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efficiency and compliance**



## **F Endorsement Study Guide**

Unit Standard 18496

Demonstrate knowledge and skills for driving  
a Forklift on a road

V 10.03.2025

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## **Introduction**

To drive a forklift on a road, you must have a driver licence for the appropriate class and an F (forklift) endorsement. To gain the endorsement you must complete unit standard 18496.

The unit standard consists of two parts: a **closed book theory assessment** and a practical assessment.

The following information is a study guide for the theory assessment. Both theory and practical assessments need to be achieved to receive an F endorsement certificate for your driver's licence.

You need to know certain rules so doing the pre-course study will set you up for success.

There are some self-check questions on pages 7 and 8 you can complete once you have read through the study guide.

## **Legislation**

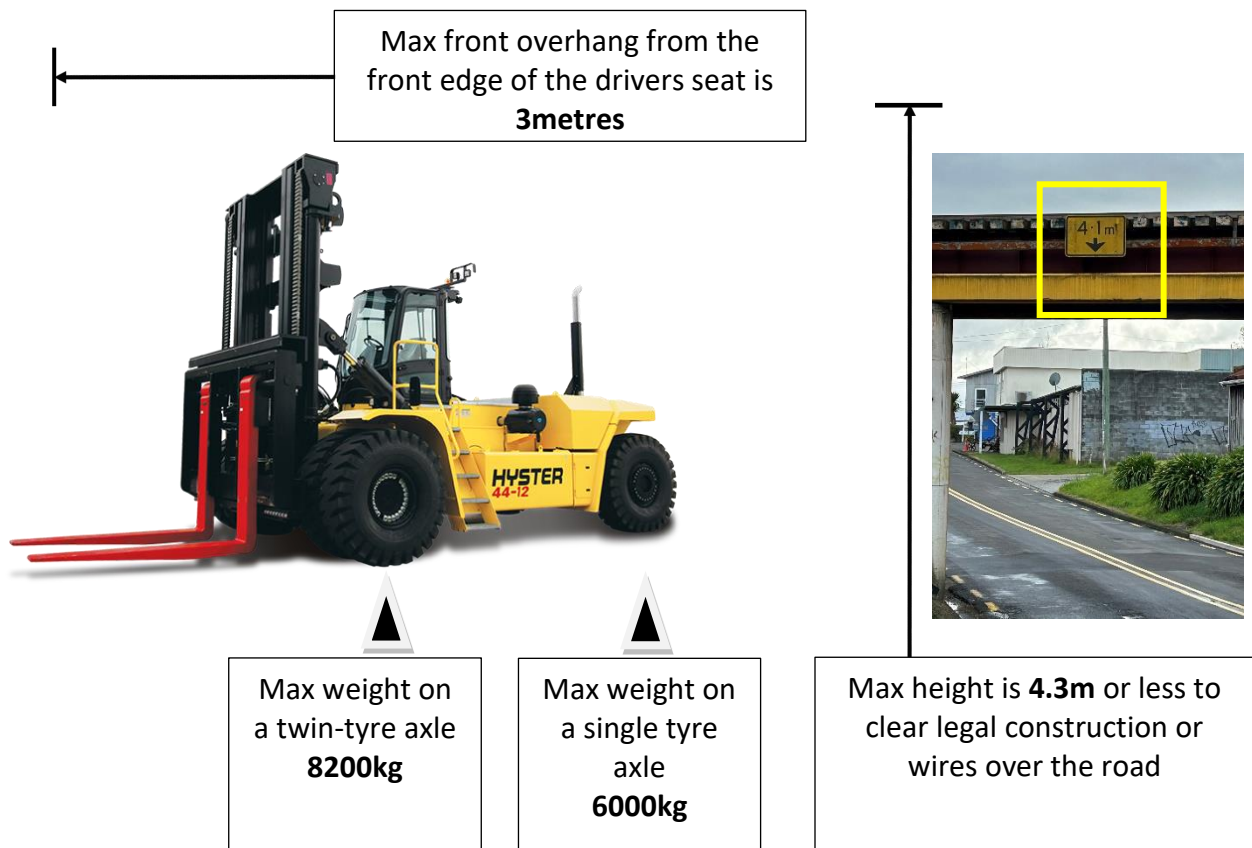
The following legislation/publications are used as a reference for the requirements of driving a forklift safely on a road.

Some keywords are in bold to assist with remembering the correct legislation.

a	Land Transport <b>(Road User)</b> Rule 2004	This contains the regulations for the driving of a forklift <b>on a road</b>
b	The Road Code	This is a plain English version of the Traffic Regulations Land Transport Road User Rule 2004
c	Land Transport Driver <b>Licencing</b> Rule 1999	Explains the requirements for drivers to be <b>licenced</b> and hold an F endorsement on their licence if driving a forklift on a road
d	<b>Safety</b> Code for Forklift <b>Operators</b> No. 1 Front Loading Forklifts	This sets out the requirements for the <b>safe operation</b> of a forklift
e	<b>Truck</b> Loading Code	Identifies the requirements for the safety and security of all loads on <b>vehicles</b>
f	Approved Code of Practice for <b>training forklift</b> operators and instructors	This contains the requirements for the <b>training of a forklift</b> instructor and operators

## Weights and Dimensions for Forklifts

All forklifts that operate or are driven on a road must comply with the following:



Max total width **2.55m** or **1.275m** from the longitudinal centre line  
If the load extends more than **200mm** on either side of the forklift, hazard warning signs must be used.

## ***Vehicle Documentation***

Any forklift operating on a road must display the following:

- Registration Plate
- Licence Label
- Warrant of Fitness (WOF)

## ***Licence Requirements***

To operate a forklift on a road with.

