



User Guide

Passenger transport driver (PTD) authorisations

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Background

The *Transport (Road Passenger Services) Act 2018* (the Act) and subsidiary legislation regulates the road passenger transport service industry, including on-demand transport, tourism passenger transport and regular passenger transport services.

The introduction of passenger transport driver (PTD) authorisations brings the passenger transport industry into line with other industries where the suitability of people providing a professional service to the public is a major focus, such as the building trades.

What is a PTD authorisation?

A PTD authorisation is an annual authorisation that permits a person to transport passengers, by vehicle, for hire or reward. It is in addition to, and does not replace, the requirement to hold a driver's licence.

Who needs a PTD authorisation?

You need a PTD authorisation if you drive, or intend to drive, a vehicle for hire or reward.

In deciding whether you need a PTD authorisation, you **must** consider whether you, as a driver, are receiving a payment or other reward for the driving, and whether the passengers are paying a fee or some other consideration for the transport service.

For more information visit our website:

www.transport.wa.gov.au/PTDHome

Before you apply

You apply for a PTD authorisation online, via your [DoTDirect](#) account. Applications for a PTD authorisation cannot be completed using a paper form or by attending a Licensing Centre.

Before you apply for a PTD authorisation online, you should:

1. Check that you meet the [eligibility criteria](#) for applying for a PTD authorisation;
2. Get a [DoTDirect account](#) if you don't already have one;
3. Apply for a [National Police Certificate](#) – it will need to be less than 3 months old when you apply for a PTD authorisation; and
4. Complete a [medical assessment](#) to a commercial vehicle standard before applying for a PTD authorisation. The medical assessment must be less than 6 months old. If you've submitted a medical assessment to a commercial vehicle standard to DoT in the last 6 months and don't have a copy of it, call 13 11 56 to have it attached to your PTD authorisation application.

Eligibility requirements

You can apply for a PTD authorisation if you:

- are aged 20 years old or more; and
- hold a current and valid WA drivers licence; and

- have held a driver's licence, or the equivalent driving authorisation from another jurisdiction for a period of three (3) years; and
- have not been disqualified from holding or obtaining a PTD authorisation (i.e. committed a disqualification offence).

National Police Certificate

You are required to upload a National Police Certificate (NPC) less than 3 months old. You can apply for a NPC online at any accredited organisation. A list of accredited organisations is available online at the [Australian Criminal Intelligence Commission](#) website. Please check with the accredited body's website to determine their process and application fees.

Disqualification offences

Please be aware that certain offences, known as disqualification offences, may make you ineligible to hold a PTD authorisation. If you have convictions on your record, please refer to the [Transport \(Road Passenger Services\) Regulations 2020](#) to determine your eligibility. A list of disqualification offences is also available on the [DoT website](#).

Disqualification offences are certain safety and criminal offences recognised in the Act, associated regulations and other State and Commonwealth law that are more serious in nature.

These are mainly offences that point to the criminality, violent tendency or dishonesty of an individual, as well as serious road traffic, drugs and weapons offences. If you have been charged or convicted of a disqualification offence, this will impact on how the Department of Transport (DoT) assess your application for a PTD authorisation.

The impact on your application for PTD authorisation will be determined by:

- the type of disqualification offence; and
- whether you have been charged or convicted

If you have convictions that are more than 10 years old, you may be able to apply for an order to have them declared spent. Old convictions are classed as either "serious convictions" or "lesser convictions". How you apply for an old conviction to be spent depends on whether it was a "serious" or a "lesser" conviction.

Spent convictions

Having a conviction declared spent means you can limit the disclosure of a conviction. For example, a conviction which has been spent is not listed on a NPC. If a conviction is considered spent, you are not obliged to disclose any details of that conviction and any questions concerning your criminal history can only refer to any convictions which are not spent.

You can apply to the WA Police Force to have your conviction spent after a certain waiting period. Please note that some convictions are not able to be spent. For information on how to apply visit the [WA Police Spent Conviction FAQs](#) for further information. You can also visit the [Legal Aid Western Australia website](#) or contact them for further support.

Medical assessment

Before making an application for a PTD authorisation, you need to undertake a [commercial standard](#) medical assessment. To maintain a PTD authorisation, commercial standard assessments will be required on an ongoing basis of intervals up to a maximum of 5 years. Intervals will be dependent on your individual medical assessment.

New applicants

Before you can apply you must download the forms below, complete the Medical Assessment Instructions (Form M106A), and take both forms to your health professional.

[Medical Assessment Instructions \(Form M106A\)](#)

[Medical Assessment certificate: Fitness to drive \(FormM107A\)](#)

Your medical practitioner will assess your medical suitability to commercial vehicle driver standards. They will then forward the completed certificate to DoT, or they may return the medical assessment certificate to you and you'll need to upload a copy of it when making your application. The medical assessment needs to be less than 6 months old at the time of your application.

If your medical practitioner does not return your medical assessment certificate to you, and you are not uploading a copy of your medical assessment certificate as part of your application, you must supply your medical practitioner's name, and the name and suburb of the practice they work at when making your application. If you do not supply these details your application may be delayed.

