

Restricted Driver Authorisation Notification

Transport Operations (Passenger Transport) Regulation 2005



Queensland
Government

Restricted Driver Authorisation (RDA)

- RDA is a qualification a driver of a vehicle providing a public passenger service must hold and maintain to drive the vehicle. The driver must also be the holder of a current driver licence for the class of vehicle being driven.
- A person may hold more than one RDA at any given time.

This form enables an accredited courtesy or community operator providing public passenger services to assess the suitability of an applicant before a RDA is issued. The Department of Transport and Main Roads (the department) will conduct checks to confirm the driver is suitable to hold RDA.

Suitability of applicant

To be issued with, and to maintain a RDA, 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 capacity to safely operate the vehicle;
- having a satisfactory criminal and driving history;
- having the required type and class of driver licence;
- having held a driver licence for the required period; and
- being medically fit.

Completing Restricted Driver Authorisation Notification Form

Before completing this form, drivers should read the department's information bulletin 'PT 305 - Restricted Driver Authorisation'. This information bulletin provides information on the application process and the criteria for issuing a RDA as well as RDA conditions. Drivers should also read the department's information bulletin 'PT 307 - Driver Responsibilities'.

Operators should read the department's information bulletin 'PT 206 - Operators issuing Restricted Driver Authorisation' before completing this form or issuing Restricted Driver Authorisation to a driver. This information bulletin provides information on criteria for issuing a Restricted Driver Authorisation and how the operator should process the application.

Information bulletins are available on the department's website www.tmr.qld.gov.au/information_bulletins or from the nearest passenger transport office of the department.

Request for Eligibility Advice

A RDA cannot be immediately issued to a driver who has declared any criminal history or traffic history. Instead the driver and operator should fax/post the completed Restricted Driver Authorisation Notification Form to the nearest office of the department requesting advice about the driver's eligibility to hold driver authorisation (see Question 13).

The department will undertake the necessary checks and provide advice to the operator and driver about the driver's suitability to hold RDA. The declaration of criminal or traffic history does not mean an applicant cannot be issued with a RDA. The circumstances of each offence will be taken into consideration. If the department advises the operator that the driver is eligible to hold RDA, the operator can proceed to issue the RDA and notify the department.

Issue of RDA

- RDA can only be issued by a currently accredited operator providing a community or courtesy service.
- An operator can issue a RDA to a person to drive a public passenger vehicle while, and only while, it is being used by that operator to provide a service.
- RDA can only be issued for a maximum of 12 months. If an applicant holds a current visa with an approved work entitlement, RDA can only be issued up to and including their work entitlement end date but cannot exceed 12 months.
- RDA cannot be renewed. However, an operator may reissue a new RDA when the 12 month period has expired.
- RDA can only be issued if—
 - an applicant has an entitlement to work in Australia;
 - an applicant complies with all standards applying to RDA (for example, be medically fit);
 - an applicant holds a current open or restricted driver licence of the appropriate class to drive the vehicle providing the public passenger service;
 - the applicant has answered 'No' to the health, criminal history and driving questions contained in this form, or the operator has received a statement from the department advising that the applicant is eligible to hold RDA; and
 - the operator has no reason to suspect the information provided by the applicant is false.
- The operator should fax/post the completed *Restricted Driver Authorisation Notification Form* and any associated documents to their nearest passenger transport office of the department within three working days of issuing RDA.
- RDA should be issued on the operator's letterhead (where available) and must contain certain information. Refer to the department's information bulletin 'PT 206 - Operators issuing Restricted Driver Authorisation' for instructions. An example of a suitable RDA format is shown in the Restricted Driver Authorisation Proforma (Form F3881).

RDA Conditions

The RDA Proforma (F3881) issued by an operator must be carried by the driver while driving the vehicle providing the public passenger service.

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Restricted Driver Authorisation Notification

Transport Operations (Passenger Transport) Regulation

**Queensland
Government**

This form is to be used if you are applying for a Queensland Restricted Driver Authorisation (RDA) to drive a public passenger vehicle. All relevant questions must be answered otherwise you cannot be issued with RDA.

Driver to complete:**1. Restricted Driver Authorisation information**

Have you read the department's information bulletin 'PT 305 - Restricted Driver Authorisation' for drivers?

