

OFFICE USE ONLY

VTD or Vic Roads Officer must complete this section when determining an application.

Proof of Identity

Driver Licence sighted Second proof (type) Number

As a delegate for the Director of Public Transport, I have determined this application in accordance with the relevant provisions of the Transport Act 1983 as follows:

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

Accreditation Currency Period

From to

Officer's name (print)

Officer's Signature

Date / /

Accreditation No.

DC

OFFICE USE ONLY

Instruction to Applicants

- Complete pages 1 and 2 of this form in BLOCK LETTERS in your own handwriting and sign and date in the spaces indicated.
- As a requirement of driver accreditation you must have a **medical assessment** to ensure your fitness to drive a commercial passenger vehicle (CPV) or private bus. Please see detailed instructions on the attached Medical Assessment for Drivers form (**blue form**). The examining doctor/optometrist will complete the relevant parts of page 3 of this form and retain all medical papers including your questionnaire responses and clinical findings. 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 Infrastructure (DOI) and Vic Roads. 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 DOI.
- Applicants are warned that any person who gives false information when completing this form shall be guilty of an offence against the Transport Act 1983.

Signature of Applicant

Date

/ /

Personal Details

Surname/Family Name

First Name/Given Name

Second Name

3rd Initial

Name at Birth - if different to above

Residential Address

Postcode

Postal Address - if different to above

Postcode

Telephone - Business

Telephone - Private

Male

Female

Date of birth

/ /

Motor Vehicle Driver Licence Details

Driver Licence Number

Expiry Date

/ /

How long have you held a Victorian Driver's licence?

Years

Is your licence Probationary?

Yes

No

Licence Category Held (*Please tick*)

Car

LR (Light Rigid)

R (Rider)

MR (Medium Rigid)

HR (Heavy Rigid)

HC (Heavy Combination)

MC (Multi Combination)

Driver Accreditation Details

Have you ever applied for or held a driver's certificate/driver accreditation to drive a commercial passenger vehicle/private bus?

Yes

No

What class of vehicle are you seeking to drive?

Metropolitan Taxi or Hire Car

Urban Taxi or Hire Car

Country Taxi or Hire Car

Special Purpose Vehicle or Restricted Hire Car

Buses Operated by persons accredited by the Department of Infrastructure

Restricted Hire - Motorcycle

What is the maximum seating of such a vehicle?

Seats

Persons driving buses in declared Hazardous Areas must obtain additional authorisation from VicRoads

Authority for Information
Applicant to complete

Accreditation Issued

Signature of Authorised Officer

Details of Applicant (Please use BLOCK LETTERS)

Surname/Family Name

First Name/Given Name

Other Names (including maiden name or former names)

Place of Birth

Date of birth

 / /

Address

Licence Number

Postcode

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.

TRAFFIC OFFENCES

- Have you in Victoria or elsewhere, ever been fined, convicted or found guilty of any traffic offences?
- Has your driver licence ever been suspended or cancelled for any reason?
- Have you ever been notified that you have incurred demerit points for traffic offences?
If so, state number of points incurred.
- Have you been charged with any traffic offence/s where the charge/s has not yet been determined?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	
<input type="checkbox"/>	<input type="checkbox"/>

Year	Details of traffic offences in questions 1. to 4. above (attach sheet if space insufficient)	Court	Penalty

CRIMINAL OFFENCES

- Have you in Victoria or elsewhere, ever been fined, convicted or found guilty of any criminal offences whatsoever?
- Have you ever been placed on a good behaviour bond, community based order or on probation by a court of law?
- Have you been charged with any criminal offence/s where the charge/s has not yet been determined?
- 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
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Year	Details of criminal offences in questions 5. to 8. above (attach sheet if space insufficient)	Court	Penalty

I hereby consent to the ongoing checking by the DPT and the DOI of criminal or other records kept by Victoria Police or Vic Roads 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 driver accreditation.

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 Victorian Police all liability and against all actions, suits, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the release of any details of any convictions or any other information relating to or involving me.

Signature of Applicant

Date

Protecting your privacy

The Department of Infrastructure (DOI) 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 on the back page sets out DOI's privacy policy.*

Part 1. – Medical Certificate - Assessment of Fitness to Drive

NOTE: The applicant should provide the examining registered medical practitioner with a Medical Assessment for Drivers form (blue form)
To be completed by a registered medical practitioner only and returned to applicant.

Patient/Applicant Details (Please use BLOCK LETTERS)

Surname/Family Name

First Name/Given Name

Date of birth

 / /

Licence Number

Yes

No

Were you familiar with the patient's medical history prior to this examination?

I certify that I have examined the above mentioned patient (who intends to drive a commercial passenger vehicle and/or private bus) 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 a 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)

Part 2. – Vision Acuteness Certificate

To be completed by a registered medical practitioner or a registered optometrist.

I certify that I have examined the above mentioned patient (who intends to drive a commercial passenger vehicle and /or private bus) and he/she:

- Meets the minimum acceptable standard of 6/12 (Snellen) in each eye separately.
- Does not meet the minimum acceptable standard of 6/12 (Snellen) in each eye separately.

