

APPLICATION AND GUIDELINES

ANCILLARY CERTIFICATE IN DRIVING INSTRUCTION

1. 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.

2. To be eligible to be issued with an Ancillary Certificate in Driving Instruction you must:

- be at least 21 years of age
- hold a current Australian driver licence for the class of vehicle in which you want to instruct
- for car driving instructors, have successfully completed an approved training course (ring 1300 851 225 for information)
- have held an Australian driver licence (other than a learner or provisional) for at least 3 years, and held it for at least one year immediately prior to the date of application.
- meet the "suitable person criteria", this includes that –
 - you've not been convicted for a criminal or other offence
 - you've not been disqualified from driving for a traffic or drug/alcohol related offence within the last 5 years
 - you've not previously had a certificate refused or cancelled

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.

3. To apply for your ancillary certificate you must:

- Complete this application form (MR 111)
- Obtain a National Criminal History Check from Tasmania Police. It must be issued no more than 6 months prior to the date you lodge your complete application, and must be the original document – It may take 6 weeks to receive the National Criminal History Check.
- Undertake a medical with your regular treating general practitioner
 - Before the assessment you will need to fill out the Assessing Fitness to Drive – Patient Questionnaire (MR 69).
 - You must bring the Assessing Fitness to Drive (MR 69) and Medical Fitness to Drive Assessment (MR 68) with you to your doctor's appointment
- Car driving instructors must also successfully complete the following units of the "Certificate IV in Driving Instruction" before applying for an Ancillary Certificate -
 - Develop safe driving behaviours
 - Apply safe driving behaviours
- Complete the checklist below:
 - Meet the minimum period for holding an Australian Driver Licence (see point 2 above)
 - Meet the minimum age requirements (see point 2 above)
 - Obtained your National Criminal History Check from a Police Station and attached it to this application.
 - Provided the Registrar of Motor Vehicles with a letter of explanation as to why you should be issued with an ancillary certificate if you have had the types of offences outlined in point 2 of the guidelines or there are other issues. The letter must be attached to this application.
 - Had your medical examination and attached your Medical Fitness to Drive Assessment form (MR68) to this application.

- Provided a passport size photograph for your identification card
- Provided a specimen signature for your identification card
- For car driving instructors - statement of attainment for the two units of the Certificate IV in Driving Instruction
- For motorcycle driving instructors - Certificate of Competency for the motorcycle course
- For heavy vehicle driving instructors - prepared for the driver knowledge test and have your Certificate of Competency for the driving test

- Take all the items in the checklist to any Service Tasmania shop along with the required Ancillary Certificate fee so your application can be processed. Heavy Vehicle applicants will need to pass the driver knowledge test at this time.

You must pay any costs.

4. WHAT IF MY APPLICATION IS REFUSED?

You will be advised in writing if the Registrar of Motor Vehicles refuses your application. The 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.

5. WHAT HAPPENS AFTER I GET MY ANCILLARY CERTIFICATE?

- For car driving instructors, you will have 6 months to complete the rest of the training course. If you don't complete the training course within 6 months your Ancillary Certificate will be cancelled.
- When you have completed the training course, take a photocopy of your completion certificate to any Service Tasmania shop.
- 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 also ensure that your vehicle has dual controls and that these have been inspected by the transport inspector to verify that they are properly fitted.
- 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.
- Regular checks will be made of your conviction and driving record. If you commit a serious offence, including any alcohol or drug-related offence or common assault, or commit traffic offences your ancillary certificate may be suspended or cancelled.
- You must have a medical examination –
 - every 3 years until you turn 65
 - every year from the age of 65
 - at any time as required by the Registrar of Motor Vehicles
- Heavy Vehicle driving instructors must pass a knowledge test every 3 years when they renew their Ancillary Certificate
- Once issued with an Ancillary Certificate in Driving Instruction, you are not required to pass a driving assessment unless requested by the Registrar of Motor Vehicles

6. HOW LONG IS AN ANCILLARY CERTIFICATE IN DRIVING INSTRUCTION VALID?

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

7. 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 might indicate that the person is not fit-and-proper.

**If you would like more information on Ancillary Certificates in Driving Instruction
ring the Transport Enquiry Service on 1300 851 225**

Note:

- If you have not obtained your National Criminal History Check or had your medical examination your application will not be accepted.
- If you have a medical condition and/or have been convicted of the types of convictions outlined in the guidelines it may take up to 10 working days for the Registrar of Motor Vehicles to assess your application.

Application for an Ancillary Certificate in Driving Instruction

Service Tasmania use

| |
|--|
| Surname (Family Name) |
| Given Names |
| Residential Address |
| Postal Address (if different from above) |

| | | | |
|----------------------|---------------------|---------------|----------------|
| Daytime phone number | Mobile phone number | Date of Birth | Licence number |
|----------------------|---------------------|---------------|----------------|

ANCILLARY CERTIFICATE DETAILS

What type of Ancillary Certificate in Driving Instruction are you applying for? (Please tick one box)

Note: you may only instruct in the class of vehicle that you are entitled to drive and you must be tested in this class of vehicle.

Car* Motorcycle Medium Rigid Heavy Rigid Heavy Combination Multiple Combination

*car instructors must complete an approved training course

DRIVING HISTORY/CONVICTION DETAILS

| | |
|---|---|
| 1. Have you ever had an application for an Ancillary Certificate refused? | YES <input type="checkbox"/> NO <input type="checkbox"/> If yes give details: |
| 2. Have you ever had an Ancillary Certificate cancelled? | YES <input type="checkbox"/> NO <input type="checkbox"/> If yes give details: |
| 3. Have you had any traffic infringement notices issued within the last 3 years? | YES <input type="checkbox"/> NO <input type="checkbox"/> If yes give details: |
| 4. Have you been charged or convicted of any criminal offence whether a conviction was recorded or not? | YES <input type="checkbox"/> NO <input type="checkbox"/> If yes give details: |
| 5. Are there any convictions pending against you? | YES <input type="checkbox"/> NO <input type="checkbox"/> If yes give details: |

Supporting Information - if you have answered YES to Questions 1,2, 4 or 5 under Driving History/Conviction Details then you must provide a statement outlining why you should be issued with an Ancillary Certificate. You should also provide other documents to support your application (e.g. character reference). If insufficient space please attach a separate sheet.

Signature and Declaration

| | |
|---|-------------|
| I | (full name) |
| of | (address) |
| Declare that the information that 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 Ancillary Certificate. | |
| Signature of Applicant | Date |

Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.