Yes ☐No ☐ ►

It is important for you to read this information bulletin before completing this form. The information bulletin provides information on Restricted Driver Authorisations and the application process.

2. Personal detailsMale ☐Female ☐

Family name

Given name/s

Residential address

Postcode

Postal address (if the same as residential write 'As above')

Postcode

Telephone (private)

Telephone (business)

Date of birth

Town/City of birth

State of birth

Country of birth

3. Have you ever been known, or are you now known, by any other name?No ☐ ► Go to Q4Yes ☐ ► Give full details of all names

Name/ s?

When? (Year/ s)

4. Have you lived in any other state, territory or country?No ☐ ► Go to Q5Yes ☐ ► give details

Where?

When did you leave?

5. Customer reference number (CRN)**Do you have a CRN issued by the department?**

(The CRN includes a Queensland driver licence number or 18+ card number)

No ☐ ►

You will be required to complete Form F3503 and attend one of the department's Customer Service Centres to be issued with a CRN before RDA can be issued. Once a CRN has been issued to you, give details below.

Yes ☐ ►

Give details

6. Driver licence details**(a) Current driver licence number****State/Country Issued****Expiry date**

Note: Interstate or overseas driver licence holders may be required to provide evidence that they have held their driver licence continuously for at least three years.

(b) What class/ es of licence do you currently hold?**7. Entitlement to work in Australia****(a) Are you an Australian citizen, Australian permanent resident or a New Zealand citizen holding a special category visa?**No ☐ ►

Go to (b)

Yes ☐

Your application will be accepted on presentation of one of the following documents. Please tick (✓) which documents you will be providing and provide details below—

Medicare Card ☐Full Australian Birth Certificate ☐Queensland Birth Extract ☐Australian Citizenship Certificate / Extract ☐Australian naturalisation Certificate ☐Australian Passport (which is not expired more than 2 years) ☐New Zealand Passport ☐Evidence of your permanent residency ☐

Certificate / Extract number / Document number

Place of issue

Date of issue

Note: If your name is different from the name/s on the documents you are providing for proof of Australian Citizenship or permanent residency, you are required to submit a change of name document. For a list of acceptable documents please refer to EOI Requirements for Individuals/ Organisations (form F4362) which can be located at www.tmr.qld.gov.au.

Go to Q8**(b) Do you hold a current visa with a work entitlement?**No ☐ ►

Your application cannot be processed. Please contact the Department of Immigration and Citizenship about your entitlement to work in Australia.

Yes ☐ ►

Please provide your Passport and print the number and place of issue below.

Passport number

Country of issue

Note: Your RDA will only be issued up to and including the end date of your work entitlement, but cannot exceed 12 months.

8. Health details**(a) Have you, in the past 12 months, suffered a heart attack, angina pectoris or undergone heart surgery?**No ☐Yes ☐**(b) Do you take any medication that may affect your driving?**No ☐Yes ☐**(c) Do you have epilepsy, diabetes or any other medical/physical/psychological condition that may affect your driving?**No ☐Yes ☐

If you answered 'Yes' to any of the questions above, you must submit a completed Medical Certificate for Motor Vehicle Driver (form F3712) from a medical practitioner stating that you either meet the criteria set out in the 'Assessing Fitness to Drive for Commercial and Private Vehicle Drivers' standards or meet the criteria set out in the standards subject to certain conditions.

You will have to complete page 1 of the Private and Commercial Vehicle Driver's Health Assessment (form F3195) prior to the medical examination so that it can be given to the medical practitioner at the examination.

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9. Traffic and Criminal History

The department will be verifying your traffic and criminal histories.

(a) Have you ever, in Queensland or elsewhere, 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: 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 sections 5 and 6, does not apply.

No ☐ Yes ☐ ► You are required to supply full details below (include date, place, offence and outcome).

If insufficient space, attach separate sheet

(b) Have you been charged or convicted of an offence against the Transport Operations (Passenger Transport) Act?

No ☐ Yes ☐ ► You are required to supply full details below.

If insufficient space, attach separate sheet

(c) Have you been charged or convicted of an offence against the Transport Operations (Passenger Transport) Regulation for which the maximum penalty is at least 20 penalty units?