Note before applying – saving and inactivity

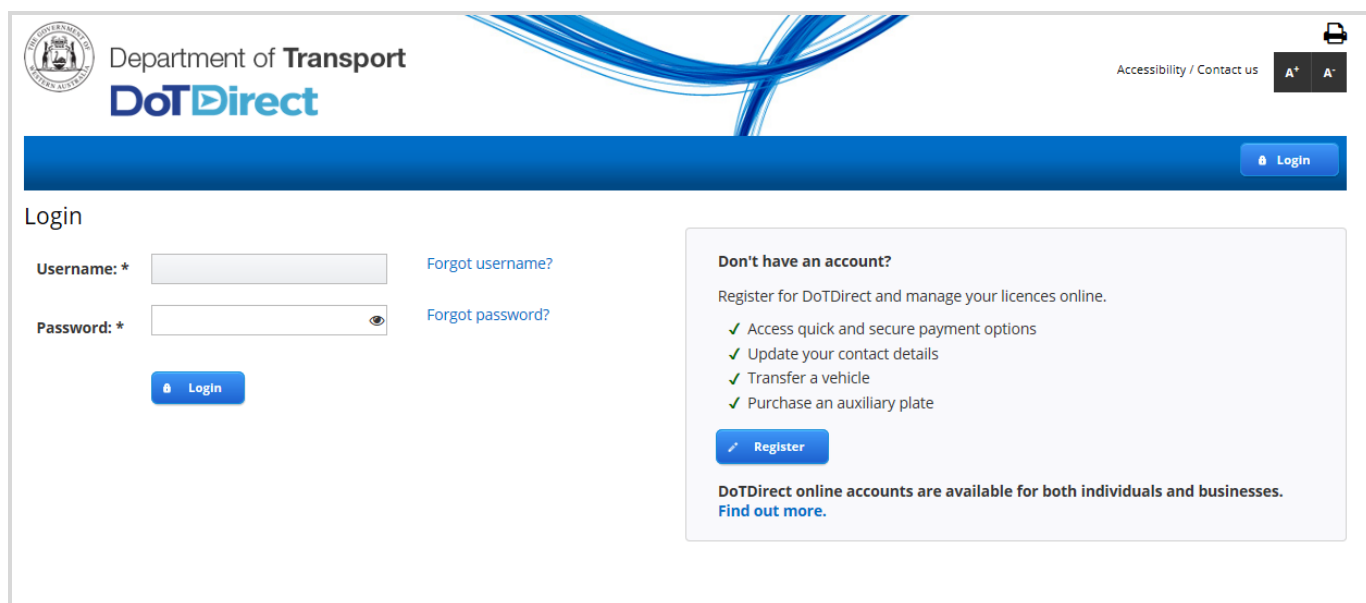
Please note you cannot save your application. If you leave the DoTDirect screen or there is no activity for 30 minutes the system will time out and the application will be lost.

Applying for a PTD authorisation

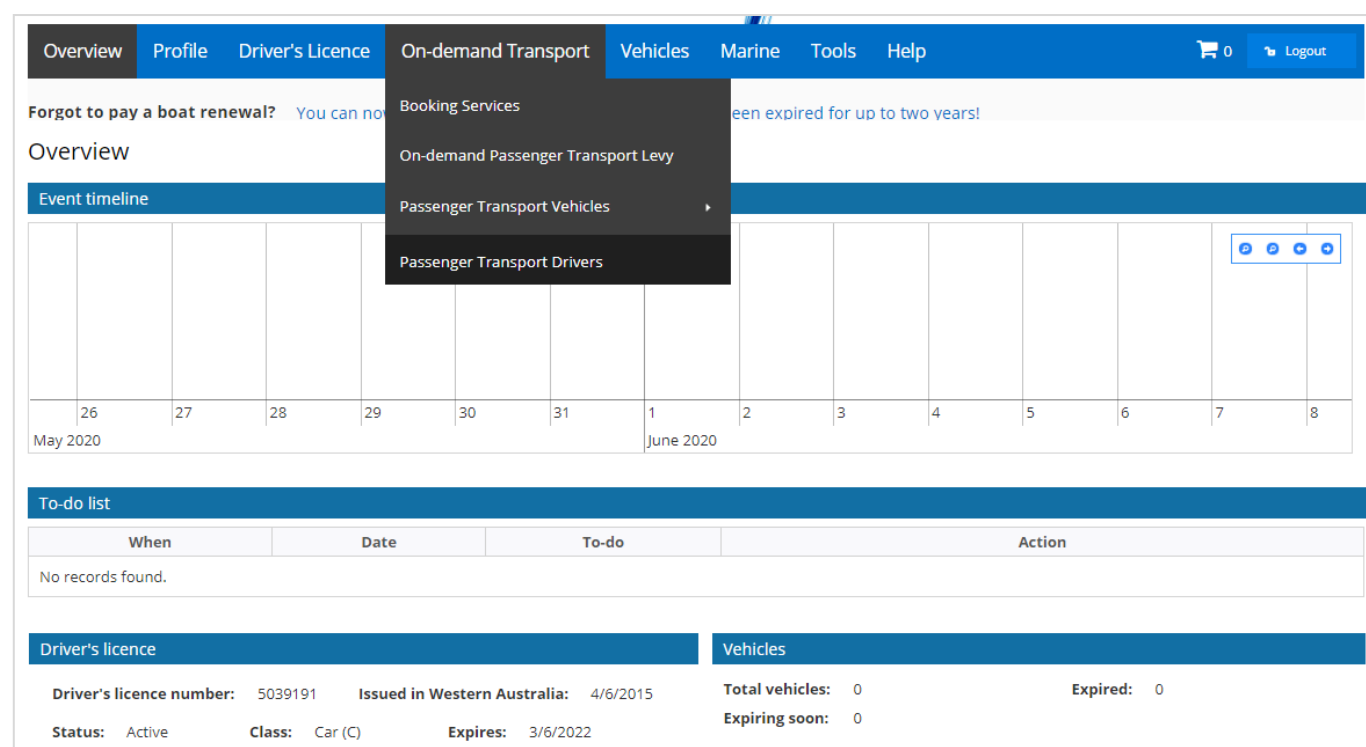
Note: The screenshots provided in this document are examples only and may not reflect the current fees. Visit the DoT website for up-to-date information about fees: www.transport.wa.gov.au/OdTFees

Log in to DoTDirect

1. Once you have registered for a DoTDirect account, log in at <https://www.transport.wa.gov.au/dotdirect/dotdirect.asp>
2. Click on the 'On-demand Transport' drop down menu at the top of the screen and select 'Passenger Transport Drivers'



