

# Driver Trainer and Rider Trainer Accreditation Application

Transport Operations (Road Use Management) Act 1995



Queensland Government

This form may be used by you to apply for:

- Driver Trainer or Rider Trainer Accreditation
- renewal of a Driver Trainer or Rider Trainer Accreditation
- change existing class/es of vehicle you wish to give training for.

If you are applying for the grant of an accreditation as a Rider Trainer, you must already be an accredited Driver Trainer and be authorised to train a class R motorbike.

An accredited Rider Trainer may only give Q-RIDE training as a registered service provider or an employee of a registered service provider.

## To apply for accreditation you must:

- hold and have held for at least one year an open type driver licence (an open type driver licence includes a driver licence granted outside Queensland (Qld) that corresponds to an open licence) for the class of the vehicle for which you propose to give training
- pay appropriate fee
- provide evidence of appropriate training.

**Please note:** Applications may be lodged prior to completion of the relevant training qualifications to allow the department to commence the required checks. However the relevant training qualifications must be lodged within three months from the lodgement of the application or the application will lapse and you will not receive a full refund of the application fee.

## Additional Information

This application and fees must be lodged in person at a Department of Transport and Main Roads Customer Service Centre or QGAP Office.

Renewal applications should be lodged no sooner than two weeks before the current expiry date. If you have an existing industry authority card, you must bring this with you.

If your accreditation has lapsed by three months or more from the expiry date, then you must re-apply and meet new application requirements.

**Fees are not refundable if the application is unsuccessful.**

## Evidence of Identity (EOI) Requirements

You must give evidence of your identity. You may do so by presenting your Qld driver licence. If you are unable to present your driver licence, your Qld industry authority, marine licence indicator or adult proof of age (APA) card may be accepted (conditions apply\*).

If you are unable to present any of these documents you will need to present three EOI documents.

These documents must include at least one Category A document and one Category B document. The third document may be from either category however, one of these documents must include your signature. If your Qld residential address is not shown on any EOI documents provided, you must also show an evidence of Qld residential address document.

All documents must be current or expired less than two years. All documents must be original documents. Photocopies and certified copies of original documents are not acceptable.

\* Please refer to the EOI Requirements (form F4362) or the department [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for a full list of EOI, evidence of Qld residential address and change of name documents.

## Digital Photo

You may be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by the department or to renew the latest digital photo.

## 1 - Applicant's Details (please tick appropriate box)

- (a) Do you have a Customer Reference Number (CRN)?  
(The CRN is your Qld driver licence number, APA/Card 18+ or Industry Authority number)

No  Please complete a New Customer Application (form F3503)

Yes  Please quote your CRN

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Date open licence effective from

	/		/	
--	---	--	---	--

Expiry date of open licence

	/		/	
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Family name (please PRINT in block letters)

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Given name/s

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Residential address

--

Postcode

Postal address (if the same as residential write 'as above')

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Postcode

Daytime telephone or mobile number

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Date of birth

	/		/	
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Town or city of birth

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State/Territory of birth

--

Country of birth

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- (b) Do you wish to advise the department of a change of personal details (for example, change of name)?

No

Yes  You are also required to complete a Change of Customer Details form (form F4214) and show a Change of Name document (refer to EOI Requirements form F4362).

## 2 - Current Industry Authority Information

- (a) Do you have an existing industry authority? (for example, Driver Authorisation, Tow Truck Driver/Assistant etc.)

No

Yes  Do you wish to surrender any of these authorities?

No

Yes  You must complete Replacement Industry Authority (form F4729)

- (b) Do you have other industry authority applications which have been lodged but are not yet finalised?

No

Yes  Please provide details

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### 3 - What are you applying for?

Driver Trainer Accreditation

Rider Trainer Accreditation

Renewal of existing Driver Trainer or Rider Trainer Accreditation

Change existing class/es of vehicle you wish to give training for

Add stream (for example, Rider Trainer Accreditation)

### 8 - Accreditation Classes

What class/es are you applying for/renewing?

