



# Driver Trainer and Rider Trainer Accreditation Application

Transport Operations (Road Use Management) Act 1995

Transport Planning and Coordination Act 1994

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 a continuous period of at least one year on the day the application is made an open Australian or New Zealand driver licence for the class of 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 of Transport and Main Roads (TMR) 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 fee must be lodged in person at a TMR Customer Service Centre or QGAP Office.

Upon approval of your application, you can use an Interim Industry Authority as evidence that you are authorised to perform the role until your industry authority card arrives in the mail. To obtain your interim industry authority by email ask to sign up for the TMR's e-reminders when submitting your application. For more information on e-reminders please refer to [www.qld.gov.au/transport/enotice](http://www.qld.gov.au/transport/enotice).

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

Refer to the *EOI Requirements (form F4362)* or the TMR website [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 TMR or to renew the latest digital photo.

### Mutual Recognition

You may be eligible to apply under mutual recognition.

You can check if your licence/accreditation is eligible for mutual recognition by using the Licence recognition website at [www.licencerecognition.gov.au](http://www.licencerecognition.gov.au).

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

(a) Do you have a Customer Reference Number (CRN)?  
(The CRN is your Queensland driver licence number, Adult Proof of Age Card, Photo Identification Card or Industry Authority number).

No  Please complete a New Customer Application (form F3503).

Yes  Please quote your CRN.

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Effective date

Expiry date

Family name (please print in block letters)

Given name/s

Residential address

Postcode

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

Postcode

Daytime contact phone number

Date of birth

Email address (optional)

Town or city of birth

State/Territory of birth

Country of birth

(b) Do you wish to advise TMR 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 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 and so on)

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.

## 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, car, heavy vehicle)

upgrade (for example, HR to MC)

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**4 - Do you currently hold a driver/rider trainer accreditation in another Australian or New Zealand jurisdiction?**

No   
 Yes  You may be eligible to apply under mutual recognition.

**5 - 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
	/ /
	/ /

**6 - Previous Industry Authority Information**

Have you ever had an authority/licence/accreditation/certificate (in Queensland 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
	/ /
	/ /

**7 - Traffic History**

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

No  Yes

(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

**8 - 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

**9 - 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

**10 - Competency Requirements**

(To be completed by new or upgrading driver trainers)

(a) Are you applying for mutual recognition of a current driver/rider trainer accreditation held in an Australian or New Zealand jurisdiction?

No  Yes  You must complete *Equivalent Occupation Registration Notice (form F2762)* and for NZ licences provide a NZ licence check from driver.check@nztz.govt.nz that is no more than 6 weeks old carrying the endorsement 'I' for Instructor. **Go to 11**

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

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

Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction) TLI41218

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

Certificate IV in Transport and Logistics (Road Transport – Heavy Vehicle Driving instruction) TLI41318

including one of the following competency units:

Drive LR vehicle TLIC2002

Drive MR vehicle TLIC3003

Drive HR vehicle TLIC3004

Drive HC vehicle TLIC3005

Drive MC vehicle TLIC4006

**Please note:** for class MC you must also have TAE40116 or TAE40110 with one from (a) and one from (b) below:

**a) either** TAELLN411 **or** TAELLN401A - Address adult language, literacy and numeracy skills

**b) TAEASS502, TAEASS502A or TAEASS502B** - Design and develop assessment tools

**Driver Trainer (authorised to teach class RE and R)**

Certificate IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction) TLI41418

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

Certificate IV in Transport and Logistics (Road Transport – Motorcycle Riding Instruction) TLI41418

**AND**

Certificate of completion for Q-Ride Accredited Rider Curriculum Training

Other Driver Trainer qualifications (please detail below)

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

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**11 - 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. To read the code of conduct, please refer to: [www.tmr.qld.gov.au/business-industry/Accreditations/Driver-and-rider-trainers](http://www.tmr.qld.gov.au/business-industry/Accreditations/Driver-and-rider-trainers).

