

## Driver authorisation

Driver authorisation is a qualification a driver of a vehicle providing a public passenger service must attain and maintain to operate the vehicle while providing the service. 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 driver authorisation. They may be obtained from the Queensland Transport internet site at [www.transport.qld.gov.au/qt/PubTrans.nsf/index/OADADriverHandout](http://www.transport.qld.gov.au/qt/PubTrans.nsf/index/OADADriverHandout) or from a Queensland Transport public transport office.

## Suitability of applicant

To be issued with and to retain driver authorisation, 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.

**Criminal history criteria** - the information below refers to Question 7 on the application form.

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

### 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 driver authorisation. 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 to a maximum fine of up to \$7500.**

## 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.

## 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 driver authorisation. Category A offences include sexual offences against children and rape.

The information bulletin titled "Driver Authorisation - Effect of a Driver Disqualifying Offence" has a full list of category A driver disqualifying offences.

### **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 driver authorisation unless the applicant demonstrates in writing that an exceptional case exists.

Some examples of category B driver disqualifying offences are murder, manslaughter, burglary, producing, trafficking and possessing a dangerous drug and dangerous operation of a motor vehicle. Please refer to the information bulletin titled "Driver Authorisation - Effect of a Driver Disqualifying Offence" for a full list of category B driver disqualifying offences.

### **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, fraud and wilful damage. Please refer to the information bulletin titled "Driver Authorisation - Effect of a Driver Disqualifying Offence" for a full list of category C driver disqualifying offences.

### **Driving**

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

### **Medical certificate**

You must submit a *Medical Certificate for Motor Vehicle Driver* (form F3712, available on Queensland Transport's website at [www.transport.qld.gov.au](http://www.transport.qld.gov.au)) from a doctor 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:

- (a) make an appointment for a medical examination with a doctor of your choice. Payment for the examination is your responsibility;
- (b) complete the *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 doctor at the examination;
- (c) obtain from the doctor at the end of the medical examination, a completed *Medical Certificate for Motor Vehicle Driver* (form F3712).

#### **Requirements for taxi services only**

You must:

- be able to speak English and obtain an *English Assessment Certificate* (form F3273, available on Queensland Transport's website at [www.transport.qld.gov.au](http://www.transport.qld.gov.au)) 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.

The relevant taxi training course certificate and English Assessment Certificate or competency documentation must be submitted to Queensland Transport before a driver authorisation can be approved.

#### **For general services and motorcycle tourist services**

You must have held an Australian driver licence for two (2) years.

#### **How to submit your driver authorisation application**

You should complete this Driver Authorisation Application form and submit it in person to your nearest Queensland Transport Customer Service Centre with evidence of identity. 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 evidence of your identity as listed on the form. The form is available on Queensland Transport's website at [www.transport.qld.gov.au](http://www.transport.qld.gov.au).

You may apply for approval for more than one category of driver authorisation.

Full driver authorisation may be issued for up to five years, provided applicants can meet all required standards.

# Commercial Vehicle Driver's Health Assessment

*Transport Operations (Passenger Transport) Act 1994,  
Transport Operations (Road Use Management—Dangerous Goods) Regulation 1998,  
Transport Operations (Road Use Management) Act 1995,  
Transport Operations (Road Use Management—Driver Licensing) Regulation 1999, Tow Truck Regulation 1999,  
Transport Operations (Road Use Management—Accreditation & Other Provisions) Regulation 2005.*

## Instructions and other information

- Make an appointment for a medical examination with a doctor of your choice.
- **Payment for the examination is your responsibility.**
- Prior to the medical examination, complete page 1 of the Health Questionnaire (*below*).
- If you require spectacles, hearing aids, etc., take them with you to the examination.
- At the examination, present this form, with the Health Questionnaire, to your doctor.
- Following the examination, the doctor will complete a Medical Certificate for Motor Vehicle Driver (*form F3712*).
- The Medical Certificate for Motor Vehicle Driver form must be submitted to Queensland Transport with your application.
- Should you require more information please telephone your nearest Queensland Transport Passenger Transport Office or Customer Service Centre.

## Health Questionnaire - Applicant to complete

*(this form will be kept by your Doctor)*

### 1. Personal details (please PRINT)

Family name

Given name/s

Gender

Male

Female

Date of birth

 /  / 

Driver licence number

         

State/ Territory of issue

*Please answer the following question by ticking the applicable box. If you are not sure, leave the question blank and ask your doctor what it means. The doctor will ask you additional questions during the examination.*

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | No                       | Yes                      |
| 1. Are you currently being treated by a doctor for any illness or injury?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you use any drugs or medications prescribed by a doctor?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you use any drugs or medications <b>not</b> prescribed by a doctor?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever had, or been told by a doctor that you had any of the following conditions? | No                       | Yes                      |
| 4.1 High blood pressure  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 Heart disease  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 Chest pain, angina   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.4 Any condition requiring heart surgery  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.5 Palpitations/ Irregular heartbeat  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.6 Abnormal shortness of breath   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.7 Head injury/ Spinal injury   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.8 Seizures, fits, convulsions, epilepsy  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.9 Blackouts, fainting  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.10 Stroke  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.11 Dizziness, vertigo, problems with balance   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.12 Double vision, difficulty seeing  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.13 Colour blindness  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.14 Kidney disease  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.15 Diabetes  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.16 Neck, back or limb disorders  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.17 Hearing loss or deafness or had an ear operation or use a hearing aid                   | <input type="checkbox"/> | <input type="checkbox"/> |

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 4.18 Psychiatric illness or nervous disorder  | No                       | Yes                      |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.19 Sleep disorder, sleep apnoea or narcolepsy   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever had any other serious injury, illness, operation, or been in hospital for any reason?    | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has anyone noticed that your breathing stops or is disrupted by episodes of choking during your sleep? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. How frequently do you drink alcohol?   |                          |                          |
|   | Daily                    | <input type="checkbox"/> |
|   | 2 to 3 times per week    | <input type="checkbox"/> |
|   | Occasionally             | <input type="checkbox"/> |
|   | Never                    | <input type="checkbox"/> |

### 2. Applicant's declaration and consent

*(to be signed in the presence of a health professional)*

Please PRINT your full name

I,

certify that to the best of my knowledge the information supplied by me is true and correct.