#### Car Stream

Motor Car  C

#### Heavy Vehicle Stream

Light Rigid  LR

Medium Rigid  MR

Heavy Rigid  HR

Heavy Combination  HC

Multi-Combination  MC

#### Motorbike Stream

Motorbike  R

Rider Trainer (Q-RIDE)  QR

\* For information about the Learner Approved Motorbike Scheme, visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

### 4 - Background Information

(a) Have you ever been known, or are you known by, any other name?

No  Yes  You are required to give full details

What name/s?	Period
	/ /
	/ /

(b) Have you lived in any other state, territory or country in the last 10 years?

No  Yes  You are required to give full details

Where?	Period
	/ /
	/ /

### 5 - Previous Industry Authority Information

Have you ever had an authority/licence/accreditation/Certificate (in Qld or elsewhere) suspended, cancelled or refused?

No  Yes  You are required to give full details below  
*If insufficient room – attach separate sheet*

Town/State/Country	Period
	/ /
	/ /

### 6 - Traffic History

(a) Have you ever had your driver licence suspended/cancelled/disqualified?

No  Yes  You are required to give full details below  
*If insufficient room – attach separate sheet*

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(b) Have you, in the last three years, received a notice in relation to any traffic offence other than parking? (for example, speeding, failure to give way)

No  Yes  You are required to give full details below  
*If insufficient room – attach separate sheet*

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### 7 - Criminal History

(a) Have you, in the last 10 years, been convicted of a criminal offence or been charged with any offence and the charge has not been finally disposed? *Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction was recorded.*

No  Yes  You are required to give full details below  
*If insufficient room – attach separate sheet*

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### 9 - Competency Requirements

(To be completed by new or upgrading driver trainers)

Which of the following qualification(s) do you hold?

#### Light vehicle class (C and CA)

Certification IV in Transport and Logistics (Road Transport – Car Driving Instruction) TLI41210 or TLI41207

#### Heavy vehicle classes (LR, MR, HR, HC, MC)

Certification IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving instruction) TL141310 or TL141309

including one of the following competency units:

- Drive LR vehicle TLIC 2002A
- Drive MR vehicle TLIC 3003A
- Drive HR vehicle TLIC 3004A
- Drive HC vehicle TLIC 3005A
- Drive MC vehicle TLIC 4006A

#### Motorbike class (R)

Certification IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction) TLI41410 or TLI41409

**Please note:** Certificate IV in Driving Instruction 91000NSW is acceptable for renewal purposes only.

#### Rider Trainer (authorised to deliver Q-RIDE)

The following assessment units:

- Plan and Organise Assessment TAEASS401A  or TAAASS401
- Assess Competence TAEASS402A or TAAASS402
- or
- Certification IV in Training and Assessment TAE40110 or TAA40104

Other Driver Trainer qualifications (please detail below)

Please attach a copy of your qualification(s) and statements of attainments for the specific competency units.

Have you read, and do you understand the Code of Conduct for Queensland Accredited Driver Trainers?

Yes  No  You cannot proceed with this application unless you answer yes to this question.

**Note:** If you are teaching/training a person under the age of 18 years you should be aware that the Commission for Children and Young People and Child Guardian requires the possession of a suitability card (blue card).

### 10 - Fitness to perform industry authority role

Do you have any medical condition or physical or mental incapacity that will prevent you from satisfactorily performing the activities authorised under a licence or certificate?

No  Yes  You are required to have your treating doctor complete Section 11 Medical Practitioner Certification.

### 11 - Medical Practitioner Certification

#### Driver/Rider Trainer

A driver/rider trainer provides verbal advice, practical demonstration and instruction to a learner driver/rider. This can be either by being seated next to the learner driver (in a car or truck) or by riding another motorcycle. Therefore, medical certification is required to ensure that the applicant has the physical and mental capacity to perform the role.

I personally examined the applicant knowing the person to be an applicant.

Date of the examination

/ /

In my opinion, having regard to the health and safety of the public generally, the applicant:

is mentally and physically an appropriate person to hold an approval

is not mentally and physically an appropriate person to hold an approval

Doctor's name (please PRINT)

Address or stamp

Telephone number

Doctor's signature

Date

/ /

### 12 - Applicant's declaration

(Insert the full name of applicant)

consent to the department verifying my EOI information provided by me with the issuing authority or their agencies.