No ☐ Yes ☐ ► You are required to supply full details below.

If Insufficient space, attach separate sheet

(d) Have you ever had a previous Driver Authorisation or RDA suspended, cancelled or refused?

No ☐ Yes ☐ ► You are required to supply full details below.

If insufficient space, attach separate sheet

(e) 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 space, attach separate sheet

(f) 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 space, attach separate sheet

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

No ☐ Yes ☐ ► You are required to supply full details below.

If insufficient space, attach separate sheet

10. Applicant declaration

Consent for the release of information

I <input type="text"/>

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

I give my consent for the department, 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 the Queensland Police Service and Australian Police Services to the department, 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;
- such further enquiries with the courts, police, prosecuting authorities or such as other relevant bodies or entities to enable the department to make a full and informed assessment if my suitability for RDA.
- verifying that I do hold a current visa with an approved entitlement to work in Australia if required; and
- verifying the EOI provided in this application if required

I authorise the department 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 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*, *Transport Operations (Passenger Transport) Regulation* and the *Transport Operations (Passenger Transport) Standard 2010* 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

/ /

Continued next column...

Continued on page 4 . . .

Operator to complete:**11. Restricted Driver Authorisation information**

Have you read the department's information bulletin 'PT 206 - Operators Issuing Restricted Driver Authorisation'?

Yes ☐No ☐ ►

It is important for you to read this information bulletin before completing this form. The information bulletin provides information on assessing and issuing Restricted Driver Authorisations.

12. Operator details

Operator Accreditation name

Trading name

Operator Accreditation number

Postal address

Postcode

Telephone (private)

()

Telephone (business)

()

13. Assessing RDA application

(a) Does the driver meet the driver licence requirement and have 3 years driving experience?

Yes ☐ ► Go to (b)No ☐ ► RDA cannot be issued under any circumstance

(b) At Q8, has the driver answered 'Yes' to any of the medical history questions?

No ☐ ► Go to (c)

Yes ☐ ► RDA cannot be issued unless the applicant submits a completed Medical Certificate for Motor Vehicle Driver (form F3712) from a medical practitioner stating that the applicant meets the medical criteria or meets the medical criteria subject to certain conditions.

(c) At Q9, has the driver answered 'Yes' to any of the traffic or criminal history questions?

No ☐ ► Go to Q14

Yes ☐ ► RDA cannot be issued unless the department issues the driver with a statement advising that they are eligible to hold RDA. Please complete the details below to request an eligibility advice from the department. The driver must have completed Q10 to consent for the department to undertake criminal and traffic history checks in order to assess their eligibility to hold RDA.

Eligibility advice requested:

Yes ☐ ►

Full name (please print)

Operator's signature

Date

This form should now be submitted to nearest office of the department to request an eligibility advice.

Continued next column...**14. Issuing RDA**

Restricted Driver Authorisation has been issued:

RDA issued on

RDA end date

I state that I have:

- verified the applicant has an entitlement to work in Australia;
- not issued RDA past the applicant's work entitlement end date;
- verified that the applicant has a current driver licence and has the appropriate class of driver licence to drive a public passenger transport vehicle;
- satisfied myself that the applicant has held a driver licence (open or provisional) continuously 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';
- informed the applicant of their legal requirements and obligations to drive a public passenger vehicle; and
- satisfied myself to my best endeavours that the information on this form is true and correct.

Full name (please print)

Operator's signature

Date

Privacy Statement:

The Department of Transport and Main Roads (the department) is collecting the information on this form to assess your suitability for driver authorisation. The department is authorised by the *Transport Operations (Passenger Transport) Act* to obtain information from other government agencies relating to your criminal and traffic history and by the *Migration Act 1958 (Commonwealth)* to verify that you have an entitlement to work in Australia. 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 and interstate licensing authorities as allowed under the Acts. The department 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

PTO lodged at

Further action

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

Date entered on TICA

☐

Criminal history check

☐

Qld driving history

☐

Interstate driving history

☐

Medical certificate

☐ ►

Eligibility Advice (Driver and Operator) sent

No ☐Yes ☐ ►

Date

Non Eligibility Advice (Driver and Operator) sent

No ☐Yes ☐ ►

Date