Tasmanian Government

Ancillary Certificate In Driving Instruction Guidelines and Application Form

What is an Ancillary Certificate in Driving Instruction?

An Ancillary Certificate allows you to be paid to teach a person to drive. If you don't hold a certificate, you can't be paid for your services.

Eligibility to drive a Public Passenger Vehicle

To be eligible to provide driving instruction you must:

- be at least 21 years of age
- have held an Australian driver licence (other than a learner or provisional) for at least 3 years and have held it for at least one year immediately prior to the date of application
- hold a current Australian driver licence for the class of vehicle in which you want to instruct
- for car driving instructors, have successfully completed a TL141225 – Certificate IV in Motor Vehicle Driver Training
- be registered to work with vulnerable people in Tasmania
- meet the "Fit and Proper Guidelines", and;
    - have not been convicted of a criminal or other offence
    - have not been disqualified from driving for a traffic or drug/alcohol related offence within the last 5 years
    - have not previously had an Ancillary Certificate refused or cancelled
- be medically fit at the commercial medical standards.

If you don't meet the criteria, you'll need to supply a letter stating the reasons why you should be granted an Ancillary Certificate. This letter should also be accompanied by supporting documentation, such as character references.

How to apply for an Ancillary Certificate

Step 1 Complete the application form.

Step 2 Obtain a National Police Certificate from a Service Tasmania Service Centre.
It must be issued no more than 6 months prior to the date you lodge your completed application and must be the original document – it may take 6 weeks to receive the National Police Certificate.

Step 3 Be registered to work with vulnerable people (Employment category). For further information visit https://www.justice.tas.gov.au/licensing-registrations/rwvp

Step 4 Have your regular treating general practitioner complete the MR68 Medical Fitness to Drive Assessment form at the commercial medical standards.

Step 5 car driving instructors must also successfully complete a TL141225 – Certificate IV in Motor Vehicle Driver Training and provide evidence of this.

Step 6 heavy vehicle driving instructors must also successfully completed a TAE40122 – Certificate IV in Training and Assessment and provide a copy of the Unique Student Identifier (USI) showing completion.

Step 7 Complete the checklist below:

- ☐ Meet the minimum period for holding an Australian driver licence
- ☐ Meet the minimum age requirements
- ☐ Completed Application Form
- ☐ Current registration to work with Vulnerable People in Tasmania
- ☐ National Police Check
- ☐ Current registration to work with vulnerable people in Tasmania
- ☐ Completed MR68 Medical Fitness to Drive Assessment form completed at the commercial medical standards
- ☐ If you have had any types of offences outlined above, provide the Registrar of Motor Vehicles with a letter of explanation as to why you should be issued with an Ancillary Certificate. The letter must be attached to this application

- ☐ Provide a passport sized photograph for your identification card
- ☐ Provide a signature specimen for your identification card (see signature box in the Signature and Declaration section)
- ☐ For car driving instructors – proof of completion of the Cert IV in Motor Vehicle Driver Training
- ☐ For heavy vehicle driving instructors – be prepared for the driver knowledge test and have your Certificate of Competency for the driving test
- ☐ For motorcycle driving instructors – a copy of your Certificate of Competency for the motorcycle course

Step 8 Take all the above information, your current Australian driver licence and evidence of your residential address to any Service Tasmania Service Centre along with the required ancillary certificate fee (refer to the fees list at www.transport.tas.gov.au/licensing/licensing_and_assessments_fees. Heavy vehicle instructors will need to pass the driver knowledge test at this time.

General Information

What if my application is refused?

You will be advised in writing if the Registrar of Motor Vehicles refuses your application. This letter will also give details of your appeal rights. You may re-apply for an Ancillary Certificate at any time. Your application will be assessed against the same criteria as previously applied.

What happens after I get my Ancillary Certificate?

- Before you begin instruction, you must ensure that the vehicle in which you plan to instruct has been inspected at an AIS for roadworthiness. Driving instructor cars must have a roadworthiness inspection at an AIS every 12 months.
- You must ensure that your vehicle has dual controls and that these have been inspected by the transport inspector to verify that they are properly fitted.
- Regular checks will be made of your conviction and driving record. If you commit a serious offence, including any alcohol or drug-related offence, common assault, or commit any traffic offences your Ancillary Certificate may be suspended or cancelled.
- Your Working with Vulnerable People registration must remain current and be renewed every 3 years.
- At any time, the Registrar may take into consideration evidence of physical and/or mental health, character and conduct in assessing your suitability to retain an Ancillary Certificate.
- You must have a medical examination:
  - every three years until you turn 65 years of age
  - every year from the age of 65, or
  - at any time, as required by the Registrar of Motor Vehicles
- Heavy vehicle driving instructors must pass a knowledge test eery three years when they renew their Ancillary Certificate

How long is a Public Passenger Vehicle Ancillary valid?

