

What is an Ancillary Certificate to Drive a Public Passenger Vehicle?

A Public Passenger Vehicle Ancillary Certificate authorises you to drive a Public Passenger Vehicle that carries passengers, you will require an Ancillary Certificate if:

- the passenger service is a transport concern within the meaning of the *Passenger Transport Services Act 2011* (Act)
- the passenger services is available for use by any member of the general public
- the passengers, or any of them, have to pay a fare within the meaning of that Act.

This includes coach/bus, luxury hire cars, Restricted Hire Vehicle services and other small passenger vehicles (excluding Taxis).

To obtain an Ancillary Certificate to drive a Taxi you must complete the Application to Drive a Taxi and comply with the requirements set in the guidelines.

Eligibility to drive a Public Passenger Vehicle ...

To be eligible to drive a public passenger vehicle you must

- hold a current Australian driver licence for a minimum of 12 months (you must transfer your licence to Tasmania if it is issued by another state)
- be at least 20 years of age, and
 - if you are 20 years of age you must have held your car licence for at least two out of three years before you make an application
 - if you are 21 years or older you must have held your car licence for at least one year out of the three years before you make application
- be an Australian or New Zealand Citizen, permanent resident or hold a visa allowing you to work in Australia
- satisfy the character requirements by supplying a National Police Certificate (see general information for meeting character requirements)
- be registered to work with vulnerable people in Tasmania
- be medically fit at the 'commercial standards'

How to Apply for a Public Passenger Vehicle Ancillary Certificate ...

Step 1 complete the application form

Step 2 obtain a National Police Certificate from 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 website (for further information visit www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people)

Step 4 undertake a medical with your regular treating general practitioner who will complete the Medical Fitness to Drive Assessment form at the commercial medical standards.

Step 5 complete the checklist below:

- | | |
|--|--|
| <input type="checkbox"/> Meet the minimum period for holding an Australian Drivers Licence, see page 1 | <input type="checkbox"/> Completed Medical Fitness to Drive Assessment Form at the commercial medical standards |
| <input type="checkbox"/> Meet the minimum age requirements, see page 1 | <input type="checkbox"/> Prepare for the Driver Knowledge Test by reading the Tasmanian Road Rules and the questions included in this form |
| <input type="checkbox"/> Completed Application Form | |
| <input type="checkbox"/> Work Visa (if applicable) | |
| <input type="checkbox"/> National Police Certificate | |
| <input type="checkbox"/> Be registered to work with vulnerable people in Tasmania | |

Step 6 Attend a Service Tasmania Service Centre and pass the Driver Knowledge Test

Step 7 Take all the above information, your current Australian Drivers Licence and evidence of your residential address to any Service Tasmania shop along with the required ancillary licence fee (refer to list of fees at www.transport.tas.gov.au/fees_forms/registration_licensing/other_driver_licence_fees).

Step 8 You will be issued with your Public Passenger Vehicle Ancillary Certificates so you can begin to drive Public Passenger Vehicles, except Taxis.

General Information

Meeting the Character Requirements

To be issued with a Public Passenger Vehicle Ancillary Certificate you must be of good character.

When assessing a person's offences the Registrar looks at a numerous of factors including Road Safety, Honesty/Integrity and Social Behaviour. (refer to our website at www.transport.tas.gov.au)

If the following situation applies to you, you may be required to supply a letter to the Registrar of Motor Vehicles outlining why you should be issued with a Public Passenger Vehicle Ancillary Certificate. You should also provide other documents supporting your application (e.g. character references). You should do this when you apply for your National Police Certificate.

- you have been convicted of a criminal offence, or a serious traffic offence; and/or
- you have been refused a Taxi or Public Vehicle Licence; and/or
- you have had a Taxi or Public Vehicle Licence cancelled.

National Police Certificate

Good Character or Personal References previously obtained by or for other institutions, persons, agencies (Government or otherwise), or National Police Checks or Certificates obtained from an internet based facility or website **will not be accepted**.

How long is a public Passenger Vehicle Ancillary Certificate valid?

A Public Passenger Vehicle Ancillary Certificate is valid for 12 months. A renewal notice will be sent to you before your Public Passenger Vehicle Ancillary Certificate expires.

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

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

You can check your ancillary certificate expiry date on our website. You will need to enter your driver licence number and surname of the licence holder. These 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, ancillary certificate expiry date and driver licence expiry date of the licence searched.

- Visit our website at https://ptinfo.transport.tas.gov.au/ancillary_check.aspx

What happens after a Public Passenger Vehicle Ancillary Certificate is granted?

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

You must undertake a medical which will be conducted in accordance with the Assessing Fitness to Drive Guidelines at the 'commercial standards':

- 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.

You are not required to have a driving assessment unless requested by the Registrar of Motor Vehicles.

Please Note

The Guidelines are for your information only.

Please **do not return the Guidelines with your Application form.**

Driver Knowledge Test Information

Applicants for a public Passenger Vehicle Ancillary Certificate will be tested on the Tasmanian road rules and the questions below.

