

Tow Truck Driver/Assistant's Certificate Application

Tow Truck Act 1973



Queensland Government

This form may be used by you to apply for:

- Tow Truck Driver Certificate
- Tow Truck Assistant Certificate
- renewal of a Tow Truck Driver/Assistant's Certificate
- upgrade class of a Tow Truck Driver Certificate.

Tow Truck Driver Certificate

To apply for a Tow Truck Driver Certificate, you must:

- be at least 18 years old
- provide evidence of competency by:
 - having held an Australian provisional or open driver licence of the class for which you are applying for three years continuously, immediately prior to application
 - successfully completing a practical driving test of the class for which you are applying.

Note: Tow Truck Driver Certificate holders can only operate a licensed tow truck to perform accident/incident towing within a regulated area if the person is, or is employed by, a Tow Truck Licence holder.

Tow Truck Assistant

To apply for Tow Truck Assistant's Certificate you must:

- be at least 16 years old.

Note: Tow Truck Assistant Certificate holders can only assist in the operation of a licensed tow truck to perform accident/incident towing within a regulated area if the person is, or employed by, a Tow Truck Licence holder.

Additional Information

This application and fees must be lodged in person at a Department of Transport and Main Roads Customer Service Centre or QGAP Office.

Renewal applications should be lodged no sooner than two weeks before the current expiry date. If you have an existing industry authority card, you must bring this with you.

Fees are not refundable if the application is unsuccessful.

Evidence of Identity (EOI) Requirements

You must give evidence of your identity. You may do so by presenting your Queensland (Qld) driver licence. If you are unable to present your driver licence, your Qld industry authority, marine licence indicator or adult proof of age (APA) card may be accepted (conditions apply*).

If you are unable to present any of these documents you will need to present three EOI documents.

These documents must include at least one Category A document and one Category B document. The third document may be from either category however, one of these documents must include your signature. If your Qld residential address is not shown on any EOI documents provided, you must also show an evidence of Qld residential address document.

All documents must be current or expired less than two years. All documents must be original documents. Photocopies and certified copies of original documents are not acceptable.

* Please refer to the EOI Requirements (form F4362) or the department's website www.tmr.qld.gov.au for a full list of EOI, evidence of Qld residential address and change of name documents.

Note: all documents must be current or expired less than two years.

Digital Photo

You may be required to allow the taking of a digital photo to confirm your connection to the most recent digital photo kept by the department or to renew the latest digital photo.

1 - Applicant's details (please tick appropriate box)

- (a) Do you have a Customer Reference Number (CRN)?
(The CRN is your Qld driver licence number, APA/Card 18+ or Industry Authority number)

No Please complete a New Customer Application form (F3503)

Yes Please quote your CRN

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Family name (please PRINT in block letters)

Given name/s

Residential address

Postcode

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

Postcode

Daytime telephone or mobile number

Date of birth

Town or city of birth

State/Territory of birth

Country of birth

- (b) Do you wish to advise the department of a change of personal details (for example, change of name)?

No

Yes You are required to complete Change of Customer Details (form F4214) and show a Change of Name document (refer to EOI Requirements (form F4362)).

2 - Current industry authority information

- (a) Do you have an existing industry authority?
(for example, Driver Authorisation, Dangerous Goods Driver Licence etc.)

No

Yes Do you wish to surrender any of these authorities?

No

Yes You must complete Replacement Industry Authority (form F4729)

- (b) Do you have other industry authority applications which have been lodged but are not yet finalised?

No

Yes Please provide details

3 - What are you applying for?

- Tow Truck Driver Certificate
- Tow Truck Assistant's Certificate
- upgrade Tow Truck Driver Certificate
- renewal of Tow Truck Driver Certificate
- renewal of Tow Truck Assistant's Certificate

4 - Background information

(a) Have you ever been known, or are you known by, any other name?

No Yes You are required to give full details
If insufficient room – attach separate sheet

What name/s?	Period
	/ /
	/ /

(b) Have you lived in any other state, territory or country in the last 10 years?

No Yes You are required to give full details
If insufficient room – attach separate sheet

Town/State/Country	Period
	/ /
	/ /

5 - Previous industry authority information

Have you ever had an authority/licence/accreditation/certificate (in Qld or elsewhere) suspended, cancelled or refused?

No Yes You are required to give full details
If insufficient room – attach separate sheet

6 - Traffic history

Note: Tow truck drivers to complete 6(a) to 6(c)
Tow truck assistants to complete 6(d) only

Have you (in Qld or elsewhere):

(a) ever had your driver licence suspended or cancelled?

No Yes You are required to give full details below
If insufficient room – attach separate sheet

(b) ever been disqualified from holding or obtaining a driver licence?

No Yes You are required to give full details below
If insufficient room – attach separate sheet

(c) in the last three years, received a notice in relation to any traffic offence other than parking? (for example, speeding, failure to give way)

No Yes You are required to give full details below
If insufficient room – attach separate sheet

(d) in the last 12 months, been charged with unlicensed driving?

No Yes You are required to give full details
If insufficient room – attach separate sheet

7 - Criminal history

In the past 10 years, have you ever been convicted of a criminal offence or been charged with any offence and the charge has not been finally disposed? *Conviction includes a finding of guilt, and the acceptance of a plea of guilty, by a court, whether or not a conviction was recorded.*

No Yes You are required to give full details below
If insufficient room – attach separate sheet

8 - Competency requirements

(For new and upgrading tow truck drivers only)

(a) What class of vehicle (tow truck) are you applying to hold a certificate for? (Please only tick the highest class being applied for)

C (CL1)

LR MR HR HC (CL2)

(b) Have you held an Australian provisional or open driver licence for that class of vehicle (or a higher class of vehicle) for a continuous period of three years?

