

## Driver authorisation (DA)

DA is a qualification a driver of a vehicle providing a public passenger service must attain and maintain to drive the vehicle. The driver must also be the holder of a current driver licence for the class of vehicle being driven.

Information bulletins provide details about the different categories of DA. They may be obtained from the Department of Transport and Main Roads (department) internet site at <http://www.tmr.qld.gov.au/> or from the department's passenger transport office.

## Suitability of applicant

To be issued with and to retain DA, a person must be a suitable person to drive a public passenger vehicle having regard to:

- the safety of children and other vulnerable members of the community;
- the personal safety of passengers, their property and the public;
- the reputation of public passenger transport;
- conducting themselves responsibly with passengers and the public;
- being aware of their customer service responsibilities;
- the act of driving and the capability to safely operate the vehicle;
- having a satisfactory criminal and traffic history;
- having the required type and class of driver licence;
- having held a driver licence for the required period and
- be medically fit.

## Drivers must have an entitlement to work in Australia

A driver of a vehicle providing a public passenger service must have a legal entitlement to work in Australia. This means that before the department can accept an application, a person must provide evidence that they are:

- an Australian citizen; or
- a permanent resident of Australia; or
- a New Zealand citizen who is the holder of a special category visa as defined by the *Migration Act 1958* (Cwth), section 32; or
- entitled, under a visa granted under the *Migration Act 1958* (Cwth) to work in Australia.

### Note:

The department may not have a record of your Australian citizenship or permanent residency. This means that you must present one of the following documents when applying for a DA:

- your Medicare card (other than an interim card issued to certain applicants for permanent residency); or
- your full Australian Birth Certificate; or
- Queensland Birth Extract; or
- Australian Citizenship Certificate/Extract; or
- Australian Naturalisation Certificate; or
- Australian Passport (which cannot be expired for more than 2 years); or
- evidence of your Australian permanent residency.

If you are not an Australian citizen or permanent resident, you must present your overseas passport at time of application. You must also complete an "Authority to Check a Visa Holder's Work Entitlement" (Form F4595) so the department can verify you have an entitlement to work in Australia before your application can be accepted.

**Criminal history criteria** - the information below refers to Q10 on the application form.

Criminal history checks are part of the application process of assessing the eligibility of a person to be issued with DA. Applicants for DA must have a satisfactory criminal history to be issued with DA.

## If you have any criminal history please note the following:

You must declare on the form:

- **all** criminal history offences from Queensland, interstate and any country; and
- charge/ s not finalised; and
- any finding of guilt - this includes where no conviction was recorded, conviction recorded, good behaviour bond, a fine or restitution, etc. must be declared.

There is no time limit for criminal history to be declared under the *Transport Operations (Passenger Transport) Act 1994* - the time limit provision, as stated under section 6 of the *Criminal Law (Rehabilitation of Offenders) Act 1986*, does **not** apply.

**Please note:** The declaration of a criminal history does not mean that you will not be issued with a DA. The circumstances of each offence and when it occurred will be taken into consideration.

## Criminal history declaration

**If you fail to declare any criminal history you are committing an offence and are liable for a fine.**

## Criminal history charges

If an applicant has been charged with a driver disqualifying offence and the charge has not been finalised, the application may be refused until the outcome of the charge is known.

The information bulletin titled 'Driver Authorisation - Effect of a Driver Disqualifying Offence' has a full list of category A, B and C driver disqualifying offences.

## Category A driver disqualifying offence

For serious offences of a sexual nature where a person has been convicted of a category A driver disqualifying offence, the person is **ineligible** to apply for or hold DA. Category A offences include sexual offences against children, rape, using the internet to procure children and obscene publications/ exhibitions.

## Category B driver disqualifying offence

If an applicant has been convicted of a category B driver disqualifying offence, the chief executive will give the applicant written notice of the intention to refuse to grant DA unless the applicant demonstrates in writing that an exceptional case exists.

Some examples of category B driver disqualifying offences are murder, burglary, producing/ trafficking and possessing a dangerous drug and dangerous operation of a motor vehicle.

