



Restricted Driver Authorisation (RDA)

RDA is a type of driver authorisation that may be issued to a driver by an accredited operator of a community or courtesy transport service. Holders of RDA are authorised to drive a vehicle providing a community or courtesy transport service for the operator who issued the RDA. A person may hold more than one RDA.

This form enables an accredited operator of a community or courtesy transport service to assess the suitability of a person before issuing them with RDA. The Department of Transport and Main Roads (TMR) also conducts checks to assess the suitability of a person to hold RDA.

Before completing this form:

- drivers should read information bulletins:
 - *PT305 Restricted Driver Authorisation for Drivers*
 - *PT307 Driver Responsibilities.*
- operators should read information bulletin:
 - *PT206 Operators issuing Restricted Driver Authorisation.*

Information bulletins are available on TMR's website www.tmr.qld.gov.au/information_bulletins.

To be issued RDA, a person must:

- have a satisfactory criminal and driving history
- hold a current open or restricted driver licence (Australian or overseas)
- have held for at least three years in total an open, restricted, provisional or probationary driver licence (Australian or overseas)
- be medically fit.

If an applicant declares any criminal or driving history, the operator must submit the application to TMR for assessment before RDA can be issued.

Conditions of RDA

- RDA can only be issued by an accredited operator of a community transport service or courtesy transport service.
- Holders of RDA are only authorised to drive a vehicle being used to provide a community transport service or courtesy transport service for the operator who issued the RDA.
- RDA can be issued up to a maximum of 12 months.
- RDA cannot be renewed. However, an operator may issue a new RDA by completing a new application before the RDA is due to expire.
- Within three working days of issuing RDA, the operator must email/fax/post the completed *Restricted Driver Authorisation Notification* form and any associated documents to their nearest TMR TransLink regional passenger transport office. For contact details refer to www.translink.com.au/contact-us.
- The RDA issued by the operator must be carried by the driver when the driver is providing a community or courtesy transport service for the operator. The RDA should be issued on the operator's letterhead and must contain certain information. Refer to the *Restricted Driver Authorisation Pro-Forma - Employers Letter* (form F3881 on TMR's website www.tmr.qld.gov.au) as an example to ensure all necessary information is captured on the RDA.
- RDA is automatically cancelled when the person stops being engaged by the operator to provide the service for which the RDA was granted.



This form is used to apply for a Restricted Driver Authorisation (RDA). All questions must be answered.

Driver to complete:

1. RDA information

Please ensure you read information bulletins *PT305 Restricted Driver Authorisation for Drivers* and *PT307 Driver Responsibilities*.

2. Personal details

Family name

Given name/s

Residential address

Postcode

Postal address (if different to residential address)

Postcode

Mobile/Telephone number

Telephone number (other)

Email address (Providing this enables any correspondence regarding this notification to be sent to you via email.)

Date of birth

 / /

Town/City of birth

State of birth

Country of birth

Town/City and state of birth must be supplied if born in Australia.

3. Have you ever been known by any other name?

No Go to Q4 Yes Give full details of all names

Name/s?

4. Have you ever lived in any other state, territory or country?

No Go to Q5 Yes Give details

Where and what year did you leave?

5. Customer reference number (CRN)

Do you have a departmental CRN? (A CRN is a Queensland driver licence number, Adult Proof of Age card number, Photo Identification card or Industry Authority number)

Yes Please provide your CRN then go to Q6

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No Complete a *New Customer Application* (form F3503) and present this to your closest customer service centre to be issued with a CRN.

6. Driver licence details

(a) Do you have either:

- a current Australian open driver licence or an equivalent overseas driver licence
- a restricted driver licence issued by a court order for driving a public passenger vehicle.

Yes Go to (b)

No You are not eligible to be issued RDA.

Note: You may be required to provide evidence that you have held a driver licence for at least three years total.

(b) Was your driver licence issued in Queensland?

Yes Go to Q7

No Please provide interstate/overseas driver licence number

State/country issued

Expiry date

 / /

7. Medical fitness

(a) Do you have a medical condition on your driver licence?

No Yes

(b) Have you, in the past 12 months, suffered a heart attack, angina pectoris or undergone heart surgery?

No Yes

(c) Do you take any medication that may affect your driving?

No Yes

(d) Do you have epilepsy, diabetes or any other medical/physical/psychological condition that may affect your driving?

No Yes

(e) Do you have a vision or eye disorder (other than wearing glasses or contact lenses) that may adversely affect your driving?

No Yes

If you answered 'Yes' to any of the questions above, you must submit a *Medical Certificate for Motor Vehicle Driver* (form F3712) assessed in accordance with the commercial medical standards set out in *Austrroads' Assessing Fitness to Drive - For Commercial and Private Vehicle Drivers*.

8. Driving history and criminal history

TMR will be verifying your driving and criminal histories.

(a) Have you ever been convicted of a criminal, drug or weapons offence or been charged with any of these offences and the charge has not been finally disposed of?

Note: All criminal history must be declared regardless of time elapsed.

No Yes Please provide date, place, offence and outcome if known

If insufficient space, attach separate sheet

(b) Have you had a driver authorisation, RDA or equivalent authority suspended, cancelled or refused in Queensland or elsewhere?

