

Driver Trainer and Rider Trainer Accreditation Application

Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2005

This form may be used by you to apply for:

- **grant of Accreditation as a Driver Trainer or Rider Trainer**
- **renewal of your Accreditation**
- **a change to the class of vehicle you wish to be accredited to give training in**
- **the replacement of your trainer's Identity Card**

This application will only be considered if you—

- (a) hold a valid Queensland **open licence** (or a valid driver licence issued outside Queensland corresponding to a Queensland open licence) for the **class of vehicle** for which you propose to give training; **and**
- (b) have held the open licence for the class of vehicle for **at least one (1) year** continuously prior to this application.

You **must** produce your driver licence when lodging this application and pay the appropriate fee.

If you do not have a Queensland driver licence number/ customer reference number, you **must** complete a *New Customer Application* (Form F3503).

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

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

Date of birth / / Place of birth (town/ country)

Daytime contact telephone number

Mobile telephone number (if applicable)

Facsimile number (if applicable)

2 - Application Type *(please tick appropriate box)*

- (a) **Grant of accreditation as a Driver Trainer**
No Yes **Go to Q3**
- (b) **Grant of accreditation as a Rider Trainer**
No Yes **Go to Q6**
- (c) **Renewal of your accreditation**
No Yes **Go to Q4**
- (d) **Change the class/ es of vehicle that you wish to give training in**
No Yes **Go to Q7**
- (e) **Replacement of your identity card**
No Yes **Go to Q10**

1 - Applicant Details

Open driver licence number Class/ es held

Issued in state/ external territory or country

Date open licence effective from / / Expiry date of open licence / /

Driver Trainer Accreditation number

What class/ es of licence are you currently authorised to train?

CA C LR MR HR
HC MC RE R

Family name (please PRINT in block letters)

Given name/ s

Postal address (print the address where you want your mail sent)

Postcode

Residential address (print the address if it is different from above)

Postcode

3 - Background Information

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

No Yes *You are required to give full details (e.g. what name/ s and when)*

If there is insufficient space, please attach a separate sheet.

- (b) **Have you lived in any other state, external territory or country?**

No Yes *You are required to give full details (e.g. where and when)*

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4 - Previous Accreditation/ Previous Applications

Have you ever had an authority/ licence/ accreditation of this type (in Queensland or elsewhere) suspended, cancelled or refused?

No Yes You are required to give full details

If there is insufficient space, please attach a separate sheet

5 - Medical Fitness

Do you have a medical condition that is likely to adversely affect your ability to perform the role?

No Yes You are required to give full details

Nature of medical condition

If there is insufficient space, please attach a separate sheet.

Note: At the time of application, you may be required to give a *Medical Certificate for Motor Vehicle Driver* (Form F3712) completed by a doctor stating you do not have a medical condition likely to affect your ability to drive safely the class of vehicle for which you wish to be accredited to give driver training.

6 - Offence History

Your traffic and criminal history will be verified and audited

Have you (in Queensland or elsewhere):

(a) ever had your driver licence suspended or cancelled?

No Yes You are required to supply full details below
If insufficient room - attach separate sheet

(b) ever 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) in the last three (3) years received a notice in relation to any traffic offence other than parking? (e.g. speeding, failure to give way)

No Yes You are required to supply full details below
If insufficient room - attach separate sheet

(d) in the last ten (10) years been convicted of a criminal, drug, firearms or weapons offence or been charged with any of these offences 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 is recorded

No Yes You are required to supply full details below
If insufficient room - attach separate sheet

7 - Accreditation Classes/ Upgrading Authority

What are you applying for/ renewing?

Accredited to train for:

Car stream

Motor car (automatic)..... CA

Motor car..... C

Heavy Vehicle stream

Light rigid..... LR

Medium rigid..... MR

Heavy rigid..... HR

Heavy combination..... HC

Multi-combination..... MC

Motorbike stream

Motorbike (250mL max.)..... RE

Motorbike..... R

Accreditation as a Rider Trainer..... QRIDE

Question for new Rider Trainer applicants:-

How many years have you been accredited to train for a motorbike class?

Please provide details

8 - Qualifications/ Experience

Which of the following qualifications do you hold?

Certificate III in Road Transport (Motor Vehicle Driving Instruction)

Car stream

Heavy vehicle stream

Certificate IV in Driving Instruction

Motorbike stream

Car stream

Heavy vehicle stream

Certificate IV in Assessment and Workplace Training

Certificate IV (National Competency Standard)

Car stream

Competency Assessor

Other driver trainer qualifications (please list below)

If you are applying for the grant of accreditation or upgrading your accreditation to another stream or to be a Rider Trainer please attach a certified copy of the qualification(s) you have selected along with statements of attainment.

9 - Other Important Information

Code of Conduct

I have read and 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 - Replacement of Identity Card

What is the reason for your application for a replacement identity card? (please tick appropriate box)

Has the identity card previously issued to you been—

Destroyed Lost Stolen

Damaged **The damaged identity card must be attached to this application**

11 - Applicant's Declaration

Consent to conduct enquiries

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 Trainer or Rider Trainer accreditation.

I consent for Queensland Transport, its employees and agents to conduct such enquiries as considered necessary to assess this application and to conduct further enquiries during the period of my accreditation to assess my ongoing suitability to hold the approval. Such enquiries include, but are 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;
- 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 Queensland Transport to make a full and informed assessment of my suitability for this accreditation.

Consent for the release of information

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.

Responsibilities as a Driver Trainer or Rider Trainer

I understand my responsibilities as an accredited Driver Trainer or Rider Trainer under the Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2005.

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

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

 / /

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.

This application, when completed, is to be lodged in person to your local Queensland Transport Customer Service Centre.

Renewal applications should be lodged 3 weeks prior to the current expiry date.

You must bring your current driver licence and identity card (if relevant) with you.

Office Use Only

(a) The applicant has applied for –

- the grant of accreditation as a Driver Trainer
- the grant of accreditation as a Rider Trainer
- the renewal of accreditation
- a change of accreditation class that they wish to be accredited to give training in
- the replacement of their identity card

(b) Has the applicant paid the fee?

Amount paid	Receipt number
\$ <input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

(c) Has the relevant driver licence/ identity card been sighted and EOI verified?

Yes No

(d) Does the applicant –

- **hold** a valid Queensland or other **open licence**; and
- **has held** the licence for **at least 1 year** for each class of vehicle that the applicant wishes to be accredited to give training in?

Yes No

(e) Is the applicant’s offence history check satisfactory for accreditation?

Yes No Not applicable

(f) Does the applicant require a Medical Certificate?

Yes No

(g) Is the applicant’s qualifications/ experience suitable for this accreditation/ upgrade of authority?

Yes No

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

Yes Yes with conditions No *Please give reason/ s below*

Comments/ conditions

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Recommended by	Date
<input style="width: 100%;" type="text"/>	/ /

Approved by	Date
<input style="width: 100%;" type="text"/>	/ /

Privacy statement
 Queensland Transport provides this form under the Transport Operations (Road Use Management—Accreditation and Other Provisions) Regulation 2005 so that you may apply for accreditation as a Driver Trainer or Rider Trainer. The information collected on this form is accessible by authorised departmental officers and some of this information may be disclosed to various government agencies. Queensland Transport will not disclose your personal details to any other third parties without your consent unless required by law.