I consent to the department taking, keeping and using my personal information, digital photo and digitised signature for the purposes associated with my application for Driver/Rider Trainer Accreditation.

I declare that I have read the above statement and all the answers I have given to the questions in this application and that the answers given by me are complete, true and correct in every detail.

I understand that if it is determined that I have stated anything in this application that is false or misleading, the Driver/Rider Trainer Accreditation granted to me as a result of this application will be void and have no legal effect whatsoever.

I understand that I may be prosecuted for giving or stating any false or misleading information or documents.

#### Consent to conduct enquiries

In making this application, I agree to the department carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for a Driver/Rider Trainer Accreditation and to conduct further enquiries during the period of my accreditation to assess my ongoing suitability to hold the licence. Such enquiries include, but are not limited to:

- a driving history check in all states and territories of Australia
- a national criminal history check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service
- further enquiries with the courts, police, prosecuting authorities or such as other relevant bodies or entities necessary to enable the department to make a full and informed assessment of my suitability for a Driver Rider Trainer.

#### Consent for the release of information

I authorise the release of that information by the Queensland Police Service and the Australian Police Service to the department, its employees and agents. I understand that the release of my criminal history by those authorities is subject to relevant legislation.

#### Responsibilities as a Driver/Rider Trainer

I understand my responsibilities as a Driver/Rider Trainer under the *Transport Operations (Road Use Management) Act*.

I understand that failure to comply with the statutory accreditation conditions and the Code of Conduct for Queensland Accredited Driver Trainers may result in the amendment, suspension or cancellation of my accreditation as a trainer.

**Please note:** An applicant in this application must not:

- wilfully make or authorise the making of a statement that is misleading
- wilfully make or authorise the omission of any matter or thing without which the application is misleading in a material respect.

#### Sign only in the presence of a departmental officer.

Applicant's signature

*It is an offence under the Transport Operations (Road Use Management) Act to state anything or give a document to an authorised officer if you know it contains false or misleading information. The maximum penalty may be up to \$6000.*

Date

/ /

**Authorising person's declaration**

**I declare that:**

I have witnessed the applicant's signature. I am satisfied that the signature accords satisfactorily with the signature appearing on the EOI document/s. I have also sighted EOI, and the Change of Name documents as required.

Authorising person's name

Authorising person's signature

Date

 /  / 

**Office Stamp**

**Privacy Statement:** The department collects the information on this form for the purpose of applying for, or renewing a Driver and Rider Trainer Accreditation. This information is authorised by the *Transport Operations (Road Use Management) Act*. The department usually gives some or all of this information to its agents and contractors, authorised departmental officers, the Queensland Police Service, other Qld state government agencies, and federal and interstate government agencies. The department will not disclose your personal information to any other third parties without your consent unless authorised or required by law.

**Office Use Only**

(a) The applicant has applied for:

Driver Trainer accreditation	<input type="checkbox"/>
Rider Trainer accreditation	<input type="checkbox"/>
Renewal of a Driver Trainer accreditation	<input type="checkbox"/>
Renewal of a Rider Trainer accreditation	<input type="checkbox"/>

(b) Fee paid

Amount paid	Receipt number
\$ <input type="text"/>	<input type="text"/>

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | No                       | Yes                      |
| (c) Has the relevant driver licence been sighted and EOI verified?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) Has a 1:1 match been performed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) Does the applicant meet the licensing requirements?  | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) Is the applicant's traffic history satisfactory for accreditation?                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| (g) Is the applicant's criminal history satisfactory for accreditation?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| (h) Is the person mentally and physically an appropriate person to be accredited?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| (i) Is the applicant's qualification(s)/experience suitable for this accreditation/upgrade of authority? | <input type="checkbox"/> | <input type="checkbox"/> |

(j) Do you recommend that this application be approved?

- Yes
- Yes  with conditions (attach a copy of the condition letter with this application)
- No  (attach a copy of the refusal letter with this application)

Recommended by	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Approved by	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Refused by	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>