

## Driving Instructor Authority Application

A Driving Instructor Authority (DIA) issued under the *Road Safety Act 1986* must be held by any person who, for financial gain or in the course of any trade or business, teaches an unlicensed person to drive a motor car on a highway.

For the purpose of this legislation a motor car does not include a motor cycle, a motor vehicle with a gross vehicle mass of more than 4.5 tonnes, or a motor vehicle with a seating capacity of more than 12 adults, including the driver.

The Victorian Taxi Directorate (VTD) requires all Driving Instructor Authority applicants to:

- Be the holder of a full motor car driver licence;
- Demonstrate that they are a “fit and proper” person to hold an authority; and
- Be qualified - this includes the successful completion of the Certificate IV in Transport and Logistics (Road Transport-Driving Instruction) TLI141207

Transitional arrangements to the new Certificate IV qualifications are as follows:

- Any student enrolled prior to 30 June 2008 into the Certificate III Course in Motor Vehicle Driver Trainer - 21370VIC has 12 months to complete their training and be issued the qualification;
- The Certificate III qualification will be recognised for DIA issue for applications lodged with the Victorian Taxi Directorate on or before 31 December 2010. That is, students who satisfactorily complete the Certificate III but who do not apply for a DIA issue upon course completion will be able to use the qualification to apply for a DIA before the end of 2010 without further qualification or training.

The VTD **strongly recommends** that prior to enrolling in the course, prospective applicants self assess their eligibility to hold an authority against the criteria used by the VTD when determining applications.

This includes -

- (1) Meeting the Medical Standards for Licensing of Commercial Vehicle Drivers as set out in the publication *Assessing Fitness to Drive, 2003* (All registered medical practitioners should have a copy of this publication, alternatively a current copy is available at [www.austroads.com.au](http://www.austroads.com.au)). This includes meeting the visual acuity standard (Snellen code) of 6/9 in the better eye and 6/18 in the worse eye.
- (2) Passing a criminal history check. Broadly, applications will be checked for convictions or findings of guilt for serious violent, serious sexual, serious drug related and fraud or dishonesty type offences or any other behavioural concerns known by the VTD. A conviction or finding of guilt for one or more of these types of criminal offences or behavioural concerns will, in the absence of compelling evidence to the contrary, be likely to disqualify a person from being granted an authority.

- (3) Passing a driver history check. Broadly, applications will be checked for serious and/or frequent traffic offences. A history of serious and/or frequent breaches of the Road Safety Act 1986 will, in the absence of compelling evidence to the contrary, be likely to disqualify a person from being granted an authority.

Any prospective applicant that has concerns about his or her eligibility to be granted an authority should contact the VTD.

### How to apply:

Applications must be lodged at the Victorian Taxi Directorate in person or by mail together with all supporting documentation described in the checklist below. Any application received that does not contain all required documentation will be returned.

### Application Form Checklist

<input type="checkbox"/> Driving Instructor Authority Application form (page 2), completed and signed.
<input type="checkbox"/> Authority for Information form (page 3), completed and signed.
<input type="checkbox"/> Medical Certificate (page 4) completed by a registered medical practitioner, which must be dated within the last 6 months.
<input type="checkbox"/> National Police Certificate (NPC) issued within the last 6 months. A NPC is obtained by submitting to Victoria Police a “Consent to Check and Release National Police Record” form and fee to Public Enquiry Service, Records Services Branch, Victoria Police, PO Box 418, Melbourne Vic. 8005.
<input type="checkbox"/> Two colour passport size quality photographs.
<input type="checkbox"/> Evidence of successful completion of the Certificate IV in Transport and Logistics (Road Transport-Driving Instruction). The certificate or a statement of attainment of results is acceptable.

An authority may be issued for up to three years. Please do not attach any payment to the application. Payment will be requested on approval of the application.

- \* Applicants may be eligible for exemption from some or all course units based on Recognised Prior Learning (RPL). Registered Training Organisations (RTOs) will assist you in assessing your relevant level of experience. Details of RTOs offering the Certificate IV in Transport and Logistics (Road Transport-Driving Instruction) may be obtained from the VTD or at [www.taxi.vic.gov.au](http://www.taxi.vic.gov.au).

## Driving Instructor Authority Application

### OFFICE USE ONLY

VTD Officer must complete this section when determining an application.