## Category C driver disqualifying offence

If an applicant is convicted of a category C driver disqualifying offence, when assessing the suitability of the applicant, the chief executive will consider the seriousness, number of offence/ s and date of the offence/ s. Some examples of category C driver disqualifying offences are break and enter, stealing, minor assault, minor drug offences and fraud.

## Driving history

Applicants for DA must have a current Australian driver licence and satisfactory driving history to be issued with DA. An information bulletin titled 'Driver Authorisation - Effect of a Driving History' contains information on driving history criteria.

## Medical certificate

Before DA can be approved you must submit a *Medical Certificate for Motor Vehicle Driver* (form F3712), available on the department's website at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) from a medical practitioner stating that you either meet the criteria set out in the 'Assessing Fitness to Drive - Commercial and Private Vehicle Drivers' standards or meet the criteria set out in the standards subject to certain conditions.

**To obtain the medical certificate - You must:**

- make an appointment for a medical examination with a medical practitioner of your choice. Payment for the examination is your responsibility;
- complete the *Private and Commercial Vehicle Driver's Health Assessment* (form F3195 included in this application) prior to the medical examination so that it can be given to the medical practitioner at the examination;
- obtain from the medical practitioner at the end of the medical examination, a completed *Medical Certificate for Motor Vehicle Driver* (form F3712).

## Driver licence requirements

- Applicants for limousine, scheduled, general and taxi services DA are required to have held a provisional or open driver licence (Australian or overseas) for at least three continuous years. Certain applicants (excluding applicants for taxi services) may undertake a driver competence test as an alternative to meeting these requirements.
- Applicants for taxi services DA must also have held an Australian driver licence continuously for at least 12 months in the last three years
- Applicants for general services DA must also have held an Australian driver licence continuously for at least 2 years in the last three years
- Applicants for motorcycle tour services DA must have held a motorcycle driver licence continuously for five years and an Australian driver licence continuously for at least 2 years in the last three years; or have held a motorcycle licence for at least three years and pass a practical motorcycle driving test with a pillion passenger.

**Requirements for taxi services only - You must:**

- be at least 20 years of age; and
- be able to speak and understand English and pass the English Assessment Certificate authorised by a Queensland Taxi Council training provider; and
- successfully complete a taxi training course specified by the chief executive; or
- attain competency in five particular Road Transport Competency Standards recognised by the Australian National Training Authority.

## Fees

All applicants for DA are required to pay an application fee when lodging their application. This fee includes the costs of conducting a criminal history check.

Taxi and limousine applicants will also be required to pay an annual fee at the time their DA is issued.

## How to submit your DA application

You should complete this DA Application form and submit it in person to your nearest Department of Transport and Main Roads Customer Service Centre with evidence of identity (EOI) and entitlement to work in Australia as per previous page. The locations of these centres can be obtained from your local telephone directory.

If you are not the holder of a Queensland driver licence, you will have to complete the *New Customer Application* (form F3503) and provide EOI. Refer to separate *EOI Requirements for Individuals/ Organisations* (form F4362) or [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for requirements.

You may apply for approval for more than one category of DA. Full DA may be issued for up to 5 years, provided you can meet all the required standards. If you hold a current visa with a work entitlement, DA will not be issued past the work entitlement end date.

# Driver Authorisation Application

Transport Operations (Passenger Transport) Act 1994



Queensland Government

This form is to be used if you are applying for Queensland DA to drive a public passenger vehicle. All relevant questions must be answered or the application will not be processed and will be returned to you for completion.

## 1 Personal details

Male  Female

Family name

Given name/ s

Residential address

  


Postcode

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

  


Postcode

Telephone (daytime)

Telephone (business)

Date of birth

Town/City of birth

Country of birth

## 2 Have you ever been known, or are you now known, by any other name?

No  Go to Q3 Yes  Give full details of all names

Name/ s?

  
  


When? (Year/ s)

  
  


## 3 Have you lived in any other state, territory or country?

No  Go to Q4 Yes  give details

Where?

  


When did you leave?

