

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 a Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction). (Ring Australian Driver Trainers Association Tas Inc on 0438 130 162 for more information on courses)
- 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 “[Fit and Proper Guidelines](#)”, and:
 - have not been convicted for 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 a certificate refused or cancelled
- Be medically fit at the commercial 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.

3. To apply for your ancillary certificate you must:

- Complete this application form (MR111)
- Obtain a National Criminal History Check from Tasmania Police. It must be dated no more than 6 months prior to the date you lodge your complete application, and must be the original document
- Obtain Working with Children Registration (Employment Category)
- Undertake a medical at the commercial standard with your regular treating general practitioner
 - you take the Medical Fitness to Drive Assessment (MR68) with you to your doctor's appointment
- Car driving instructors must also successfully complete a Certificate IV in Transport and Logistics (Road Transport – Car Driving Instruction) and provide evidence of this
- Complete the checklist below:
 - Meet the minimum period for holding an Australian Driver Licence, see point 2
 - Meet the minimum age requirements, see point 2
 - Obtained your National Criminal History Check from Tasmania Police and attached it to this application.
 - Obtain Working with Children Registration. See [-www.justice.tas.gov.au/working_with_children](http://www.justice.tas.gov.au/working_with_children)
 - Provide the Registrar of Motor Vehicles with a letter of explanation as to why you should be issued with : Ancillary Certificate if you have had any types of offences outlined in point 2 of the guidelines or there are other issues. The letter must be attached to this application.
 - Provide a passport size photograph for your identification card
 - Provide a specimen signature for your identification card
 - For car driving instructors – proof of completion of required Certificate IV
 - 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.

4. 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.

5. 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 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.
- 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.
- Your working with Children 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 every three years when they renew their Ancillary Certificate

6. How long is an Ancillary Certificate in Driving Instruction valid?

It is issued for three 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 Service Tasmania on 1300 135 513. For information on the required course ring the Australian Driver Trainers Association Tas Inc on 0438 130 162.

Please Note: Applications not submitted with all the required checks and documents (refer Checklist, part 3) will not be accepted. Please allow up to ten business days for the Registrar of Motor Vehicles to assess your application.

APPLICATION FOR AN ANCILLARY CERTIFICATE IN DRIVING INSTRUCTION

Applicant's Details

Surname (Family Name)		
Given Names		
Residential Address		
Postal Address (if different from above)		
Contact Number:	Date of Birth:	Licence Number:
Working with Children Registration Number (Employment Category):	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
 Multiple Combination

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

Driving History/Conviction details

Tick the appropriate box

1	Have you ever had an Ancillary Certificate Cancelled? 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 guide lines 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"/>

Supporting Information — If you have answered YES to Questions 1, 2, 4, and 5 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). If insufficient space please attach a separate sheet.

Provide details here

Signature and Declaration

I (full name) _____
(please print)

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 Ancillary Certificate.

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.