		Unaided	Aided
Details of Vision Acuteness Test (Snellen Code)	Right Eye	6 / <input type="text"/>	6 / <input type="text"/>
	Left Eye	6 / <input type="text"/>	6 / <input type="text"/>

The minimum acceptable standard is 6/12 (Snellen) in each eye separately

Registered Medical Practitioner Details (Please use BLOCK LETTERS)

Registered Optometrist Details (if applicable) (Please use BLOCK LETTERS)

Date of Examination

 / /

Reporting Professional's Name

Signature

Practice Address

Telephone

Fax

Postcode

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

Consent of Patient / Applicant

I, the above named patient and applicant for a driver accreditation consent to the examining medical practitioner/optometrist providing information to the DPT, DOI 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

 / /

Privacy Statement

How we manage personal information about you.

1 What is this statement about?

1.1 How we manage personal information

This statement is about how we, the Victorian Taxi Directorate, may collect, store, maintain, use, and disclose personal information about you, and how we will protect your privacy in doing so.

1.2 What is personal information?

Personal information about you is recorded information about you, whether true or false, from which you can reasonably be identified.

1.3 What is sensitive information?

Some personal information about you is sensitive information. Sensitive information about you is personal information about your race, ethnicity, political opinions or memberships, religious beliefs or affiliations, philosophical beliefs, memberships of professional or trade unions or associations, sexual preferences or practices, or criminal record.

We are especially protective of your privacy in collecting sensitive information, as explained in section 6, below.

2 If you supply taxi services

If you are, have been, or seek to become involved in the supply of taxi services, we may collect or use personal information about you, or disclose it to another governmental agency. We may do so if necessary to determine, or help another governmental agency determine:

- whether you are, were, or will be fit and proper to be involved in the supply of taxi services; or
- whether you have broken the law in the course of your involvement in the supply of taxi services.

Some of the governmental agencies and organisations that we may disclose your personal information to are; Taxi Depots/Associations, Bus Depots/Associations, VicRoads, Victoria Police, Centrelink.

3 If you use taxis

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

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

4 If you use the Multi-Purpose Taxi Program

If you are, have been, or seek to become a member of the Multi-Purpose Taxi Program, we may collect or use personal information about you, or disclose it to another governmental agency. 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 Program.

5 How we collect personal information

If we need personal information about you, we will, where practicable, collect it only from you. But whomever we collect it from; we will not collect it in any way that is illegal, unfair, or unreasonably intrusive.

6 Sensitive information

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

- you consent; or
- you cannot consent, but we need the information to lessen or prevent a serious and imminent threat to a person's life or health; or
- we cannot practicably seek your consent, but an Australian government needs the information to target its welfare or educational services; or
- the law requires us to collect the information; or
- we need the information to conduct or defend legal action.

7 Security of information

7.1 Protecting information

If we hold personal information about you, we will take reasonable steps to protect it from improper use, loss, access, modification, or disclosure.

7.2 Destroying information

If we hold personal information about you that we no longer need, we will take reasonable steps to destroy it or to modify it so that you cannot reasonably be identified from it.

8 Quality of information

If we collect, use, or disclose personal information about you, we will take reasonable steps to ensure that it is accurate, complete, and up to date.

9 You may correct our information

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

10 You may access our information

10.1 When?

If we hold personal information about you, you may request access to that information. If you do, we will grant you access, unless doing so would: pose a serious and imminent threat to the life or health of any individual, unreasonably invade someone else's privacy, amount to a vexatious frivolous request, interfere with the enforcement of the law, reveal the intention of negotiations between you and the VTD and prejudice these, be unlawful, denying access is required or authorised by law. If we cannot grant your request promptly

10.2 If we cannot grant your request promptly

We may not be able to grant your request promptly, for example because you request access to a great deal of information or to information that is hard to find, or because we need to get someone else's consent before we can grant your request. If we cannot grant your request promptly, we may require you to make the request under the Freedom of Information Act 1982 (Vic).

11 Sending information out of Victoria

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

12 Anonymity

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

13 Unique identifiers

13.1 What is a unique identifier?

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

13.2 When may we assign you a unique identifier?

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

- involved in the supply of taxi services; or
- a member of the Multi-Purpose Taxi Program;

we may assign you a unique identifier if necessary to efficiently identify you in our records.

13.3 When may we disclose your unique identifier?

- If you supply taxi services

If you are or have been involved in the supply of taxi services, we may disclose a unique identifier of you to another governmental agency or a taxi depot. We may do so if necessary to enforce, or help another law-enforcement agency enforce, the law against a crime if a law-enforcement agency suspects that you committed that crime in the course of your involvement in the supply of taxi services.

- If you use the Multi-Purpose Taxi Program

If you are or have been a member of the Multi-Purpose Taxi Program, we may disclose a unique identifier of you to another governmental agency. We may do so if necessary to enforce, or help another law-enforcement agency enforce, a law about the Program against a crime if a law-enforcement agency suspects that that crime was committed by or against you.

14 Contact

If you suspect that we have mismanaged personal information about you, or have otherwise invaded your privacy, please contact our privacy officer as follows:

Telephone (03) 9655 6224

Mail The Privacy Officer
Department of Infrastructure
P.O. Box 2797
Melbourne 3001

Internet You can fill out a complaint form at www.doi.vic.gov.au