The Tasmanian Road Rules are available for purchase at Service Tasmania or can be downloaded www.transport.tas.gov.au/licensing/publications/tasmanian_road_rules

| Questions | Answers |
|---|---|
| When is the driver of a public passenger vehicle required to carry an Ancillary Certificate to drive a Public Passenger Vehicle? | A driver must carry their Ancillary Certificate at all times that the vehicle is being used for its intended purpose. This applies whether passengers are in the vehicle or not. (For example, the driver of a taxi standing on a taxi rank must carry their Ancillary Certificate). |
| Is smoking permitted in a public passenger vehicle? | No. It is an offence for the driver or passengers to smoke in a public passenger vehicle. |
| What is a driver permitted to do if a passenger is doing something which they believe may endanger the safety of the vehicle or another person? | A driver may stop the vehicle and direct the passenger to leave the vehicle, and/or request the passenger to state his or her name and address. |
| There are offences that apply to the driver of a public passenger vehicle. Name these: | The driver of a public passenger vehicle: <ul style="list-style-type: none"> • shall not refuse a hiring without lawful excuse • shall not threaten, harass or attempt to intimidate a passenger • shall not have any alcohol in their body while in charge of the vehicle • must not stand or park a vehicle to pick up or set down passengers in such a way as to create an unreasonable risk to other road users • must not drive any vehicle with any luggage not being safely stowed. |
| How does a driver show that they are operating a public passenger vehicle that has passed the regular inspections required by law? | A vehicle inspection label must be affixed and kept affixed to the vehicle by the person to whom it is issued. It is an offence for the registered operator to use or permit the use of a public passenger vehicle which is not under current inspection. |
| What is the maximum number of hours, in a period of 24 hours, a person can drive a bus with a seating capacity of 13 or more, including the driver? | 12 hours |
| Are passengers permitted to stand in a bus? | Passengers are permitted to stand provided: <ul style="list-style-type: none"> • that there is only one person for every 1600 square cm of floor space • they do not obstruct an entrance or exit nor cause danger or discomfort to another passenger • the distance between the roof and the floor of the vehicle is 1.7 m or over • the aisle is over 380 mm wide and a holding device is provided for each standing passenger. |
| What is the maximum legal Blood Alcohol Content (BAC) for the driver of a public passenger vehicle? | Nil. |

| Questions | Answers |
|---|--|
| Is the driver of a taxi, luxury hire car or restricted hire vehicle permitted to approach a person in the street to make it known that his/her vehicle is available for hire? | No. It is an offence to solicit passenger trade for a motor vehicle on a public street. |
| Is the driver of a luxury hire car or restricted hire vehicle permitted to stand the vehicle on a public street? | No. A person must not stand or park a luxury hire car or restricted hire vehicle on a public street unless it is: <ul style="list-style-type: none"> • picking up passengers who have pre-booked the vehicle • dropping off passengers • about to commence a tour; or • displaying a sign bearing the words “not for hire”. |
| Is the driver of a taxi permitted to stand the vehicle on a public street? | No. A person must not stand or park a taxi on a public street unless it is: <ul style="list-style-type: none"> • standing on a taxi rank • picking up passengers who have pre-booked the vehicle • dropping off passengers • about to commence a tour; or • displaying a sign bearing the words “not for hire”. |
| Is a luxury hire car or restricted hire vehicle permitted to stand on a taxi rank? | No. Only a taxi that is operating under the authority of a taxi licence for the area may stand on a taxi rank in that area. |
| Can the driver of a small passenger vehicle carry paying passengers if the vehicle is not a taxi, luxury hire car or restricted hire vehicle? | Only if the vehicle is providing a service that is not available to the general public and/or is not operated as a commercial transport service. For example, non-commercial transport, services that are restricted to clearly defined groups (such as nursing home clients), incidental transport (such as toy trains). |
| What services may a restricted hire vehicle undertake? | Restricted hire vehicles operating specific RHV services may be hired out for: <ul style="list-style-type: none"> • weddings • funerals; • school, college or university balls, formals or leavers functions; and • tours. <p>Restricted hire vehicles operating general RHV services may be hired out for any purpose, provided that the service is pre-booked.</p> |

Remember you must also update your knowledge of the road rules by reading the *Tasmanian Road Rules* publication.

APPLICATION TO DRIVE A PUBLIC PASSENGER VEHICLE

| Applicant Details | | | |
|---|--|-------------------|--|
| Surname (Family Name) | | | |
| Given Names | | | |
| Date of Birth | | Driver Licence No | |
| Residential Address | | | |
| Postal Address (if different from above) | | | |
| Contact Phone Number | | | |
| Working with Children Registration Number | | Expiry Date: | |

| Driving History/Conviction Details (please tick the applicable box) | | | |
|---|--|------------------------------|-----------------------------|
| 1 | Have you ever had an application for Taxi or PPV Ancillary Certificate refused? If yes give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2 | Have you ever had a Taxi or PPV Ancillary Certificate Cancelled? If yes give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3 | Have you had any traffic infringement notices issued within the last 3 years? If yes give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 4 | Have you ever been charged or convicted of any criminal offence whether a Conviction was recorded or not? If yes give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 5 | Are there any convictions pending against you? If yes give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 6 | Are there any issues the Registrar of Motor Vehicles should be aware of, that's relevant to you being considered fit & proper (refer to www.transport.tas.gov.au) or are you subject to any order issued by court or tribunal? If yes give details: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Work Visa (if applicable)

Please supply the details, including the permit number of your Work Visa issued in Australia. Refer to the Guidelines for further information.

Provide details here

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.

Signature of Applicant:

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.