It is issued for 3 years. You will be sent a renewal notice before your Ancillary Certificate expires.

If you are disqualified from driving, your Public Passenger Vehicle Ancillary Certificate will be automatically cancelled. Unless the court issues you a Restricted Driver Licence to drive a Public Passenger Vehicle, you will have to reapply for your Public Passenger Vehicle Ancillary Certificate and provide the Registrar with a letter of explanation outlining why you should be reissued with a Public Passenger Vehicle Ancillary Certificate.

How can I check if my Public Passenger Vehicle Ancillary Certificate is still valid?

You can check an Ancillary Certificate expiry date on our website. You will need to enter the driver licence number and surname of the Certificate holder. The details entered must exactly match the details found on the driver licence or the Ancillary Certificate information will not be released. A successful search will provide the Ancillary Certificate type, expiry date and driver licence expiry date of the licence searched. To check if an Ancillary Certificate is current, see https://ptinfo.transport.tas.gov.au/ancillary_check.aspx

Cancellation and Suspension

If you are disqualified from driving, your Ancillary Certificate will be automatically cancelled or suspended. The Registrar also has the power to suspend or cancel an Ancillary Certificate if they have reason to believe that in any respect, the holder is not a suitable person. This may include, but is not limited to, evidence of physical and/or mental health, character and evidence of offences that may indicate a person is not fit and proper.

Regular checks will be made of your conviction and driving record. If you commit a criminal offence or crime, or drug/alcohol related offence or other traffic offences your Public Passenger Vehicle Ancillary Certificate may be cancelled.

If you would like more information on Ancillary Certificates in Driving Instruction, please contact Service Tasmania on 1300 135 513.

Application for Ancillary Certificate in Driving Instruction

Applicant Details			
Surname:			
Given Names:			
Residential Address:			
Postal Address: (if different from above)			
Date of Birth		**Driver Licence No**	
Contact number:		**Email:**	
Working with Vulnerable People Registration Number		**Expiry Date:**	

Ancillary Certificate Details

What type of Ancillary Certificate in Driving Instruction are you applying for?

☐ Car ☐ Motorcycle ☐ Medium Rigid ☐ Heavy Rigid ☐ Heavy Combination

☐ Multi Combination

NOTE: you may only instruct in the class of the vehicle that you are licensed to drive, and you must be tested in this class of vehicle. Car instructors must complete an approved training course.

Driving History/Conviction Details (please tick applicable box)

1	Have you ever had an application for a Taxi or PPV Ancillary Certificate refused? If yes, give details:	Yes ☐	No ☐
2	Have you ever had a Taxi or PPV Ancillary Certificate suspended or cancelled? If yes, give details:	Yes ☐	No ☐
3	Have you had any traffic infringement notices issued within the last 3 years? If yes, give details:	Yes ☐	No ☐
4	Have you ever been charged or convicted of any criminal offence whether a conviction was recorded or not? If yes, give details:	Yes ☐	No ☐
5	Are there any convictions pending against you? If yes, give details:	Yes ☐	No ☐
6	Are there any issues the Registrar of Motor Vehicles should be aware of that's relevant to you being considered fit and proper (refer to www.transport.tas.gov.au) or are you subject to any order issued by a court or tribunal? If yes, give details:	Yes ☐	No ☐

Tasmanian Government

Ancillary Certificate in Driving Instruction Guidelines and Application Form

Supporting Information (if applicable)

If you have answered YES to Questions 1, 2, 4, 5 and 6 under Driving history/Conviction details then you must provide a statement outlining why you should be issued with a Public Passenger Vehicle licence. You should also provide other documents to support your application (e.g. character reference). Please attach a separate sheet if the space provided is insufficient.

Provide details here

Signature and Declaration

I (please print full name)

……

of (address)

……

……

Declare that the information I have provided on this application is true to the best of my knowledge and belief.

I also consent to the Registrar of Motor Vehicles obtaining any additional information and national and local criminal checks from the Department of Police and Emergency Management and interstate authorities as part of this application and during the currency of the licence.

Your signature for production of ID card: →

(place your signature within the box):

Date:

……/……/……..

Warning

Penalty for dishonestly providing false or misleading information – Maximum $4000 and/or imprisonment for up to 6 months for a first offence.

Personal Information Protection Statement

You are providing personal information to the Registrar of Motor Vehicles, who will manage that information in accordance with the *Personal Information Protection Act 2004* and relevant provisions of the *Vehicle and Traffic Act 1999*.The personal information collected here will be used by the Registrar of Motor Vehicles for driver licensing and vehicle registration purposes, and related purposes under the *Vehicle and Traffic Act 1999* and associated laws, including for national identity matching and verification purposes. Failure to provide this information may result in your application not being processed, or records not being properly maintained. The Registrar of Motor Vehicles may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Registrar of Motor Vehicles and you may be charged a fee for this service.