The following guidelines are provided with no guarantee that they are a comprehensive list of issues that can occur with logbooks. These are mostly recommendations after years of experience with different learners presenting for a test when having their logbook checked. **It is the responsibility of the learner (not the instructor or supervisor) to ensure the logbook is filled out correctly.**

NSW Logbooks

Logbooks must be filled out to an acceptable standard before a learner may do their driving test. Usually a logbook is checked by the testing officer when the learner presents for the test. If the logbook is found to not meet the required standard the learner will not be allowed to start the test, will forfeit the test fee already paid and will be given the option to rebook their test. If a driving school's car is booked for the test but the test is not able to start, the learner may still need to pay the driving school for the period in which they would have used the car. For these reasons, it's very important to ensure the logbook is filled out correctly and completed.

<u>Night Driving</u>
Each NSW learner must complete at least 20 night hours. Night driving is defined as between sunset and sunrise, which may include the twilight period shortly after sunset for example. Be aware that sunset and sunrise times vary significantly depending on the time of year. In the middle of Winter the sunset time may be around 5.15pm, whereas in Summer with Daylight Savings in effect it may be around 8.30pm. If you will be doing a drive that includes the time where the sun sets or rises, try to take note at what time that happened, and fill in the appropriate amount in both the day and night columns. If in doubt, it is better to consider it day driving.

If one or more entries have night driving recorded incorrectly when your book is being checked, the night drive amount from those entries will be deducted from your final total to determine whether you have the 20 hours required. It is therefore good practice to continue filling in night drives even after you have already recorded 20 hours just in case this happens.
If you need to find the sunset or sunrise times for a particular day you might find this calculator provided by GeoScience Australia helpful: http://www.ga.gov.au/geodesy/astro/sunrise.jsp

<u>Trip Details</u>
When completing the Trip Details section, do not put street names, business names, or schools. Use place names, which means City, Town or Suburb names. Each entry should include a start and finish location, although if you stayed in the same suburb/area it is ok to put, for example "Around Albury" or "Albury Area". It is ok to use "home" as a start or finish location.
DO NOT abbreviate place names (e.g. "Alb", "Wod", "Yack"), though abbreviating common words is fine, such as "Mt Beauty", "Nth Albury", "Springdale Hts"
If you have previously entered trip details incorrectly, you won't necessarily need to re-write the

entries. Usually just adding a town or suburb to the detail will suffice. For example, "Home to school" could be fixed to "Home to school Nth Albury".

Mistakes
If you make a small mistake in one of the fields it's ok to cross out the mistake and write the correction next to it. If correcting it will be too messy it's best to put a line through the whole entry and re-write it on a separate line.
DO NOT use white-out to fix errors. Even if done to fix an honest mistake these may give the appearance of fraudulently changing details of an entry.

What to use
DO NOT use pencil. Use pen, preferably blue or black.

Order
Entries in the logbook do not need to be in chronological order (order of date and time) although most of them should normally be. It's ok to fill in a drive you did previously after your last entry, even if it's out of order.

Dates
For each logbook page there must be at least one date that includes the year. It is best to include the year in every entry though.

On using dittos for repeated data
Any entry which includes a "ditto", which is a short-hand way of meaning "same as above", is considered to be incomplete.
DO NOT use dittos.

Missing data
Any entry which has one of the required fields empty is considered incomplete, and when your logbook is being checked, the time recorded for that entry will be deducted from the total you have written.

Adding up hours
At the bottom of each page of entries you should add up the total day and night driving hours for that page, and record the running total for all drives up to and including that page. When presenting for the test your logbook should include the final hours on the last page of entries. The RMS staff **will not** do any adding up for you. Adding up the hours is a necessary part of filling in the logbook.
The total should be at least 120 hours, including at least 20 night hours. There is not a requirement for 100 day hours, so for example 60 hours day and 60 hours night would be considered a valid way to achieve the 120 hour total.

Learning Goals and Declaration of Completion

All 20 learning goals in the front section of the logbook must be signed (and dated) by a supervisor of the learner. DO NOT expect a driving instructor to sign off all of these, though in cases where the instructor has observed a learner's driving so as to be satisfied a learning goal has been met, they may sign off for that learning goal.

Section 5 (Changing Gears) does have to be signed off for auto drivers (they still change gears, just when the car is stopped).

Near the end of the logbook you will find the "Declaration of Completion" page. This must be filled out by the learner and one of their supervisors once all learning goals have been signed off and there is enough drives recorded in the book to meet the 120 hour requirement and 20 hour night-driving requirement.

Moving interstate

If you have completed part of your learner driving experience in a different state that also had a logbook for you to fill out, you should bring this in addition to your NSW logbook to your driving test.

When you move to an address in NSW you are required to change the address on your licence within 3 months.

Victorian Logbooks

When possible, the VicRoads staff prefer you to have had your logbook checked and signed off before the day of your test

When presenting for the driving test you are required to present a secondary form of ID in addition to your driving licence itself. A Medicare card or bank card with your name on it will usually suffice.

Learners who obtained the learner licence after 1/11/2017 are required to record at least 20 hours of night driving experience. Learners who obtained their learner licence before that date may only need 10 instead.

Supervisor details

Any person that supervises a drive that is recorded in your book must have entered all required info in the Supervisors list which is located just before the driving record pages begin. If when your logbook is being checked by VicRoads staff they see logbook entries that have a supervisor who did not fill out their details in the Supervisors list, all drives from them will be struck off and you will lose any time from those drives for the purpose of reaching the 120 hours total.