**Proof of Identity** Driver Licence Sighted  Second proof (type)  No.

As a delegate for the Secretary to the Department of Transport, I have determined this application in accordance with the relevant provisions of the Road Safety Act 1986 as follows:

- Issue Full Authority  
 Issue Temporary (12 months) Authority  
 Refuse Authority

Authority Currency Period From  To

Officer's name (print)  Officer's Signature  Date

/  /

### Authority No.

DI

### OFFICE USE ONLY

### Instruction to Applicants

- Complete pages 2 and 3 in BLOCK LETTERS in your own handwriting and sign and date in the spaces indicated.
- You must have a medical assessment to ensure your fitness to hold a Driving Instructor Authority. The examining doctor will complete the relevant parts of page 4 of this form. The details of your medical assessment will be treated as confidential and will only be reported to the Director of Public Transport (DPT), officers of the Department of Transport (DOT) and VicRoads. No information will be disclosed to any other person or organisation without your permission, except where disclosure is required:
  - by law, or
  - by a subpoena; or
  - for an investigation by a government agency into an accident or incident.You have the right to access your medical records held by the DOT.
- Applicants are warned that any person who gives false information when completing this form shall be guilty of an offence against the Road Safety Act 1986.

Signature

Date

/  /

### Motor Vehicle Driver Licence Details

Driver Licence Number  Expiry Date

How long have you held a Victorian Driver Licence?  Years Is your Licence Probationary? Yes  No

**Note:** If you are the holder of a probationary driver licence you are ineligible to hold a Driving Instructor Authority.

Have you ever applied for or held a Driving Instructor Authority? Yes  No

If yes, state authority number

### Personal Details

Surname/Family Name

First Name/Given Name

Second Name  3rd Initial

Name at Birth (if different from above)

Residential Address  Postcode

Postal Address (if different from above)  Postcode

Telephone Business  Telephone Private

Male  Female Date of Birth

# Victorian Taxi Directorate

## Authority for Information – (Applicant to complete)

### Details of Applicant (Please use BLOCK LETTERS)

Surname	First Name/Given Name	
<input type="text"/>	<input type="text"/>	
Other Names (including maiden name or former names)	Place of Birth	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Address	Driver Licence Number	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	Postcode	<input type="text"/>

Answer "Yes" or "No" to the following questions. If you answer "Yes" to any question, give details in the space provided. Particular care should be taken in providing complete details of your personal record as any omissions or misleading information may lead to your application being refused.

#### MEDICAL HISTORY

1. Are you subject to providing Medical Reports to VicRoads to hold a driver licence? Yes  No

#### TRAFFIC OFFENCES

2. Have you in Victoria, or elsewhere ever been fined, convicted or found guilty of any traffic offences? Yes  No
3. Has your driver licence ever been suspended or cancelled for any reason? Yes  No
4. Have you ever been notified that you have incurred demerit points for traffic offences?  
If so, state number of points incurred. Yes  No
5. Have you been charged with any traffic offence/s where the charge/s has not yet been determined? Yes  No

Year	Details of Traffic Offences in questions 2 to 5 above (attach sheet if space insufficient)	Court	Penalty

#### CRIMINAL OFFENCES

6. Have you in Victoria or elsewhere, ever been fined, convicted or found guilty of any criminal offences whatsoever? Yes  No
7. Have you ever been placed on a good behaviour bond, community based order or on probation by a court of law? Yes  No
8. Have you been charged with any criminal offence/s where the charge/s has not yet been determined? Yes  No
9. Are you subject to any reporting obligations under Part 3 of the *Sex Offenders Registration Act 2004 (Vic)* or an extended supervision order under Part 2 of the *Serious Sex Offenders Monitoring Act 2005 (Vic)*? Yes  No

Year	Details of Criminal Offences in questions 6 to 9 above (attach sheet if space insufficient)	Court	Penalty

I hereby consent to ongoing checking by the DPT and DOT of criminal or other records kept by Victoria Police or VicRoads and the release of information recorded against my name, including any matters whether convicted or not, which may be deemed to be relevant to me holding a Driving Instructor Authority. I have listed details of any charges pending, charges proven or convictions against me for any criminal offence, either in Victoria or elsewhere. I undertake that I will at all times hereafter well and sufficiently indemnify and keep indemnified the Chief Commissioner of Police and all employees of the Victoria Police all liability and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the release of any details of any convictions or other information relating to or involving me.

Signature of Applicant	Date
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

#### Protecting your privacy

The Department of Transport (DOT) is committed to protecting your privacy by fully meeting its responsibilities under the Information *Privacy Act (Vic) 2000* and the *Health Records Act (Vic) 2001*. The document titled *Privacy Statement* sets out DOT's privacy policy.

