | h | m | h | m | h | m | | | |
| | am – pm | h | | | | h | | | | | | |
| | am – pm | h | | | | h | | | | | | |
| | am – pm | h | | | | h | | | | | | |
| | am – pm | h | | | | h | | | | | | |
| | am – pm | h | | | | h | | | | | | |
| | am – pm | h | m | h | m | h | m | h | m | | | |

When you fill the page, copy the running total to the top of the next page.

When you fill the page, copy the running total to the top of the next page.

Learner's Name: SAM BLUEBAKERPermit No: 055512345

| Car Reg. No. | P | Traffic | | | Weather | | Road | | | | | | Light | | | Supervising Driver | | |
|-------------------|---------|---------|----------|-------|---------|-----|----------|---------|------------|---------|-----------|-------------|--------|-----|-----------|--------------------|----------------------|----------------------------------|
| | Parking | Light | Moderate | Heavy | Dry | Wet | Local St | Main Rd | Inner City | Freeway | Rural Hwy | Rural Other | Gravel | Day | Dawn/Dusk | Night | Licence No. | Signature |
| XY2123 | ✓ | ✓ | | | ✓ | | ✓ | | | | | | | ✓ | | | 098765423 | <i>John Bluebaker</i> |
| XY2123 | | | ✓ | | ✓ | | | | | | ✓ | ✓ | | ✓ | | | 098765423 | <i>John Bluebaker</i> |
| ABC678 | | ✓ | | | | | | ✓ | | ✓ | | | | | | ✓ | 034567801 | <i>Sam Bluebaker</i> |
| XY2123 | | | ✓ | ✓ | | ✓ | | | ✓ | | | | | | | | 098765423 | <i>John Bluebaker</i> |
| XY2123 | | | ✓ | ✓ | | ✓ | | | ✓ | | | | | ✓ | | | 098765423 | <i>John Bluebaker</i> |

Record the registration number of the car you're driving.

Tick off the driving conditions boxes. You'll be able to see at a glance where the gaps are in your driving experience.

If you make a mistake, just put a line through it and continue on the next line.
Don't use white out.

Supervising driver must clearly write their licence number and sign here at the end of each practice session.

They also need to fill in their details in the List of Supervising Drivers section.

If your supervisor is a driving instructor, they should record their instructor's number instead of their driver licence number.

Signatures in the List of Supervising Drivers and Declaration of Learner Log Book Completion **must** be exactly the same as learner log entries.

Log entries

| Time (am/pm) | | | All Driving | | | | Night Driving Only | | | | Odometer | | |
|--|----------------|----|-------------|---|-------|---|--------------------|---|-------|---|----------|--------|--|
| Date | Start – Finish | | This trip | | Total | | This trip | | Total | | Start | Finish | |
| | am | pm | h | m | h | m | h | m | h | m | | | |
| | am | pm | h | m | h | m | h | m | h | m | | | |
| | am | pm | h | m | h | m | h | m | h | m | | | |
| | am | pm | h | m | h | m | | m | | m | | | |
| | am | pm | h | m | h | m | | m | h | m | | | |
| Add the driving time from each trip to the | | | | | | | | | | | | | |
| | am | pm | h | m | h | m | h | m | h | m | | | |
| | am | pm | h | m | h | m | h | m | h | m | | | |
| | am | pm | h | m | h | m | h | m | h | m | | | |
| | pm | pm | h | m | h | m | h | m | h | m | | | |
| | pm | pm | h | m | h | m | h | m | h | m | | | |
| | pm | pm | h | m | h | m | h | m | h | m | | | |
| | am | pm | h | m | h | m | h | m | h | m | | | |
| | am | pm | h | m | h | m | h | m | h | m | | | |

Learner's Name: _____

Permit No: _____

| | Car Reg. No. | P | Traffic | | | Weather | | Road | | | | | | Light | | | Supervising Driver | | |
|--|--------------|---------|---------|----------|-------|---------|-----|----------|---------|------------|---------|-----------|-------------|--------|-----|-----------|--------------------|-------------|-----------|
| | | Parking | Light | Moderate | Heavy | Dry | Wet | Local St | Main Rd | Inner City | Freeway | Rural Hwy | Rural Other | Gravel | Day | Dawn/Dusk | Night | Licence No. | Signature |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| previous driving time so that you have a running total | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
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Privacy information

VicRoads is committed to protecting privacy. Any personal information collected, handled, stored or disclosed about the learner driver and supervising drivers in this **Learner Log Book** will be managed in accordance with the *Road Safety Act 1986*, *Information Privacy Act 2000* and the *Health Records Act 2001*.

The personal information in this **Learner Log Book** is collected for the purpose of *Regulation 31* of the *Road Safety (Drivers) Regulations 2009* and provides evidence that the learner driver has satisfied the minimum supervised driving experience of 120 hours. Failure to provide this personal information may prevent VicRoads from being authorised to issue a driver licence to the learner driver.