No Yes If known give the authority number and details of the suspension or cancellation.

If insufficient space, attach separate sheet

(c) In the last five years have you had your driver licence amended, suspended or cancelled; been disqualified from holding or obtaining a driver licence; committed a traffic offence other than parking (for example, speeding)?

No Yes Please provide details if known.

If insufficient space, attach separate sheet

9. Applicant declaration

I give my consent for TMR to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold RDA, including but not necessarily limited to:

- a national criminal history check through the Queensland Police Service and a New Zealand criminal history check through New Zealand Police if required. I authorise the release of that information by the Queensland Police Service, the Australian Police Services and New Zealand Police to TMR
- a driving history check in all states and territories of Australia and if required New Zealand
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities to enable TMR to make a full and informed assessment of my suitability for RDA
- verifying the EOI provided in this application if required.

I authorise TMR 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 my RDA.

Statement

I declare that the information provided by me in this application is complete, true and correct.

I understand:

- my responsibilities as a holder of RDA under the *Transport Operations (Passenger Transport) Act*
- that failure to comply with all relevant legislation may result in prosecution and/or cancellation of my authorisation
- it is an offence to provide a false or misleading statement or document as part of this application.

Applicant's signature

Date

/ /

Operator to complete:

10. RDA information

Please ensure you read TMR's information bulletin *PT206 Operators Issuing Restricted Driver Authorisation*.

11. Operator details

Operator Accreditation name

Trading name

Operator Accreditation number

Postal address

Postcode

Telephone (private)

Telephone number (business)

Email address

(Providing this enables any correspondence regarding this notification to be sent via email)

12. Assessing RDA application

- (a) Does the driver hold an appropriate driver licence and have a total of three years driving experience?
- Yes Go to (b)
- No RDA cannot be issued under any circumstance.
- (b) At Q7, has the driver answered 'Yes' to any of the medical questions?
- No Go to (c)
- Yes RDA cannot be issued unless the applicant submits a completed *Medical Certificate for Motor Vehicle Driver* (form F3712) assessed in accordance with the commercial medical standards set out in Austroads' *Assessing Fitness to Drive - For Commercial and Private Vehicle Drivers*.
- (c) At Q8, has the driver answered 'Yes' to any of the driving history or criminal history questions?
- No Go to Q14
- Yes Go to Q13. You must request an eligibility advice from TMR prior to RDA being issued.

13. Eligibility advice request

If the applicant is suitable to hold RDA, do you approve for the RDA to be issued for the maximum term of 12 months from the assessment date?

Yes

No Nominate a monthly term between one to 11 months

TMR will assess the application and send advice that either:

- the applicant is suitable to hold RDA and that evidence of the RDA must now be provided to the driver
- the applicant is not suitable to hold RDA.

I state that I:

- consent to the applicant being issued RDA where TMR assesses the applicant as suitable
- verified that the applicant holds an appropriate driver licence
- satisfied myself that the applicant has held a driver licence (open, probationary, provisional, restricted) for at least three years
- if applicable, attached the applicant's medical certificate
- ensured that all questions on this form have been answered and the applicant has signed and dated the 'Applicant declaration'
- satisfied myself that the information on this form is true and correct.

Full name (please print)

Operator's signature

Date

This form should now be emailed/faxed/posted to your nearest TransLink regional passenger transport office to assess the application. For contact details refer to www.translink.com.au/contact-us.

14. Issuing RDA

Note: Do not complete this section if you were required to complete Q13.

RDA has been issued:

RDA issued on

RDA end date

Maximum of 12 months

I state that I have:

- verified that the applicant has a current driver licence for the type of vehicle to be driven
- satisfied myself that the applicant has held a driver licence (open, probationary, provisional, restricted) for at least three years total
- if applicable, attached the applicant's medical certificate
- ensured that all questions on this form have been answered and the applicant has signed and dated the 'Applicant declaration'

- informed the applicant of their responsibilities as a holder of RDA
- satisfied myself that the information on this form is true and correct.

Full name (please print)

Operator's signature

Date

This form must be emailed/faxed/posted to your nearest TransLink regional passenger transport office within three business days. For contact details refer to www.translink.com.au/contact-us.

Privacy statement: TMR is collecting the information on this form to assess your suitability for RDA. TMR is authorised by the *Transport Operations (Passenger Transport) Act* to obtain information from other government agencies relating to your criminal and traffic history. The documents collected for the purpose of this application will be accessible by authorised departmental persons and some of this information may be disclosed to the Queensland Police Service, interstate and New Zealand licensing authorities as allowed under the Acts. TMR will not disclose your personal details or documents to any other third parties without your consent unless required by law.

Office use only

Checklist - for Approving officer

Lodgement date

Passenger Transport office lodged at

Further action

Please mark with a (✓) when completed/submitted, or a (X) when not required.

Date entered on TICA

Criminal history check

Queensland driving history

Interstate driving history

Medical certificate

Expiry date

Eligibility advice (operator) sent

No Yes Date

Non-eligibility advice (driver and operator) sent

No Yes Date