# ALL REV PROJECT VEHICLE INSTRUCTORS ARE REQUIRED TO COMPLY WITH THESE PROCEDURES

## 1. General Responsibilities

Manage the usage of the REV project’s vehicles and ensure that REV Usage and Keys Record (F01), REV Modification Record (F2) and REV Service Log (F6) are maintained.

To immediately report any safety or procedural violations to the REV project supervisor.

Perform inductions of new electric vehicle drivers and certify them as safe to operate the vehicle.

To maintain the vehicles when not in use, ensuring the vehicle battery remains charged.

A REV Project instructor must drive at least 50km in a REV Project electric vehicle every quater or they will lose instructor status.

## 2. Vehicle Booking

REV project’s vehicle usages can be approved by an REV instructor. The REV instructor is responsible for ensuring:

* The vehicle user has passed induction and is certified to use the vehicle.
* The REV Usage and Keys Record (F01) is updated by the vehicle user.

## 3. Vehicle Driver Inductions

Instructors can perform inductions for electric vehicle users and certify them as safe to drive.

The REV supervisor is also a REV instructor.

The induction is completed by signing a successful REV Induction Form (F04). These forms must be then submitted to the REV project supervisor.

## 4. Instructor Induction

Instructors must pass an induction with the REV project’s supervisor including:

* Currently be an approved REV driver
* Have performed a successful induction on the REV Project supervisor.
* Have driven at least 100km in a REV Project electric vehicle

Upon completion of the induction, a REV Instructor Induction Form (F05) must be completed and signed by the inductee and the REV project’s supervisor.

## 5. Vehicle Maintenance

Instructors must arrange for the vehicles to be serviced through an authorized automotive service shop, every 1 year or every 10,000km, whichever comes sooner.

The REV Service Log (F06) must be maintained and updated for each vehicle service.