



ChangeMakers  
Resettlement Forum

# OPEN ROAD PROGRAMME (Wellington) DRIVER MENTOR INFORMATION



We are looking for mentors to participate in a driver training programme to assist former Refugees to attain their Restricted or Full Licence.

## Driving Mentor Criteria

- All driving mentors must have a Full NZ Licence and have been driving for 2 years or more
- All driving mentors must agree to a “Fit & Proper Person” Police check.
- Mentors are required to commit to 2 x 1 hours practice sessions per week with their Learner. The car is available for practice 7 days a week during daylight hours.
- The lessons will occur in **WELLINGTON CITY** and start at the carpark in Mount Cook.
- All mentors will be expected to abide by the rules and guidelines of the programme
- All driving mentors will need a good level of English (see below)

## Programme Information

- The programme runs for a minimum of 12 weeks, up to 20 weeks (depending on the learner’s progress). Ideally you should be available for most of this time (ie no long periods away)
- A dual-control vehicle is supplied for the practice sessions.
- All driving mentors are given training and induction for the duration of the programme, and will be required to attend an induction at the beginning of the programme, this will include a practical component with a driving instructor.
- Practice session times will be according to availability of the mentor.

If you would like to be a driving mentor, please fill in the application form, the Police vetting form and return it with a copy your full NZ Drivers Licence **and** a copy of 1 of the following: Passport (NZ or Overseas), NZ Full Birth Certificate (issued on or after 1998), NZ Citizenship Certificate, NZ Refugee Travel Document , NZ Certificate of Identity or NZ Firearms Licence.

We would love you to join the team!

If you require any further information, please contact:

Kate Twyford

[kate.twyford@crf.org.nz](mailto:kate.twyford@crf.org.nz)

027 5525972

# MENTOR DRIVER APPLICATION FORM

FIRST NAME:			
SURNAME:			
EMAIL ADDRESS			
MOBILE #:			
HOME #:			
DATE OF BIRTH		LICENCE NO:	
GENDER	Male      Female      Other	LICENCE EXPIRY:	
ADDRESS:			
EMERGENCY CONTACT:			

Why do you think you will be a suitable Volunteer Driving Mentor on this programme?

Are you prepared to volunteer in Wellington City?      YES/NO

Please provide 2 character references (other than family members)

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Please list a range of days/times you are be available to supervise your Learner Driver

	MON	TUES	WED	THURS	FRI	SAT	SUN
Hours							
From							
To							

Do you consent to a "Fit & Proper" person police check?

YES       NO

**PLEASE ENSURE WE HAVE A COPY OF YOUR FULL NZ DRIVER'S LICENCE and 1 OTHER FORM OF ID OUTLINED ABOVE**

SIGNATURE OF APPLICANT

PLEASE EMAIL THIS APPLICATION FORM TO [kate.twyford@crf.org.nz](mailto:kate.twyford@crf.org.nz) DELIVER TO  
OR POST TO Kate Twyford, Changemakers Resettlement Forum, PO Box 9186, Wellington

# OPEN ROAD DRIVER TRAINING

## Mentor Ground Rules

1. Consent to relevant checks and the sharing of information with programme providers.
2. Follow requirements for contacting other people involved in the programme as specified by the Programme Co-ordinator.
3. Keep confidential any personal details learned about other people participating in the programme.
4. Keep confidential any codes or pin numbers used on this programme (eg. Fuel card, key lock etc)
5. Expect to participate in the programme at an appropriate time of the day for driving
6. Follow the length of practice sessions as arranged by the Co-ordinator.
7. Be on time for appointments.
8. Follow instructions from the driving instructor and Programme Co-ordinator.
9. Notify necessary people in good time if unable to make an appointment.
10. Respect the vehicle and use it with care.
11. Return the vehicle to arranged place of storage at the end of the session/day.
12. Contact the Programme Co-ordinator immediately if there are any problems.
13. Inform us if you have ever been, or are currently:
  - a) the subject of Police investigation in NZ or overseas regarding violence or sexual offences, drugs or firearms or driving offences
  - b) charged in NZ or overseas with violence or sexual offences, drugs or firearms or driving offences
14. Understand you must be "fit and able" to perform your role as learner driver/mentor and that drugs and alcohol are strictly prohibited on any days involving practice sessions or driving lessons. Specifically:
  - a) You will not take any prescription medicine or form of drug that may inhibit your ability to drive a motor vehicle safely
  - b) You will not consume alcohol within 12 hours before driving
  - c) You will notify the Programme Co-ordinator of any physical injury or condition that may inhibit your ability to drive a vehicle safely
  - d) You agree to notify the Programme Co-ordinator if these conditions change at any time while you are attending this course
  - e) You will be mentally and physically fit to undertake driver training/mentoring.
15. Consent to participate in a Programme Evaluation at the end of the Project

In signing this form I agree to the above Ground Rules

Full Name: \_\_\_\_\_

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