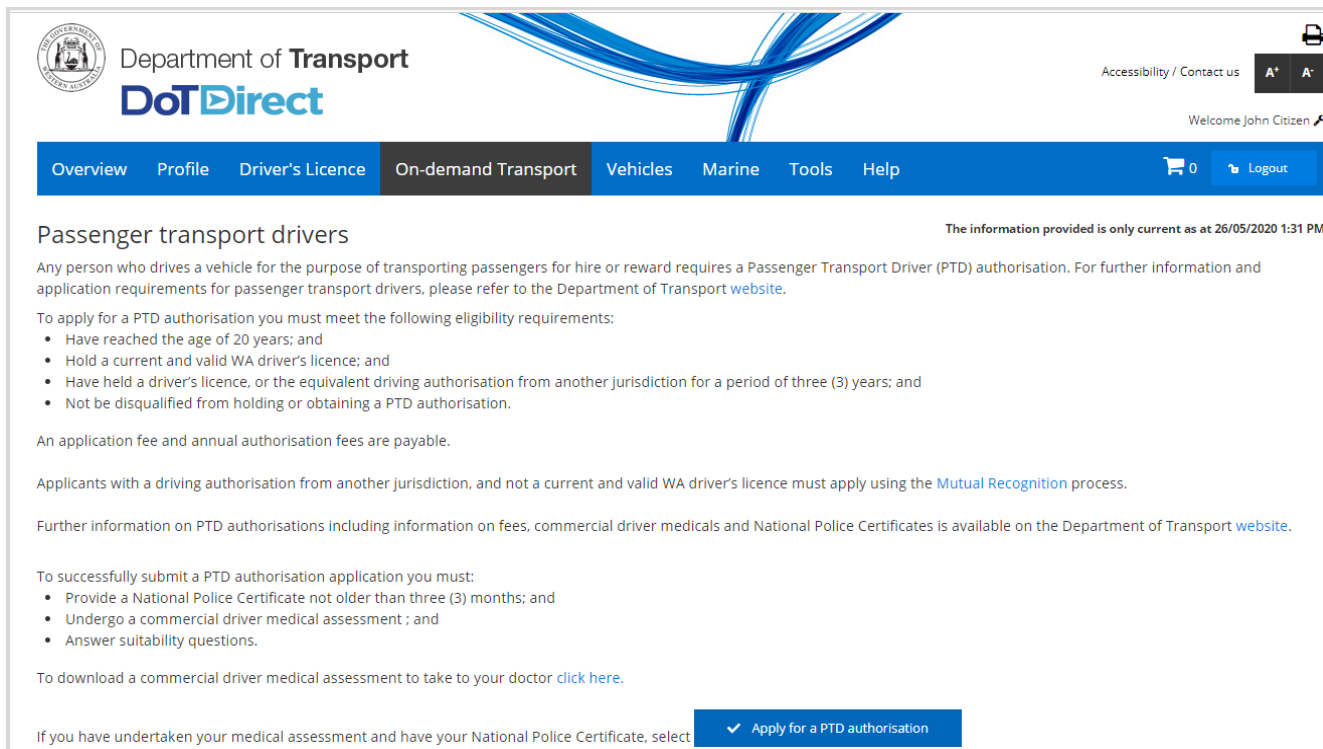
The screenshot shows the DoTDirect login page. At the top, there is a header with the Department of Transport logo and the text 'DoTDirect'. Below the header, there is a 'Login' button. The main content area has a 'Login' section with fields for 'Username: *' and 'Password: *', each with a 'Forgot' link. To the right, there is a 'Don't have an account?' section with a list of benefits and a 'Register' button. The page is styled with a blue header and a white background.



The screenshot shows the DoTDirect user dashboard. At the top, there is a navigation bar with tabs for 'Overview', 'Profile', 'Driver's Licence', 'On-demand Transport', 'Vehicles', 'Marine', 'Tools', and 'Help'. Below the navigation bar, there is a 'Forgot to pay a boat renewal?' message. The main content area has an 'Overview' section with an 'Event timeline' table. Below the timeline, there is a 'To-do list' section with a table. At the bottom, there are two sections: 'Driver's licence' and 'Vehicles'. The 'Driver's licence' section shows the licence number, issue date, status, class, and expiry date. The 'Vehicles' section shows the total vehicles, expired vehicles, and vehicles expiring soon.

When	Date	To-do	Action
No records found.			

Driver's licence		Vehicles	
Driver's licence number:	5039191	Total vehicles:	0
Issued in Western Australia:	4/6/2015	Expired:	0
Status:	Active	Expiring soon:	0
Class:	Car (C)		
Expires:	3/6/2022		



Department of Transport DoTDirect

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Overview Profile Driver's Licence On-demand Transport Vehicles Marine Tools Help

Passenger transport drivers The information provided is only current as at 26/05/2020 1:31 PM

Any person who drives a vehicle for the purpose of transporting passengers for hire or reward requires a Passenger Transport Driver (PTD) authorisation. For further information and application requirements for passenger transport drivers, please refer to the Department of Transport [website](#).

To apply for a PTD authorisation you must meet the following eligibility requirements:

- Have reached the age of 20 years; and
- Hold a current and valid WA driver's licence; and
- Have held a driver's licence, or the equivalent driving authorisation from another jurisdiction for a period of three (3) years; and
- Not be disqualified from holding or obtaining a PTD authorisation.

An application fee and annual authorisation fees are payable.

Applicants with a driving authorisation from another jurisdiction, and not a current and valid WA driver's licence must apply using the [Mutual Recognition](#) process.

Further information on PTD authorisations including information on fees, commercial driver medicals and National Police Certificates is available on the Department of Transport [website](#).

To successfully submit a PTD authorisation application you must:

- Provide a National Police Certificate not older than three (3) months; and
- Undergo a commercial driver medical assessment; and
- Answer suitability questions.

To download a commercial driver medical assessment to take to your doctor [click here](#).