VicRoads can use or disclose personal information in this **Learner Log Book** for the purpose of administration of the *Road Safety Act 1986* and regulations including:

- for the purposes of driver licensing, including assessing the learner driver's eligibility to hold a driver licence
- for law enforcement purposes, including legal proceedings, prosecutions, investigations and enforcement of judgements and court orders (the information may also be disclosed to appropriate organisations or personnel for the same reasons)
- to other state government or territory road or traffic authorities for the purposes of exchanging driver licence information.

Aside from where the law specifically requires or allows VicRoads to use or disclose personal or health information, VicRoads will not, without your consent, use or disclose this information for purposes which are unrelated to the purposes for which it collected the personal information.

Access and correction

You may contact VicRoads if you:

- want to access the personal information (if any) VicRoads holds about you
- want to know more about what sort of information VicRoads holds, for what purposes and how it deals with that information
- believe the personal information VicRoads holds about you is not accurate, complete or up to date
- have concerns about your privacy rights.

**Manager – Freedom of Information & Information Privacy
VicRoads**

**Level 5, 60 Denmark Street
Kew Vic 3101**

Telephone: 13 11 71

Almost there...

Have you completed and recorded at least 120 hours of supervised driving practice including 10 hours at night? If you have, congratulations! You are ready to book your drive test.

If you have filled in all the log entries pages, but still don't have 120 hours of supervised practice you will need to purchase another **Learner Log Book** from VicRoads. For further information go to: **vicroads.vic.gov.au/bookshop**

Checklist

If you are under 21 years of age, to get your probationary licence, you must:

- ☐ Have turned 18.
- ☐ Have held a learner permit for a continuous period of at least 12 months.
- ☐ Not be disqualified from driving in Victoria, Australia or overseas.
- ☐ Have contacted VicRoads if you have a medical condition that could affect your driving.
- ☐ Pass a computerised Hazard Perception Test before a on-road drive test can be conducted.
- ☐ Present the **Learner Log Book** which correctly records completion of at least 120 hours of on-road supervised driving practice (including at least 10 hours at night), with each entry signed.
- ☐ Produce the Declaration of Learner Log Book Completion in the **Learner Log Book** signed by both the applicant and a supervising driver.

- ☐ Produce the List of Supervising Drivers in the **Learner Log Book** completed and signed by all supervising drivers, including driving instructors. Signature(s) in the List of Supervising Drivers and Declaration of Learner Log Book Completion must be exactly the same as learner log entries.

- ☐ Take your learner permit card to the drive test.

- ☐ Pass an on-road drive test.

Drivers aged 21 and over must complete the same tests, but do not need to present the **Learner Log Book**.

You can book your test:

- On-line at **vicroads.vic.gov.au**
- By phone 13 11 71.
- In person at any VicRoads Customer Service Centre.

Note: if you cannot keep an appointment you need to give VicRoads 24 hours notice to cancel your test, otherwise fees will not be refunded unless you produce a medical certificate or other supporting evidence. If you transfer your appointment, an additional appointment fee will apply.



Declaration of Learner Log Book Completion

To be completed by learner driver

I certify that I have completed a minimum of 120 hours of supervised driving experience (including at least 10 hours at night) as recorded in a Victorian log book and/or an interstate or overseas log book.*

By signing this form, I declare that all information provided by me is true and correct and I understand the Privacy statement.

Name of learner driver

Learner permit number

Signature of learner driver

Date

* must be sighted by VicRoads and noted on your licensing record

To be completed by a supervising driver

I certify that I am a fully licensed driver and have been a supervising driver for this learner driver.

By signing this form, I declare that all information provided by me is true and correct and I understand the Privacy statement.

Name of supervising driver

Contact phone number

Licence number or instructor number

Signature of supervising driver

Date

Signature must be exactly the same as log entries

Privacy statement

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.

Personal information VicRoads collects from you may be used for the purposes, and disclosed to persons, permitted by section 92 of the *Road Safety Act 1986*, and the *Marine Safety Act 2010*. It may be disclosed to various organisations and persons, including (without limitation) to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to collect it.