## Department of Transport

Victorian Taxi Directorate, Level 23, 80 Collins Street, Melbourne VIC 3001  
GPO Box 2797, Melbourne VIC 3001 Phone: 1800 638 802 (toll-free).  
www.taxi.vic.gov.au



# Victorian Taxi Directorate

## Medical Certificate for Driving Instructor Authority Applicant

NOTE: To be completed by a registered medical practitioner and returned to applicant.

### Patient/Applicant Details (Please use BLOCK LETTERS)

Surname  First Name/Given Name

Date of Birth  /  /  Driver Licence Number

Were you familiar with the patient's medical history prior to this examination?  Yes  No

I certify that I have examined the above mentioned patient (who intends to be a driving instructor) in accordance with the relevant National Medical Standards for Commercial Vehicle Drivers as set out in *Assessing Fitness to Drive 2003*. In my opinion the person subject of this report:

- Meets the relevant medical criteria for an unconditional licence and requires no further assessment. *(No further information required)*
- Does not meet the medical criteria for an unconditional licence or conditional licence. *(Provide details of criteria not met in space below)*
- Does not meet the medical criteria for an unconditional licence but may be suitable for a conditional licence based on information noted below. *(Provide details of criteria not met, proposed restrictions, suggestions for management and periodic review in space below)*  
*Note: A conditional licence will not be issued unless adequate supporting information is provided by the examining medical practitioner.*
- Requires appropriate specialist assessment. *(Provide details of type of specialist recommended/referred to in space below)*
- Requires practical driving test. *(Provide details of type of practical assessment required in space below)*
- Requires occupational therapist assessment. *(Provide details of specialist recommended/referred to in space below)*
- Previously unlicensed or on conditional licence but condition has now improved so as to meet criteria for a conditional or unconditional licence. *(Provide details of criteria previously not met; the response to treatment and prognosis, duration of improvement; other relevant information including consideration of the driving task, in space below)*

Details of medical criteria not met; restrictions; management; review periods and requirements for further assessment (attach additional information if required)

### Vision Acuteness

I certify that I have examined the above mentioned patient and he/she:

- Meets the minimum acceptable standard of vision acuteness for commercial vehicle drivers.
- Does not meet the minimum acceptable standard of vision acuteness for commercial vehicle drivers.

Details of Vision Acuteness Test (Snellen Code)	Right Eye		Left Eye	
	Unaided	Aided	Unaided	Aided
	6/	6/	6/	6/

### Registered Medical Practitioner Details (Please use BLOCK LETTERS)

Date of Examination  /  /  Registered Medical Practitioner's Name

Practice Address  Signature

Postcode

Telephone  Fax

Note: The publication *Assessing Fitness to Drive 2003* is available from Austroads on tel. (02) 9264 7088 or via the web at [www.austroads.com.au](http://www.austroads.com.au)

### Consent of Patient / Applicant

I, the above named patient and applicant for a Driving Instructor Authority consent to the examining medical practitioner providing information to the DPT, DOT and/or VicRoads, and I understand that I shall be responsible for any medical expense incurred in connection with the compilation of the above Medical Certificate.

Signature of Applicant  Date  /  /

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## Privacy Statement

### How the Victorian Taxi Directorate (VTD) manages information about you.

#### What is this statement about?

This statement is about how we, the VTD, collect, store, maintain, use, and disclose your personal information, sensitive information and health information, and how we will protect your privacy in doing so.

#### What is personal information?

Personal information is recorded information about you from which you can reasonably be identified.

#### What is sensitive information?

Some personal information is sensitive information such as information about your race, ethnicity, political opinions or memberships, religious beliefs or affiliations, philosophical beliefs, memberships of professional/trade unions or associations, sexual preferences or practices, or criminal record. We are especially protective of your privacy in collecting sensitive information, as explained below.

#### Managing sensitive information

Since sensitive information is also personal information, we will manage it in accordance with all the principles for managing personal information. But since it is sensitive, we will follow extra principles restricting when we may collect it. We may only collect sensitive information about you if:

- (a) you consent; or
- (b) you are incapable of giving consent, but we need the information to lessen or prevent a serious and imminent threat to a person's life or health; or
- (c) we cannot practicably seek your consent, but the government needs the information to target its welfare or educational services; or
- (d) the law requires us to collect the information; or
- (e) we need the information to conduct or defend legal action.

#### What is health information?

Health information is information, whether true or false, about your physical, mental or psychological health, any disability you may have, your expressed wishes about the future provision of health services to you, the donation of body parts, organs or body substances by you, or genetic information about you in a form which is or could be predictive of your or any of your descendants' health.