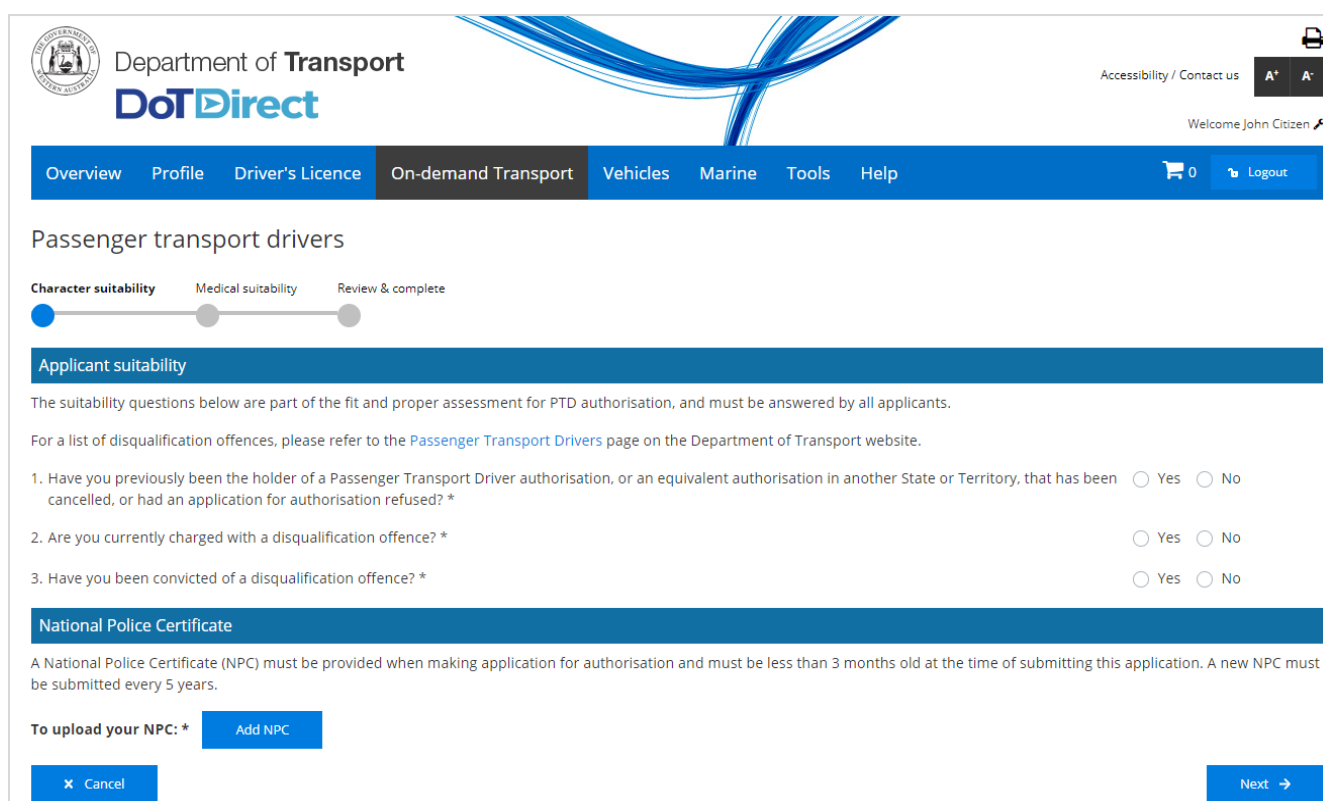
If you have undertaken your medical assessment and have your National Police Certificate, select [Apply for a PTD authorisation](#)

Character suitability

1. Answer all questions regarding your character suitability.
2. Upload a copy of your NPC by selecting the 'Add NPC' button at the bottom of the screen. Choose the relevant file to upload. Multiple pages can be added by selecting the 'Add NPC' button again.

Note: the total file size limit for all documents attached to this application is 7Mb.

Acceptable file types are: *.PDF; *.TIF; *.JPG; *.JPEG; *.PNG; *.BMP.



Department of Transport DoTDirect

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Overview Profile Driver's Licence On-demand Transport Vehicles Marine Tools Help

Passenger transport drivers

Character suitability Medical suitability Review & complete

Applicant suitability

The suitability questions below are part of the fit and proper assessment for PTD authorisation, and must be answered by all applicants.

For a list of disqualification offences, please refer to the [Passenger Transport Drivers](#) page on the Department of Transport website.

1. Have you previously been the holder of a Passenger Transport Driver authorisation, or an equivalent authorisation in another State or Territory, that has been cancelled, or had an application for authorisation refused? * ☐ Yes ☐ No

2. Are you currently charged with a disqualification offence? * ☐ Yes ☐ No

3. Have you been convicted of a disqualification offence? * ☐ Yes ☐ No

National Police Certificate

A National Police Certificate (NPC) must be provided when making application for authorisation and must be less than 3 months old at the time of submitting this application. A new NPC must be submitted every 5 years.

To upload your NPC: * [Add NPC](#)

[Cancel](#) [Next →](#)

3. Click 'Next'.

Medical suitability

1. Upload a copy of your Medical Assessment Certificate: Fitness to drive (Form M107A) by selecting the 'Add medical assessment' button at the bottom of the screen. Choose the relevant file to upload. Multiple pages can be added by selecting the 'Add medical assessment' button again. It must be less than 6 months old at the time of uploading.

Note: the total file size limit for all documents attached to this application is 7Mb.

Acceptable file types are: *.PDF; *.TIF; *.JPG; *.JPEG; *.PNG; *.BMP.

If your medical practitioner did not return your medical assessment certificate to you, you must enter your health professional's name, and the name and suburb of their medical practice.

2. Click 'Next'.

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [Tools](#) [Help](#) 0 [Logout](#)

Passenger transport drivers

Character suitability

Medical suitability

Review & complete

The Department of Transport has a legal responsibility to ensure that passenger transport drivers are medically fit to drive a vehicle. Before you apply for an authorisation you need to be medically assessed at commercial vehicle standards by a health professional.

To maintain or renew a PTD authorisation, you must continue to provide medical assessments on an ongoing basis of intervals up to a maximum period of 5 years – these intervals are dependent on your individual medical assessment.

Medical suitability

If your medical assessment has been returned to you by your health professional, please upload your medical assessment below.

To upload your medical: [Add medical assessment](#)

Medical practice details

If your medical assessment was not returned to you by your health professional, please provide the details of the practice where the medical assessment was completed.

Name of medical practice:

Suburb:

Name of practitioner:

Please note, your application cannot progress until the medical report has been received from your doctor.

[← Previous](#) [× Cancel](#) [Next →](#)

Review and complete application

1. Review your application details displayed on the screen. If you wish to edit any of the details click 'Previous' to reach the relevant section.
2. Read the Privacy Statement and declare that you have read and understood it by checking the box below the statement.
3. Check all boxes to declare you acknowledge important information regarding your application.
4. Click 'Pay Now'.

Passenger transport drivers

Character suitability

Medical suitability

Review & complete

Please review your application details

National Police Certificate

Documents provided:bird.jpg

Applicant suitability questions

1. Have you previously been the holder of a Passenger Transport Driver authorisation, or an equivalent authorisation in another State or Territory, that has been cancelled, or had an application for authorisation refused?

No

2. Are you currently charged with a disqualification offence?

No

3. Have you been convicted of a disqualification offence?

No

Medical report/s

Documents provided:test

Details of medical practice

Name of medical practice:

Suburb:

Name of practitioner:

Please note, your application cannot progress until the medical report has been received from your doctor.