You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

OFFICE USE ONLY

☐ Interstate or overseas log book sighted (at least 120 hours completed, including 10 at night)

Signature

Date

D D M M Y Y Y Y

User ID

Office

☐ Interstate or overseas log book sighted (less than 120 hours completed, and/or less than 10 hours at night)

Total number of hours recorded in non-Victorian log book

Number of hours of night driving (that are included in the total above)

Date

D D M M Y Y Y Y

Signature

User ID

Office

☐ VicRoads Learner Log Book sighted (at least 120 hours completed, including 10 at night) (may include non-Victorian log book hours if sighted by VicRoads)

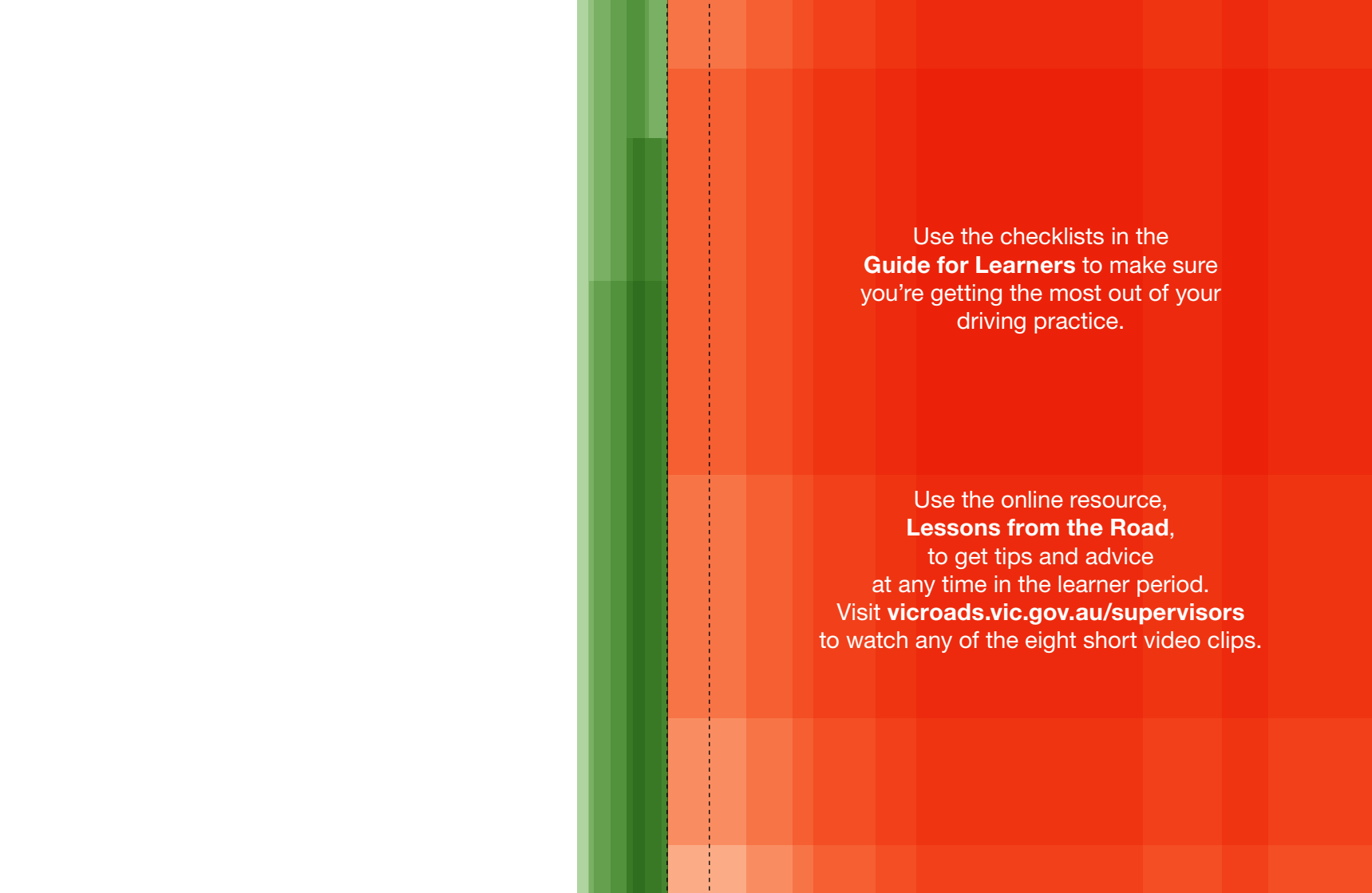
Signature

Date

D D M M Y Y Y Y

User ID

Office



Use the checklists in the
Guide for Learners to make sure
you're getting the most out of your
driving practice.

Use the online resource,
Lessons from the Road,
to get tips and advice
at any time in the learner period.
Visit **vicroads.vic.gov.au/supervisors**
to watch any of the eight short video clips.

Important information...

Tips to make sure your Learner Log Book will be accepted:

- Signature(s) in the List of Supervising Drivers and Declaration of Learner Log Book Completion must be exactly the same as learner log entries.
- All entries are to be made in blue or black pen.
- Do not use white out or ditto marks (""). Put a line through mistakes and start on the next line.
- Carefully read and apply the instructions in the section 'Read this before starting'.
- When you have completed at least 120 hours of practice, you and a supervising driver must complete the Declaration of Learner Log Book Completion on page 83.

vicroads.vic.gov.au



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