  


## 4 Customer reference number

Do you have a Department of Transport and Main Roads customer reference number (CRN)?

(The CRN is a Queensland driver licence number or 18+ card number)

Yes  Go to Q5

No  Complete a *New Customer Application* (form F3503)

## 5 Driver licence details

(a) Current driver licence number

State issued

Expiry date

*Note:* Evidence of the 3 year period may be required for interstate and overseas driver licence holders.

Continued next column...

## (b) What class/ es of licence do you currently hold?

  
  


## (c) Do you have either:

- a current Australian open driver licence **OR**
  - a restricted driver licence issued from a court order for driving a public passenger service.
- (For more information, see note below)

Yes  No  This application may be refused.

*Note:* All drivers of public passenger vehicles are required to hold the appropriate class of either a current Australian open driver licence or a restricted driver licence issued under Section 87 of the Transport Operations (Road Use Management) Act 1995 from a court order for driving a public passenger vehicle. A driver licence issued outside Australia or a driver licence not listed in Q5 (c) above is not acceptable for DA.

## 6 Entitlement to work in Australia

(a) Are you an Australian citizen, Australian permanent resident or a New Zealand citizen holding a special category visa?

No  Go to (b) Yes

Your application will be accepted on presentation of one of the following documents. Please tick (✓) which documents you will be providing and provide details below—

Medicare Card

Full Australian Birth Certificate

Queensland Birth Extract

Australian Citizenship Certificate / Extract

Australian naturalisation Certificate

Australian Passport (which is not expired more than 2 years)

New Zealand Passport

Evidence of your permanent residency

Certificate / Extract number / Document number

Place of issue

Date of issue

*Note:* If your name is different from the name/s on the documents you are providing for proof of Australian Citizenship or permanent residency, you are required to complete and submit an EOI Requirements for Individuals/ Organisations (form F4362).

**Go to Q7**

## (b) Do you hold a current visa with a work entitlement?

No  Your application cannot be processed. Please contact the Department of Immigration and Citizenship about your entitlement to work in Australia.

Yes  Please provide your Passport and print the number and place of issue below.

Passport number

Country of issue

*Note:* Your DA will only be issued up to and including the end date of your work entitlement.

## 7 DA Categories and licence requirements

(a) What category of DA are you applying for (you may apply for more than one category as long as you meet the requirements for each category)

- Taxi
- Limousine
- General [includes charter, tourist (general), tourist (off-road), accommodation transfer services, tourist transfer services and non-defined public passenger services]
- Scheduled [includes urban, minor, school and long distance scheduled services]
- Motorcycle Tour

*Note: Community and Courtesy Transport Services can be driven with any of the above types of DA.*

(b) Do you meet the Driver Licence Requirements (refer to page 2) for the categories you are applying for?

- Yes  Go to Q8
- No  The application may be refused if you do not meet these requirements.

## 8 Taxi applicants only

Are you submitting training and English speaking documentation with this application?

- No  The application will not be fully assessed until the documentation is lodged.
- Yes  Attach certificate/ s and provide certificate names and numbers.


## 9 Health details

To obtain DA, all applicants are required to submit a *Medical Certificate for Motor Vehicle Driver* (form F3712) in accordance with the national 'Assessing Fitness to Drive - Commercial and Private Vehicle Drivers' medical standards.

Are you submitting the appropriate medical certificate with this application?

- Yes  No  This application will not be fully assessed until the medical certificate is lodged.

## 10 Criminal history

The department conducts a thorough criminal history check on each applicant.

(a) Have you ever in Queensland or elsewhere been convicted of a criminal, drug or weapon's offence or been charged with any of these offences and the charge has not been finally disposed of?

*Note: Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded (as defined in the Transport Operations (Passenger Transport) Act 1994). Under the Act, the time limit provision, as stated under the Criminal Law (Rehabilitation of Offenders) Act 1986 section 6, does not apply.*

- No  Yes  You are required to supply full details below (include date, place, offence and outcome)


If insufficient space, attach separate sheet

Continued next column...