Privacy statement

The Department of Transport (DoT) is committed to protecting the confidentiality of your personal information in accordance with the *Transport (Road Passenger Services) Act 2018* ("the Act") and subsidiary regulations.

Information supplied in this application will be used by officers of the DoT to assess your eligibility and suitability to hold a Passenger Transport Driver authorisation. If you do not provide this information your application cannot proceed. The information you provide will be kept confidential, but may be disclosed to third parties for the purpose of confirming information you provide in this application.

By making this application you acknowledge that, pursuant to Part 7 of the Act, the CEO may disclose on the DoT website, to the public, or to any person in accordance with the regulations - the authorisation status of a passenger transport driver.

☒ I have read and understood the privacy statement outlined above.

Declaration of acknowledgement

It is a serious criminal offence to make a false or misleading statement in connection with an application for a Passenger Transport Driver authorisation.

☒ I certify the information provided in this application is true and correct.

☒ I understand that any information that I have provided in the application which I know to be false or misleading is an offence under the *Transport (Road Passenger Services) Act 2018*

☒ I acknowledge that all communications provided by the DoT will be delivered via DoTDirect or email.

☒ I acknowledge that if my application is successful, I will be required to pay an authorisation fee to be granted a PTD authorisation.

Application fee amount: \$28.00

← Previous

✕ Cancel

Save and pay later ✓

Lodge and pay now ✓

Pay application fee

Note: The screenshots provided in this document are examples only and may not reflect the current fees. Visit the DoT website for up-to-date information about fees: www.transport.wa.gov.au/OdTFees

The application fee recovers the cost of DoT assessing your medical fitness and character suitability to hold a PTD authorisation and transport passengers for hire and reward. Your application will not be submitted to DoT for assessment until you have paid this fee.

1. If you have exited the application after submitting application fee can be found on the 'Overview' page of DoTDirect.
2. Select the item and 'Add to trolley'.

The screenshot shows the 'Overview' page of the DoTDirect system. The top navigation bar includes links for Overview, Profile, Driver's Licence, On-demand Transport, Vehicles, Marine, Tools, and Help. A shopping cart icon with '1' and a 'Logout' button are on the right. The main content area is titled 'Overview' and features an 'Event timeline' section with a calendar view for May and June 2020. Below the timeline is a 'To-do list' table.

When	Date	To-do	Action
7 days	6/7/2020	The passenger transport driver application fee is available for payment (account number 011086350497).	Remove from trolley


At the bottom right of the to-do list, it says 'Checkout 1 item(s)'.

3. Select 'Next'.



The screenshot shows the 'Checkout' page. At the top, the same navigation bar is present. Below it, a progress bar shows four steps: Trolley (selected), Confirmation, Payment, and Complete. The main section is titled 'Your trolley' and contains a note: 'Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.' Below the note, it says 'Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.'


A blue bar states 'You have 1 item(s) in your trolley.' On the right, there are 'View as:' icons and a 'Remove all items' link. The item in the trolley is 'Passenger transport driver application fee', shown with a person icon, a 'Payment due: 22/6/2020', and an 'Amount: \$28.00'. A 'Remove from trolley' button is next to it. At the bottom right, the 'Total: \$28.00' is displayed. At the bottom left, there are 'Cancel' and 'Next' buttons.

4. Confirm your payment and select 'Proceed to payment'.



Department of Transport
DoTDirect

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Welcome John Citizen 

OverviewProfileDriver's LicenceOn-demand TransportVehiclesMarineToolsHelp

Logout


Checkout

TrolleyConfirmationPaymentComplete

Confirm

Please review your items and select *Proceed to payment* to confirm or *Back* to make changes.

Passenger transport driver application fee




Amount
\$28.00



☐ I have reviewed the above items and confirm that all information shown is correct.


Back ← → Proceed to payment

5. Enter your card payment details.



Department of Transport
DoTDirect

Accessibility / Contact us  

Welcome John Citizen 

OverviewProfileDriver's LicenceOn-demand TransportVehiclesMarineToolsHelp

Logout



Checkout

TrolleyConfirmationPaymentComplete

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount\$28.00

We accept Mastercard or Visa.  

Cardholder Name

Card Number

Expiry Date

CVN

Process Payment

6. A copy of the receipt is available to download.

Department of Transport
DoTDirect

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Overview Profile Driver's Licence On-demand Transport Vehicles Marine Tools Help Logout

Checkout

Trolley Confirmation Payment **Complete**

Order complete

Your payment has been accepted. [Print payment summary](#)

It is important that you print or save your receipt or record the receipt number as proof of your payment.

A copy of your receipts has been emailed to John.Citizen@example.com.au

Passenger transport driver application fee

Receipt #: 108399123 **Amount \$28.00** [Download receipt](#)

Payment details

Amount: \$28.00
Date & time submitted: 15/6/2020 10:16 AM
Card number: 5555 XXXX XXXX XXXX

[Return to my overview](#) [Make more payments](#)

What happens next?

Once all information is received from you and your medical practitioner, DoT will assess your application. Several things are considered during the assessment process including whether you are a fit and proper person to transport passengers for hire or reward.

Department of Transport
DoTDirect

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Overview Profile Driver's Licence **On-demand Transport** Vehicles Marine Tools Help Logout

Passenger transport drivers

The information provided is only current as at 15/06/2020 10:19 AM

Any person who drives a vehicle for the purpose of transporting passengers for hire or reward requires a Passenger Transport Driver (PTD) authorisation. For further information and application requirements for passenger transport drivers, please refer to the [Department of Transport website](#).

