|  |  |  |
| --- | --- | --- |
| Complete driver run sheet | | |
| Target core skills This task covers ASCF:   * Reading and Numeracy at Level 3 * Writing at Level 2. | | |
| Target audience This task has been developed for industries that employ drivers. | | |
| Content coverage This task includes a scenario that the candidate will need to read independently. This information provides the detail for the candidate to complete a Driver run sheet.  This task requires the candidate to sequence, interpet, do some simple extrapolating, check, calculate and transpose information into the form. Looking at the individual Core Skill levels may give the impression that this task is at Level 2 but to successfully complete all steps of the process independently would demonstrate Level 3 evidence in Reading and Numeracy. | | |
| Instructions to assessor Ask the candidate to:   * read the details of the delivery run * read over the form that will need to be completed * complete the Driver Run Sheet using the information. * total the distance and time columns on the form (shaded grey)   At this level you would expect the candidate to be able to read the scenario independently. If support is provided remember to factor that in to your final rating. | | |
| ACSF mapping | | |
| **Question** | **ACSF skill level indicator** | **Domain of Communication** |
| No numbers | 3.03 3.04 2.05 2.06  3.09 3.10 3.11 | Workplace and employment and/or  Education and training |

# Complete driver run sheet

Today you’re driving for Dash Deliveries, working on the 2 North/West run to deliver vegetables to customers in the north and west of Melbourne. The details of the deliveries you need to make are written up on your run sheet and you need to complete the details of your trip.

This is how your day goes...

You start work at 7.45am. You pick up your job sheet and carry out a pre-start check on the van you usually drive, which has registration number VKB962. Everything seems as it should be, so you’re ready to go!

You note the odometer reading is 83 445 and head off at 8.10.

You head out to Kensington to make the first delivery. The journey is 6 kms and takes 22 minutes because the traffic is quite heavy. You drop off delivery 2WN1. You’re back in the van at 8.37 and the next delivery is just around the corner – 2 kms away. You drop it off at 8.42.

You’re going well and heading to North Melbourne at 8.46. That trip takes you 16 minutes – the traffic is still pretty bad. You note your odometer reading as 83 460.

You have a quick chat to Rosa at Caio Bella and then it’s off to Brunswick East at 9.10. That trip is 13 kms and you arrive at Simpsons 15 minutes after you set out. You drop off delivery 2NW3 and you’re back in the van at 9.31 and off to Northcote, which is a trip of 11 kms. You arrive and jot down your odometer reading. Tran Tran’s delivery is 2NW4 – you deliver the box at 9.43.

The last delivery at Nicolletti’s is just 3 kms further along High Street. You arrive at 9.54.

Then At 9.58 it’s back to the depot for a 15 minute morning break. The journey back to base takes 13 minutes and when you arrive the odometer reads 83 493.

Now complete the Driver run sheet for your morning’s work. Once you’ve filled in the details of each delivery, total the time and the distance for the delivery run.

**DASH DELIVERIES DRIVER RUN SHEET**

**Date: Driver name: Vehicle Reg No:**

**Driver start time: Driver finish time:**

**Pre-start inspection completed on vehicle □Yes □ No**

**Fit for work: □Yes □ No** Signature **:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job run/Job number:** 2 West/North

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Delivery name** | **Delivery address** | **Delivery number** | **Time journey begins** | **Odometer reading** | **Time of delivery** | **Odometer reading** | **Total kms** |
| Expresso House | 3 Bellair St  Kensington | 2WN1 |  |  |  |  |  |
| Mick’s Tavern | 45 McCauley Rd  Kensington | 2WN2 |  |  |  |  |  |
| Caio Bella | 56 Errol St  Nth Melbourne | 2WN3 |  |  |  |  |  |
| Simpsons | 2/14 Lygon St  Carlton | 2WN4 |  |  |  |  |  |
| Tran Tran | 214 High Street, Northcote | 2WN5 |  |  |  |  |  |
| Nicolletti’s | 318 High Street  Northcote | 2WN6 |  |  |  |  |  |
|  | Back to depot |  |  |  |  |  |  |
| **TOTAL TIME and distance** |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Rest breaks** | **Start time** | **Finish time** | **Total time** |
| Inside depot | 10.15 |  |  |
|  |  |  |  |
|  |  |  |  |
| **Workshop** | **Start time** | **Finish time** | **Total time** |
|  |  |  |  |
|  |  |  |  |

#### Fill in sheet correctly and submit to Supervisor at the end of every shift.