(b) Have you been charged or convicted of an offence against the *Transport Operations (Passenger Transport) Act 1994*?

- No  Yes  You are required to supply full details below


If insufficient space, attach separate sheet

(c) Have you been charged or convicted of an offence against the *Transport Operations (Passenger Transport) Regulation 2005* for which the maximum penalty is at least 20 penalty units?

- No  Yes  You are required to supply full details below


If insufficient space, attach separate sheet

11 Have you ever had previous DA suspended, cancelled or refused?

- No  Yes  Give the DA number and details of the suspension or cancellation


If insufficient space, attach separate sheet

12 Driving history

The department will be verifying your driving history.

(a) Have you ever in Queensland or elsewhere had your driver licence modified, suspended or cancelled?

- No  Yes  You are required to supply full details below


If insufficient space, attach separate sheet

(b) Have you ever in Queensland or elsewhere been disqualified from holding or obtaining a driver licence?

- No  Yes  You are required to supply full details below


If insufficient space, attach separate sheet

(c) Have you ever in Queensland or elsewhere received a notice in relation to any traffic offence other than parking (e.g. on the spot Traffic Offence Notice, speeding offence)

- No  Yes  You are required to supply full details below


If insufficient space, attach separate sheet

continued over page . . . Page 4 of 5 FMU Form F2978 ES V03 Oct 2009

### 13 How long do you want your DA for?

Full DA may be issued for up to 5 years providing applicants can meet all requirements for each category requested.

If you are only eligible for provisional DA to drive any service category, that category will only be issued for 1 year.

The fee will be determined by the issue period chosen.

1 year  2 years  3 years  4 years  5 years

Note: If you hold a current visa with a work entitlement, DA will not be issued past the work entitlement end date.

### 14 Applicant declaration

#### Consent for the release of information

I ,  
(insert full name of applicant), in making this application, agree to the Department of Transport and Main Roads (department) carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for DA.

I give my consent for the department, its employees and agents to conduct such enquiries as considered necessary to assess my application, including, but not necessarily limited to:

- a national criminal history check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service. I authorise the release of that information by Queensland Police Service and the Australian Police Services to the department, its employees and agents. I understand that the release of my criminal history by those authorities is subject to relevant legislation;
- a driving history check in all states and territories of Australia;
- such further enquiries with the courts, police, prosecuting authorities or such as other relevant bodies or entities to enable the department to make a full and informed assessment of my suitability for DA;
- verifying that I do hold a current visa with an approved entitlement to work in Australia if required; and
- verifying the EOI provided in this application if required.
- I authorise the Department of Transport and Main Roads to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide accredited operators and other relevant government agencies with information relating to your driver authorisation.

#### Statement

##### I declare that:

I am aware of my duties and obligations as a public passenger vehicle driver under the *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Passenger Transport) Regulation 2005* and the *Transport Operations (Passenger Transport) Standard 2000* and that I will comply with the requirements of the legislation.

Please note: An applicant shall in this application not:

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

If you do not tell the truth in your application you may be prosecuted under the relevant Acts or Regulations.

I state that I have read the above statement and the information provided in this application is complete, true and correct in every detail.

Applicant's signature

Date

 /  / 

### Office Use Only

#### Checklist - for Approving Officer

Lodgement date  /  /  CSC lodged at

Taxi  Limo  General  Scheduled  Motorcycle

#### Further action

Please indicate with a  when completed/ submitted, or a  when not required.

Date entered on TICA   /  /

Work entitlement checked   /  /   
(Work entitlement end date)

Criminal history check

Qld driving history

Interstate driving history

Medical certificate   /  /   
(Expiry date)

Training and English speaking documentation

EOI proof of identification  (If not sighted, specify reason)

Application fee (criminal history)  \$  (Amount paid)  (Receipt number)

Taxi / Limo fee   month/ s  year/ s  
(Issue period) (Issue period)

\$  (Amount paid)  (Receipt number)

Exemption   
(Signed)

Letter / Phone call to applicant   /  /   
(Date)

Is the data card to be issued by the Queensland Police Service?