Current passenger transport driver application details

Created on: 15/06/2020
Status: Application in progress - being assessed

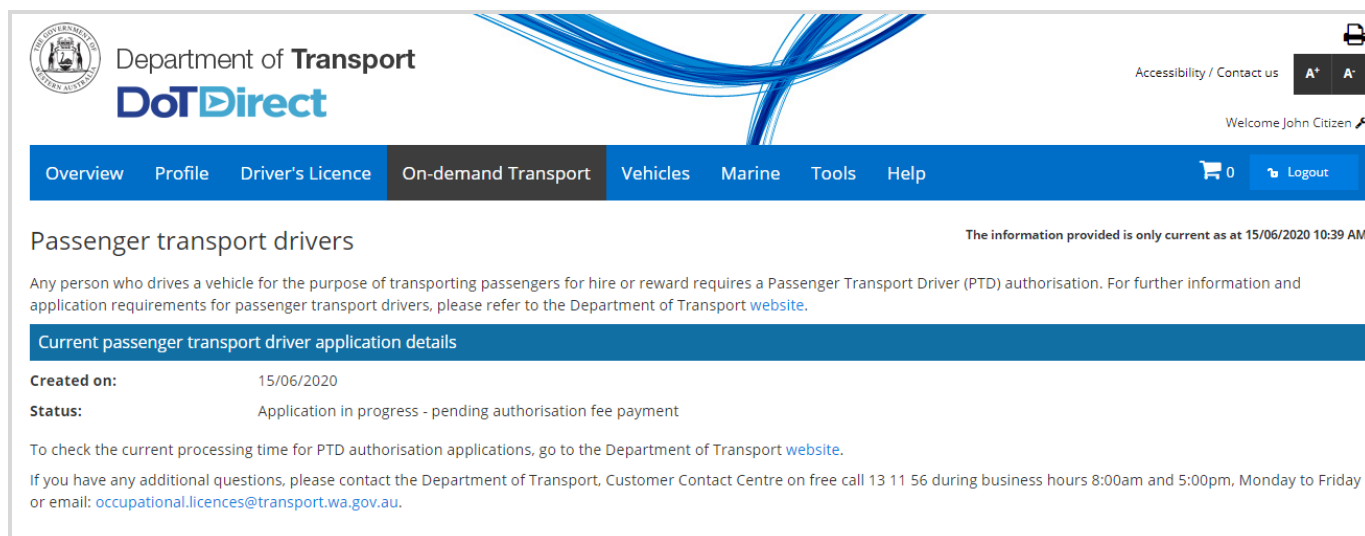
To check the current processing time for PTD authorisation applications, go to the [Department of Transport website](#).

If you have any additional questions, please contact the Department of Transport, Customer Contact Centre on free call 13 11 56 during business hours 8:00am and 5:00pm, Monday to Friday or email: occupational.licences@transport.wa.gov.au.

DoT will contact you by email if further information is required to assess your application. Your application will be put on hold until DoT receives this information. See [Upload document requests](#) for more information.

If DoT does not receive the required information required within six months of the request, your application will expire. You will need to start a new application and pay another application fee if you wish to apply for a PTD authorisation.

You will receive an email notifying you of the outcome of your application and you will be able to view the outcome in your DoTDirect account. If your PTD authorisation application is approved, you will receive an invoice for your annual authorisation fee via the email notification. You are not a PTD authorisation holder until you pay this annual fee.



Department of Transport
DoTDirect

Accessibility / Contact us A+ A-

Welcome John Citizen

Overview Profile Driver's Licence **On-demand Transport** Vehicles Marine Tools Help

Passenger transport drivers The information provided is only current as at 15/06/2020 10:39 AM

Any person who drives a vehicle for the purpose of transporting passengers for hire or reward requires a Passenger Transport Driver (PTD) authorisation. For further information and application requirements for passenger transport drivers, please refer to the Department of Transport [website](#).

Current passenger transport driver application details

Created on: 15/06/2020

Status: Application in progress - pending authorisation fee payment

To check the current processing time for PTD authorisation applications, go to the Department of Transport [website](#).

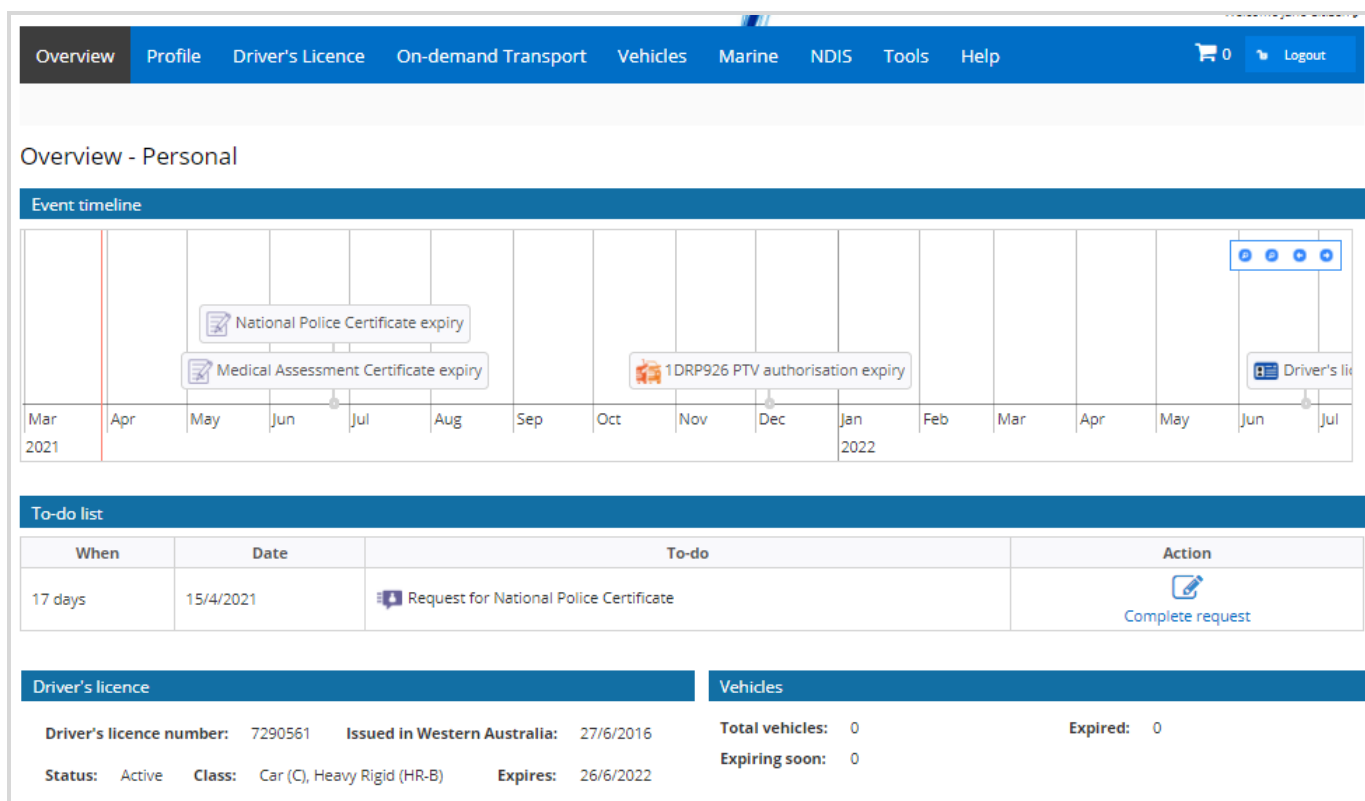
If you have any additional questions, please contact the Department of Transport, Customer Contact Centre on free call 13 11 56 during business hours 8:00am and 5:00pm, Monday to Friday or email: occupational.licences@transport.wa.gov.au.