- (a) a GLW of 18000kg or less you must have a full Class 1 licence and an F endorsement.
- (b) a GLW of more than 18000kg has no more than 2 axles, a full Class 2 licence and an F endorsement.

When you are driving on a road, you are moving with or, in and out of traffic.

Some safety practices you need to apply could be:

### ***Travelling safely unloaded on a road***

- Drive at a safe speed to allow you to stop
- Use the give way rules
- Use your indicators to warn other traffic
- Keep your forks high enough to avoid hitting kerbs or other obstructions
- Look in the direction of travel
- Scan for other vehicles, cyclists, and pedestrians
- Always drive in a forward direction

### ***Travelling safely loaded on a road***

- Watch for side clearance with wide loads
- Adjust your speed for the conditions and the load
- Keep the load as low as possible
- Ensure the load is secure and against the backrest

## ***The six driving conditions, the hazards affecting the safe operation of a Forklift***

Whenever driving a forklift on a road, six driving conditions can contribute to the operator being involved in an accident.

These factors are:

- **Weather:** wet weather could cause the forklift to slip and not stop in time or cause distractions.
- **Traffic** such as cars, pedestrians and cyclists are sharing the road. They might not see the forklift, or you might not see other road users. There is potential for an incident.
- **Light:** low light conditions create poor visibility. This makes it harder to see for all road users.
- **Vehicle:** the forklift may not be in good condition and unsafe to use as it wasn't inspected before operating. For example, the horn or indicators may not be working to warn other people.
- **Road:** uneven ground or rough surface, unstable forklift or load from potholes and road chamber.
- **Driver:** Fatigue or illness can affect your judgement and reaction times, you may find it hard to concentrate or feel sleepy.

## ***Actions to reduce the risk before and during loading with a forklift***

Although a forklift can legally be driven on a road there is always a risk of accidents, to reduce this risk you should take certain precautions, which may include:

- Putting out temporary signs warning of forklifts operating.
- Use hazard lights or rotating beacons on the forklift.
- Have someone help direct the traffic.
- Place out cones to keep other traffic away from the area.
- Be aware of the rear-end swing of the forklift.
- Sound the horn to alert other traffic.
- Travel at a reduced speed.
- Using additional lighting in low-light situations.
- Know where the truck driver is always.
- Reposition the truck to avoid potholes and kerbs.
- Make sure you have completed a pre-operation inspection.
- Drive to the conditions to maintain control of the forklift.

### ***Parking a forklift on a road***

When you park forklift on a road, it must not be a hazard and it must be safe. It may be parked with or without a load.

You can reduce the risk by:

- Park on flat ground
- Apply the park brake
- Park as far to the left as possible
- Park clear of driveways
- Park at least half a metre away from a fire hydrant
- When parking with no load, the forks be lowered, and the mast tilted forward with fork tips touching the ground.
- Don't park in no-stopping areas or broken yellow lines

### ***Self-check questions***

#### ***Complete the following sentence***

1. The maximum height for a forklift to travel on the road is 4.3 metres,

***or less to*** \_\_\_\_\_

2. What is the maximum weight allowed on a single tyre axle?

\_\_\_\_\_ Kg

3. What is the maximum weight allowed on a twin-tyred axle?

\_\_\_\_\_ Kg

4. Where do we find the regulations for driving a forklift on the road?

\_\_\_\_\_

5. What rule governs the licence and endorsement requirements when driving on the road?

\_\_\_\_\_

6. What is the legal maximum vehicle width?

\_\_\_\_\_ *m* or \_\_\_\_\_ *m* from the longitudinal centre line of the vehicle.

7. How must a forklift be parked on a road?

- Close to the centreline
- As close to the left as possible
- One wheel must be on the grass verge
- The handbrake must be applied
- Away from a fire hydrant

8. What safety practices can you apply when driving without a load?

- Drive at a safe speed to allow you to stop
- Use the give way rules
- Drive in reverse
- Keep your forks high to see under them
- Look in the direction of travel
- Scan for other vehicles, cyclists, and pedestrians

9. What safety practices can you apply when driving without a load?

- Watch for side clearance with wide loads
- Adjust your speed for the conditions and the load
- Keep the load as low as possible
- Ensure the load is secure and against the backrest

10. How can you reduce the risk before and during loading of a vehicle on the road

- Use hazard lights or rotating beacons on the forklift.
- Have someone help direct the traffic.
- Place out cones to keep other traffic away from the area.
- Sound the horn to alert other traffic.
- Using additional lighting in low-light situations.
- Know where the truck driver is always.
- Reposition the truck to avoid potholes and kerbs.
- Make sure you have completed a pre-operation inspection.
- Drive to the conditions to maintain control of the forklift.

***Answers on page 10***



## ***Practical Assessment***

The practical assessment will involve the following.

- Pre-start check to ensure it can be driven safely and legally on a road.
- Loading and unloading a goods service vehicle (may be simulated)
- Traveling with and without a load.
- Positioning forks for travel on a road.
- Parking a forklift on a road (simulated road)
- Managing fork swing and rear end swing.

**Please bring this handout to the course**

Answers

**Q1.** To clear legal construction or wires over the road

**Q2.** 6000kg

**Q3.** 8200kg

**Q4.** The land transport road user rule

**Q5.** The land transport driver licencing rule

**Q6.** 2.55m or 1.275m

**Q7. Correct answers are in bold**

- Close to the centreline
- As close to the left as possible**
- One wheel must be on the grass verge
- The handbrake must be applied**
- Away from a fire hydrant**

**Q8. Correct answers are in bold**

- Drive at a safe speed to allow you to stop**
- Use the give way rules**
- Drive in reverse
- Keep your forks high to see under them
- Look in the direction of travel**
- Scan for other vehicles, cyclists, and pedestrians**

**Q9.** All are correct

**Q10.** All are correct