No

Yes    
(Police station)

Authority approved?

No

Yes   /  /  (Issue date)  /  /  (Expiry date)

Approved/ Refused by

Approved on TICA

Refused on TICA

**Privacy Statement:** The Department of Transport and Main Roads is collecting the information on this form to assess your suitability for driver authorisation. The collection of this information is in accordance with the *Transport Operations (Passenger Transport) Act 1994*. Authorised departmental officers will have access to this information and your personal information will not be disclosed to any other third party without your consent unless required to do so by law. The Department of Transport and Main Roads is authorised by the *Transport Operations (Passenger Transport) Act 1994* to obtain information from other government agencies relating to your criminal or traffic history and by the *Migration Act 1958 (Commonwealth)* to verify that you have an entitlement to work in Australia.



**Clinical Examination for Health Professional's Use and Retention for record purposes only**

**Applicant's details**

Applicant's/ driver's full name (please PRINT)

Applicant's/ driver's address

  
  

Postcode

The examining health professional will be guided by findings in the questionnaire or a referral letter and may apply appropriate tests other than those outlined here ie. the Mini Mental State or equivalent for cognitive conditions. This form is to be retained by the examining health professional and not returned to the department. Findings relevant to the person's fitness to drive should be recorded on the medical certificate supplied by the department.

**1. Cardiovascular system**

**1.1 Blood pressure—** (repeat if necessary)

Systolic  mmHg  mmHg

Diastolic  mmHg  mmHg

**1.2 Pulse rate**..... Regular  Irregular

**1.3 Heart sounds**..... Normal  Abnormal

**1.4 Peripheral pulses**..... Normal  Abnormal

**2. Chest/ Lungs**

**2.1 Chest/ Lungs**..... Normal  Abnormal

**3. Abdomen (Liver)**

**3.1 Abdomen (Liver)**..... Normal  Abnormal

**4. Neurological/ Locomotor**

**4.1 Cervical spine rotation**.... Normal  Abnormal

**4.2 Back movement**..... Normal  Abnormal

**4.3 Upper limbs**

(a) Appearance..... Normal  Abnormal

(b) Joint movements..... Normal  Abnormal

**4.4 Lower limbs**

(a) Appearance..... Normal  Abnormal

(b) Joint movements..... Normal  Abnormal

**4.5 Reflexes**..... Normal  Abnormal

**4.4 Romberg's sign**..... Normal  Abnormal

*A pass requires the ability to maintain balance while standing with shoes off, feet together side by side, eyes closed and arms by sides, for 30 seconds.*

**5. Vision**

**5.1 Visual acuity—**

Uncorrected		Corrected	
R	L	R	L
6/	6/	6/	6/

**Are contact lenses worn?** No  Yes

**5.2 Visual fields**..... Normal  Abnormal   
*(confrontation to each eye)*

**6. Hearing** (Commercial vehicle drivers only)

**6.1 Hearing**..... Normal  Abnormal

**7. Urinalysis**

**7.1 Protein**..... Normal  Abnormal

**7.2 Glucose**..... Normal  Abnormal

**8. Neuropsychological assessment**

Where clinically indicated, apply the Mini Mental State Questionnaire or General Health Questionnaire or equivalent.

**8.1 Score**.....

**9. Relevant clinical findings**

Note comments on any relevant findings detected in the questionnaire or examination, making reference to the requirements of the standards outlined in the 'Assessing Fitness to Drive' (AFTD) publication.

  
  
  


**10. Assessment**

**What type of licence/ driver authority is the applicant applying for?**

Private  Commercial

Health Examiner's full name (please PRINT)

Signed

Date of examination

 /  / 

The health professional is to complete the 'Medical Certificate for Motor Vehicle Driver' (form F3712) in accordance with the AFTD – Commercial and Private Vehicle Drivers' medical standards.

**Important—** For privacy reasons, the completed examination proforma **must not** be returned to the department. Medical information relevant to the department should be included on the Medical Certificate (in the case of department initiated examinations) or on the Medical Condition Notification form (for assessments made in the course of patient treatment).