No **Go to 8(c)**

Yes **Go to 9**

(c) Have you passed a Q-SAFE specialist (tow truck assessment for the class of vehicle (tow truck)) that you are applying for?

No You will need to pass a specialist (tow truck) assessment before proceeding with this application.

Yes **Go to 9**

9 - Fitness to perform industry authority role

(a) Do you have any known medical condition or physical or mental incapacity that will prevent you from satisfactorily performing the activities authorised under a licence or certificate?

No Yes You are required to have your treating doctor complete section 10 Medical Practitioner Certification.

10 - Medical Practitioner Certification

Tow Truck Driver

A tow truck driver drives and operates the tow truck whilst attending the scene of an incident. The tow truck driver is responsible for hooking the vehicle up for loading onto the tow truck, as well as cleaning up the scene. Therefore, medical certification is required to ensure that the applicant has the physical and mental capacity to perform the role.

Tow Truck Assistant

A tow truck assistant may travel in the tow truck to attend the scene of an incident, but is not permitted to drive the tow truck. A tow truck assistant is responsible for assisting the tow truck driver with hooking up the vehicle for loading onto the tow truck, as well as cleaning up the scene. Therefore, medical certification is required to ensure that the applicant has the physical and mental capacity to perform the role.

I personally examined the applicant knowing the person to be an applicant.

Date of the examination

/ /

In my opinion, having regard to the health and safety of the public generally, the applicant:

is mentally and physically an appropriate person to hold an approval

is not mentally and physically an appropriate person to hold an approval

Doctor's name (please PRINT)

Address or stamp

Telephone number

Doctor's signature

Date

/ /

- such further enquiries with the courts, police, prosecuting authorities or other such relevant bodies or entities necessary to enable the department to make a full and informed assessment of my suitability for a Tow Truck Driver/Assistant's Certificate.

Consent for the release of information

I authorise the release of that information by Queensland Police Service and the Australian Police Service to the department, its employees and agents. I understand that the release of my criminal history by those authorities is subject to relevant legislation.

Responsibilities as a Tow Truck Driver/Assistant

I understand my responsibilities as the holder of a Tow Truck Driver/Assistant's Certificate under the *Tow Truck Act*.

I understand that failure to comply with the relevant legislation and conditions may result in the suspension or cancellation of my Tow Truck Driver/Assistant's Certificate.

Please note: A person shall not:

- knowingly make any false statement in any application under this Act.

The maximum penalty may be up to \$4000

Sign only in the presence of a departmental officer.

Applicant's signature

Date

/ /

Privacy statement: The department collects the information on this form for the purpose of managing the Tow Truck Driver and Tow Truck Assistant Accreditation Scheme. This information is authorised by the *Tow Truck Act*. The department usually gives some or all of this information, documents and digital photo to its agents and contractors, authorised departmental officers, the Queensland Police Service, other Qld state government agencies, and federal and interstate government agencies. The department will not disclose your personal information to any other third parties without your consent unless authorised or required by law.

11 - Applicant's declaration

I,

(Insert the full name of applicant)

consent to the department verifying my EOI information provided by me with the issuing authority or their agencies.

I consent to the department taking, keeping and using my personal information, digital photo and digitised signature for the purposes associated with my application for a Tow Truck Driver/Assistant's Certificate.

I declare that I have read the above statement and all the answers I have given to the questions in this application and that the answers given by me are complete, true and correct in every detail.

I understand that if it is determined that I have stated anything in this application that is false or misleading, the Tow Truck Driver/Assistant's Certificate granted to me as a result of this application will be void and have no legal effect whatsoever.

I understand that I may be prosecuted for giving or stating any false or misleading information or documents.

Consent to conduct enquiries

In making this application, I agree to the department carrying out those enquiries it deems necessary to determine if I meet the suitability requirements for a Tow Truck Driver/Assistant's Certificate. I consent for the department, its employees and agents to conduct such enquiries during the period of my accreditation to assess my ongoing suitability to hold the licence. Such enquiries include, but are not limited to:

- a driving history check in all states and territories of Australia
- a national criminal history check (charges including those yet to be determined, convictions and certain investigative and disciplinary information) through the Queensland Police Service

Authorising person's declaration

I declare that:

I have witnessed the applicant's signature. I am satisfied that the signature accords satisfactorily with the signature appearing on the EOI document/s. I have also sighted EOI, and the Change of Name documents as required.

Authorising person's name

Authorising person's signature

Date

/ /

Office Stamp

Office use only

(a) The applicant has applied for:

- Tow Truck Driver Certificate
- Tow Truck Assistant's Certificate
- upgrade Tow Truck Driver Certificate
- renewal of Tow Truck Driver Certificate
- renewal of Tow Truck Assistant's Certificate

(b) Fee paid

Amount paid	Receipt number
\$	

(c) Has the relevant driver licence been sighted and EOI verified? No Yes

(d) Has a 1:1 match been performed?

(e) Have the competency requirements been met?

(f) Is the person mentally and physically an appropriate person to be accredited?

(g) Is the applicant's traffic history satisfactory for grant/renewal/upgrade of certificate?

(h) Is the applicant's criminal history satisfactory for grant/renewal/upgrade of certificate?

(i) Do you recommend that this application be approved?

Yes Yes with conditions (attach a copy of the condition letter with this application) No (attach a copy of the refusal letter with this application)

Recommended by	Date
	/ /

Approved by	Date
	/ /

Refused by	Date
	/ /