**Note:** If you are teaching/training a person under the age of 18 years you should be aware that the Queensland Public Safety Business Agency requires the possession of a suitability card (blue card).

**12 - Fitness to perform industry authority role**

Do you have a medical condition that may 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 13 Medical Practitioner Certification.

**13 - 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 have examined the applicant having regard for the health and safety of the public generally, and state that 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

**Privacy Statement:** TMR collects the information on this form under the *Transport Operations (Road Use Management) Act* and *Transport Planning and Coordination Act* for managing the Driver and Rider Trainer Accreditation scheme. Where required, TMR usually discloses some or all of this information, to its agents and contractors, the Queensland Police Service and other Queensland, interstate and federal government agencies. In the event that you apply for a product of another government agency, your digital photo and digitised signature may be used by this department to issue you with the prescribed authority. TMR will not disclose your personal information to any other third party without your consent unless authorised or required to by law.

**14 - Applicant's declaration**

I consent to TMR verifying my EOI information and using my personal information, digital photo and digitised signature for the purposes associated with my application for a Driver/Rider Trainer Accreditation.

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

I understand that any false, misleading or incorrect information provided by me may result in the immediate cancellation of the Driver/Rider Trainer Accreditation.

**Consent to conduct enquiries**

I give consent for TMR to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold a Driver/Rider Trainer accreditation including, but not necessarily 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 or a New Zealand criminal check (if applicable). I authorise the release of information by Queensland Police Service, the Australian Police Services and New Zealand Police to TMR.
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities necessary to enable TMR to make a full and informed assessment of my suitability for a Driver/Rider Trainer.
- verifying evidence of identity information provided in this application.

I authorise TMR to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide other government agencies with information relating to my Driver/Rider Trainer accreditation.

I give my consent to TMR taking, keeping and using my personal information for the issue of a Driver/Rider Trainer accreditation under the *Transport Operations (Road Use Management) Act* or otherwise authorised by law.

**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.

Sign only in the presence of a departmental officer.

Applicant's signature

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 (please print)

Authorising person's signature

Date

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Office Stamp

**Office Use Only**

(a) The applicant has applied for:

- Driver Trainer accreditation
- Rider Trainer accreditation
- renewal of a Driver Trainer accreditation
- renewal of a Rider Trainer accreditation
- add stream (for example, car, heavy vehicle)
- upgrade (for example HR to MC)

(b) Fee paid

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

(c) Has the relevant driver licence been sighted and EOI verified? Yes  No

(d) Has a 1:1 match been performed? Yes  No

(e) Has the applicant applied for mutual recognition?

Yes  Has the applicant completed F2762?

No

**IL Hub to complete the following for NEW applications only**

(f) Does the applicant meet the licensing requirements? Yes  No

(g) Is the applicant's traffic history satisfactory for accreditation? (section 7) Yes  No

(h) Is the applicant's criminal history satisfactory for accreditation? (section 8) Yes  No

(i) Is the person mentally and physically an appropriate person to be accredited? (section 12 and 13) Yes  No

(j) If the applicant is applying for mutual recognition of an Australian or NZ driver/rider trainer endorsement has the applicant provided:

i) a completed *Equivalent Occupation Registration Notice* (form F2672) for both Australian or NZ application? Yes  No

ii) for NZ licences - a NZ licence check from driver.check@nztz.govt.nz that is no more than 6 weeks old carrying the endorsement 'I' for Instructor? Yes  No

(k) Is the applicant's qualification(s)/experience suitable for this accreditation/upgrade of authority? (section 10) Yes  No

**Note:** for new applications or upgrading of a class. A copy of the Statement of Attainment/Course Certificate must be attached to application within three months from lodgment.

(l) Has the applicant read and understood the Code of Conduct for Queensland Accredited Driver Trainer? (section 11) Yes  No

(n) 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"/>