Requests from DoT to upload documents or provide further information

DoT will contact you by email if further information is required to assess your application. You are also able to see and respond to any follow up requests for information in your DoTDirect to-do list.

You can enter comments and upload up to ten documents in DoTDirect.

1. The request will appear in the to-do list. Select the 'Complete request' icon.



Overview Profile Driver's Licence **On-demand Transport** Vehicles Marine NDIS Tools Help

Overview - Personal

Event timeline

National Police Certificate expiry

Medical Assessment Certificate expiry

1DRP926 PTV authorisation expiry

Driver's licence expiry

Mar 2021 Apr May Jun Jul Aug Sep Oct Nov Dec Jan 2022 Feb Mar Apr May Jun Jul

To-do list

When	Date	To-do	Action
17 days	15/4/2021	Request for National Police Certificate	Complete request

Driver's licence

Driver's licence number: 7290561 Issued in Western Australia: 27/6/2016

Status: Active Class: Car (C), Heavy Rigid (HR-B) Expires: 26/6/2022

Vehicles

Total vehicles: 0 Expired: 0

Expiring soon: 0

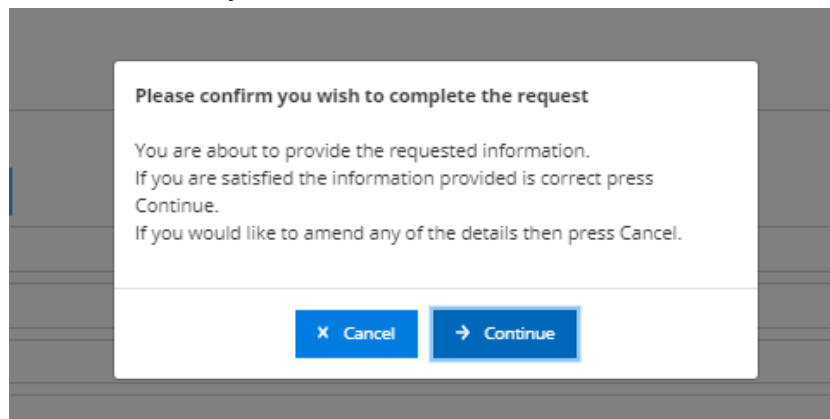
2. Provide comments (if required) and select the 'Add document' button.

The screenshot shows a web application interface with a blue navigation bar at the top containing links: Overview, Profile, Driver's Licence, On-demand Transport, Vehicles, Marine, NDIS, Tools, and Help. On the right of the bar are a shopping cart icon with '0' and a 'Logout' link. The main content area is titled 'Provide requested information' and includes a sub-header: 'Please attach a National Police Certificate that is no more than 3 months old and matches the name on your driver's licence exactly.' Below this is a 'Comments:' section with a large text input field and a note '1000 characters remaining.' Underneath the comments section is the label 'To upload your document:' followed by a blue 'Add document' button. A note below the button states: 'Note: There is a total file size limit of 7Mb for all documents attached.' At the bottom of the form are two buttons: a blue 'Cancel' button with a close icon and a blue 'Save' button with a checkmark icon.

3. You can upload up to 10 documents. Note that there is a file size limit of 7Mb for the total of all documents uploaded. Once complete, select the 'Save' button.

This screenshot shows the same 'Provide requested information' form as the previous one, but with 10 documents uploaded. The 'Comments:' section remains the same. The 'To upload your document:' section now displays a list of 10 files, each with a 'Browse' button and two icons (a trash can and a document icon). The files are named 'sample1.pdf' through 'sample10.pdf'. The 'sample10.pdf' entry is highlighted with a blue border. Below the list of files is the same note about the 7Mb total file size limit. At the bottom, the 'Cancel' and 'Save' buttons are still present.

4. Select 'Continue' to confirm that you wish to submit the information.



5. The item in the to-do list has been cleared. DoT will now assess the requested information and update the National Police Certificate expiry date

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [NDIS](#) [Tools](#) [Help](#) 0 [Logout](#)

Forgot to pay a boat renewal? You can now renew online a boat registration that has been expired for up to two years!

Overview - Personal

Event timeline

The timeline shows the following events:

- National Police Certificate expiry**: Occurs in May 2021.
- Medical Assessment Certificate expiry**: Occurs in June 2021.
- 1DRP926 PTV authorisation expiry**: Occurs in December 2021.
- Driver's licence expiry**: Occurs in July 2022.

To-do list

When	Date	To-do	Action
No records found.			

Driver's licence

Driver's licence number: 7290561 **Issued in Western Australia:** 27/6/2016

Status: Active **Class:** Car (C), Heavy Rigid (HR-B) **Expires:** 26/6/2022

Vehicles

Total vehicles: 0 **Expired:** 0

Expiring soon: 0

Pay PTD authorisation fee

Note: The screenshots provided in this document are examples only and may not reflect the current fees. Visit the DoT website for up-to-date information about fees: www.transport.wa.gov.au/OdTFees

The [PTD authorisation fee](#) is an annual fee required to be paid to maintain your PTD authorisation. The annual authorisation fee recovers the cost of DoT managing the continuous and ongoing monitoring your suitability to drive for hire or reward. This maintains the integrity of the PTD authorisation and provides confidence to the passenger transport industry and the WA public that someone driving for hire or reward is fit and proper to undertake this work.

Once your PTD authorisation application is approved, you will receive an email from DoT with an account notice for your annual authorisation fee attached. You are not a PTD authorisation holder until you pay this annual fee. The PTD authorisation fee can be paid by credit card in your DoTDirect account or you can pay via BPay using the BPay payment details on your account notice.