#### Supplying taxi, commercial passenger vehicle, private bus or driving instructor services

If you are, have been, or seek to become involved in the supply of taxi, commercial passenger vehicle, private bus or driving instructor services, we may collect or use your personal or health information or disclose it to organisations and governmental agencies. We may do so if necessary to determine, or help another governmental agency determine:

- (a) whether you are, were, or will be suitable to be involved in the supply of taxi, commercial passenger vehicle, private bus or driving instructor services; or
- (b) whether you have broken the law in the course of your involvement in the supply of taxi, commercial passenger vehicle, private bus, or driving instructor services.

Some organisations that we may disclose your personal or health information to are; taxi depots/associations, bus depots/associations, driving instructor associations, and relevant state and federal governmental agencies.

#### Security cameras in taxis

If you have been a passenger in, or drive a taxi, you may have been photographed by a security camera installed in the taxi. If you were, those photographs may contain your personal information. We may collect or use that information, or disclose it to a law enforcement agency if necessary to determine, or help a law enforcement agency determine:

- (a) whether a crime has been committed by or against you; and/or
- (b) your identity, if a law enforcement agency suspects that a crime has been committed by or against you.

#### Multi Purpose Taxi Program Members

If you are, have been, or seek to become a member of the Multi Purpose Taxi Program, we may collect or use your personal or health information, or disclose it to another governmental agency, medical practitioner or independent health panel. We may do so if necessary to determine, or help another governmental agency determine, whether you are, were, or will be eligible to be a member of the Multi Purpose Taxi Program.

#### How we collect personal and health information

If we need personal or health information about you, we will, where practicable, collect it only from you. But whomever we collect it from; we will collect it lawfully, fairly, and without unreasonable intrusion. At the time the information is collected we will advise you in general terms if any other organisations will have access to your personal or health information, and whether there are any consequences of not providing information.

#### Security of information

We will take reasonable steps to protect your personal information from improper use, loss, access, modification, or disclosure. When we no longer need your personal information, we will take reasonable steps to destroy it or to modify it so that you cannot reasonably be identified from it.

#### Quality of information

If we collect, use, or disclose your personal information, we will take reasonable steps to ensure that it is accurate, complete, and up to date. If your personal information changes, please advise us.

#### Correcting your information that we hold

If you can establish that your personal information that we hold it is not accurate, complete, and up to date, we will take reasonable steps to correct, complete, or update it as required.

#### Accessing your information that we hold

##### When?

We will grant you access to your personal information that we hold, unless doing so would: pose a serious and imminent threat to the life or health of any individual; unreasonably invade someone else's privacy; be vexatious or frivolous; interfere with the enforcement of the law; reveal the intention of negotiations between you and us and prejudice these; be unlawful; or if denying access is required or authorised by law. You can contact us on 1800 638 802 (toll free), or via [www.taxi.vic.gov.au](http://www.taxi.vic.gov.au).

*continued overleaf*

## Privacy Statement continued

How the Victorian Taxi Directorate (VTD) manages information about you.

### **Access requests under the *Freedom of Information Act 1982***

Where your request for access involves information about an event, commercial activity or affects someone else's privacy, we may require you to make the request under the *Freedom of Information Act 1982* (Vic). Our Freedom of Information Officer can be contacted on (03) 9655 6380.

### **Sending information out of Victoria**

We will not disclose or transfer your personal information to a person, governmental agency or organisation outside Victoria, unless we reasonably believe that the recipient will manage the information in accordance with principles substantially similar to the principles set out in this statement or you give your consent.

### **Anonymity**

You may deal with us anonymously, where lawful and practicable.

### **Unique identifiers**

#### ***What is a unique identifier?***

A unique identifier is a number or other code that identifies only you, such as a driver's licence number or tax file number.

#### ***When may we assign a unique identifier?***

If you are, have been, or seek to become:

- (a) involved in the supply of taxi services; or
- (b) a member of the Multi Purpose Taxi Program; we may assign you a unique identifier if necessary to efficiently identify you in our records.

#### ***When may we disclose a unique identifier?***

If you are or have been involved in the supply of taxi services, we may disclose your unique identifier to an organisation or another governmental agency. We may do so if necessary to determine, or help a law enforcement agency to determine whether a crime was committed by or against you.

### **Privacy Complaints**

If you suspect that we have mismanaged personal information about you, or have interfered with your privacy please contact our Privacy Officer:

**Telephone:** 9655 6666

**Mail:** The Privacy Officer, Department of Transport,  
GPO Box 2797, Melbourne VIC 3001

**Internet:** visit [www.transport.vic.gov.au](http://www.transport.vic.gov.au) to download a complaint form