I consent to the examining doctor releasing relevant medical information to Queensland Transport, or a doctor nominated by Queensland Transport, in order to determine my medical eligibility for industry licences, dangerous goods bulk driver licence, pilot/escort vehicle driver, driver trainer, tow truck driver or driver authorisation in accordance with the "Assessing Fitness to Drive—Commercial and Private Vehicle Drivers" Medical Standards.

Signed

Date

 /  / 

**Privacy disclaimer**— Queensland Transport provides the form under the *Transport Operations (Road Use Management) Act 1995*, *Transport Operations (Road Use Management—Dangerous Goods) Regulation 1998*, *Transport Operations (Road Use Management—Driver Licensing) Regulation 1999*, the *Tow Truck Regulation 1999* and the *Transport Operations (Passenger Transport) Act 1994*, *Transport Operations (Road Use Management—Accreditation & Other Provisions) Regulation 2005*. This information is being collected so that your doctor may assess your medical eligibility as a commercial vehicle driver, dangerous goods bulk driver, pilot/escort driver, driver trainer, tow truck driver or for driver authorisation under the "Assessing Fitness to Drive—Commercial and Private Vehicle Drivers" Medical Standards. The form will be retained by the doctor for record purposes. This information will not be disclosed to any third party without your consent, or unless required to do so by law.

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

# Clinical Examination for Doctor's Use and Retention for record purposes only

## Patient's details

Driver/ Patient's full name (please PRINT)

Driver/ Patient'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 Queensland Transport. Findings relevant to the person's fitness to drive should be recorded on the medical certificate supplied by Queensland Transport.

## 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.

  


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## 10. Assessment

The Doctor is to complete the 'Medical Certificate for Motor Vehicle Driver' (form F3712) in accordance with the 'Assessing Fitness to Drive (AFTD)— Commercial and Private Vehicle Drivers' Medical Standards'.

Health Examiner's full name (please PRINT)

Signed

Date of examination

 /  / 

### Important—

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



## 7 Criminal History

Queensland Transport conducts a thorough criminal history check on each applicant.

- (a) Have you ever in Queensland or elsewhere been convicted of a criminal, drug, firearms 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 room, attach separate sheet*

- (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 room, 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 room, attach separate sheet*

- 8 Have you ever had a previous Driver Authorisation suspended, cancelled or refused?

No  Yes  Give the Driver Authorisation number and details of the suspension or cancellation


*If insufficient room, attach separate sheet*

## 9 Driving History

Queensland Transport 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 room, 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 room, attach separate sheet*

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

No  Yes  You are required to supply full details below


*If insufficient room, attach separate sheet*

## 10 Driver Authorisation Categories

### Requirements for service category approval

#### Taxi Services Drivers

- must be able to speak and understand English and obtain an English Assessment Certificate (F3273)
- successfully complete a taxi training course or attain the five Road Transport Competency Standards approved by the Australian National Training Authority. The English Assessment Certificate and the relevant training/competency documentation must be submitted to Queensland Transport before a driver authorisation can be approved.

#### General Services Drivers

- must have held an Australian driver licence for at least two (2) years.

**Full Driver Authorisation** 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 Driver Authorisation** to drive any service category, that category will only be issued for 1 year.

#### Which service categories do you want approval to drive?

- 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 driver authorisation.

### 11 Taxi applicant's 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


### 12 How long do you want your driver authorisation for?

The fee will be determined by the issue period chosen

1 year  2 years  3 years  4 years  5 years

### 13 Applicant declaration

Consent for the release of information

I ,  
(insert full name of applicant), in making this application, agree to Queensland Transport carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for driver authorisation.

I give my consent for Queensland Transport, 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 Queensland Transport, 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; and
- such further enquiries with the courts, police, prosecuting authorities or such as other relevant bodies or entities to enable Queensland Transport to make a full and informed assessment of my suitability for a 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

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Date

	/	/
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### Office Use Only

#### Checklist - for Approving Officer

Lodgment Date

	/	/
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Taxi  Limo  General  Scheduled  Motorcycle

#### Further action

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

Date entered on TRAILS  \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Criminal history check  .....

Qld driving history  .....

Interstate driving history  .....

Medical Certificate  \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Expiry date)

Training and English speaking documentation  .....

EOI Proof of identification  (must sight licence) (If not sighted, specify reason)

Fee  \_\_\_\_ years \$ \_\_\_\_  
(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  .....

Authority approved?

No

Yes  \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Issue date) (Expiry date)

Approved/Refused by .....

Approved on TRAILS

Refused on TRAILS

#### Privacy Disclaimer

Queensland Transport collects the information on this form to assess your suitability for a driver authorisation under the *Transport Operations (Passenger Transport) Act 1994*. The information you provide will be entered into a database which is used to prepare correspondence, monitor driver authorisation transactions, and to provide accredited operators, and other relevant government agencies with information relating to your driver authorisation. In order to process your application, Queensland Transport may be required to obtain information from other government agencies relating to your criminal, charges and traffic history. All information collected will be accessible only by authorised departmental officers and your personal information will not be disclosed to any other third party without your consent unless required to do so by law or for the purposes of Information Standard 42.