Paying by credit card

1. The authorisation fee can be found on the 'Overview' page of DoTDirect.
2. Select the item, 'Add to trolley' and then select the trolley icon on the top of the screen.

The screenshot shows the 'Overview' page of the DoTDirect website. The navigation bar at the top includes links for Overview, Profile, Driver's Licence, On-demand Transport, Vehicles, Marine, Tools, and Help. A shopping cart icon with '0' items and a 'Logout' button are on the right. The main content area has a sub-header 'Overview' and an 'Event timeline' section with a calendar for May 2020. Below this is a 'To-do list' table.

When	Date	To-do	Action
28 days	14/7/2020	The passenger transport driver authorisation fee is available for payment (account number 011086199191).	 Add to trolley

3. Select 'Checkout item'

This screenshot shows the same 'Overview' page as before, but with a checkout modal open on the right. The modal is titled 'Recently added item(s):' and contains details for the 'Passenger transport driver authorisation fee'. It includes the authorisation number, payment due date, amount, and estimated total. At the bottom of the modal are buttons for 'Empty trolley' and 'Checkout 1 item(s)'.


When	Date	To-do	Action
28 days	14/7/2020	The passenger transport driver authorisation fee is available for payment (account number 011086199191).	 Add to trolley

Recently added item(s):

Passenger transport driver authorisation fee	Remove from trolley
Authorisation number: 70074	
Payment due: 14/7/2020	Amount: \$88.00
Estimated total: \$88.00	

[Empty trolley](#) [Checkout 1 item\(s\)](#)

4. Select Next

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [Tools](#) [Help](#)  [Logout](#)

Checkout

Trolley

Confirmation

Payment




Complete

Your trolley

Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.


Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.

You have 1 item(s) in your trolley.

View as:   

Remove all items

Passenger transport driver authorisation fee

 Authorisation number: 70074

Payment due: 14/7/2020

Amount: \$88.00


Remove from trolley

Total: \$88.00

Cancel

Next

5. Confirm your payment and select 'Proceed to payment'.

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [Tools](#) [Help](#)  [Logout](#)

Checkout

Trolley

Confirmation


Payment

Complete

Confirm

Please review your items and select *Proceed to payment* to confirm or *Back* to make changes.

Passenger transport driver authorisation fee

 Authorisation number: 70074

Amount \$88.00

☒ I have reviewed the above items and confirm that all information shown is correct.

Back

Proceed to payment

6. Enter your card payment details.

Overview Profile Driver's Licence On-demand Transport Vehicles Marine Tools Help Logout



Checkout

Trolley Confirmation **Payment** Complete

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount \$88.00

We accept Mastercard or Visa.  

Cardholder Name

Card Number

Expiry Date

CVN

[Process Payment](#)

7. A copy of the receipt is available to be downloaded.

Overview Profile Driver's Licence On-demand Transport Vehicles Marine Tools Help Logout

Checkout

Trolley Confirmation Payment **Complete**


Order complete

Your payment has been accepted. [Print payment summary](#)

It is important that you print or save your receipt or record the receipt number as proof of your payment.

A copy of your receipts has been emailed to Jane.Citizen@example.com.au

Passenger transport driver authorisation fee

 **Authorisation number: 70074**
Receipt #: 108399302

Amount \$88.00 [Download receipt](#)

Payment details

Amount: \$88.00
Date & time submitted: 16/6/2020 1:54 PM
Card number: 5555 XXXX XXXX XXXX

[Return to my overview](#)

Your PTD authorisation document will be emailed to you upon payment. You can also view your PTD authorisation document in your DoTDirect account - see the next section for instructions.

Confirmation of a PTD authorisation

To confirm that you have a valid PTD authorisation, on the 'Overview' page, select 'On-demand Transport' and 'Passenger Transport Drivers'.

The screenshot shows the Department of Transport DoT Direct website. The navigation menu is open, highlighting 'On-demand Transport'. The dropdown menu includes 'Booking Services', 'On-demand Passenger Transport Levy', 'Passenger Transport Vehicles', and 'Passenger Transport Drivers'. The 'Overview' page is visible in the background, showing an event timeline for May 2020.

The current PTD authorisation details will display, showing your:

- Authorisation number;
- Issue date;
- Expiry date;
- Status;
- Commercial driver medical due date; and
- National Police Certificate due date.

The screenshot shows the 'Passenger transport drivers' page on the Department of Transport DoT Direct website. The page displays the following authorisation details:

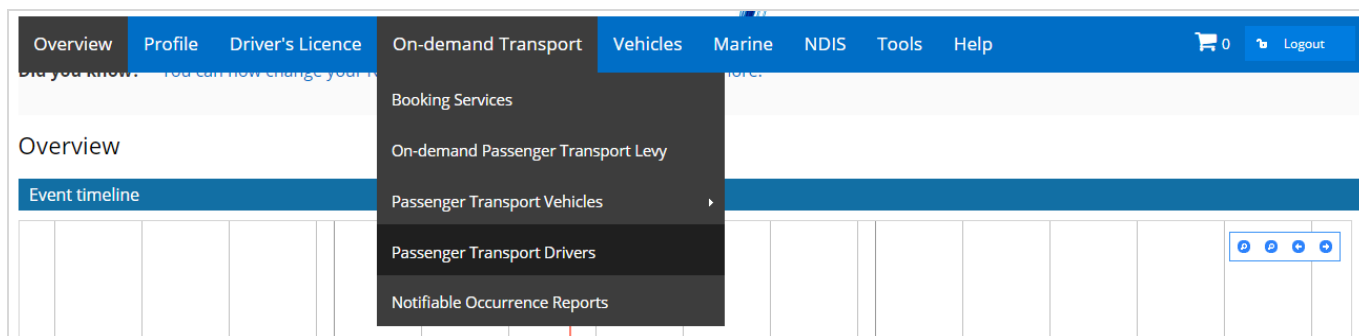
Current passenger transport driver authorisation details	
Authorisation number:	70141
Issue date:	16/06/2020
Expiry date:	15/06/2021
Status:	Active
Commercial driver medical due date:	01/06/2025
National Police Certificate due date:	01/06/2021

Below the table, there is a note: "If you have any additional questions, please contact the Department of Transport, Customer Contact Centre on free call 13 11 56 during business hours 8:00am and 5:00pm, Monday to Friday or email: occupational.licences@transport.wa.gov.au."

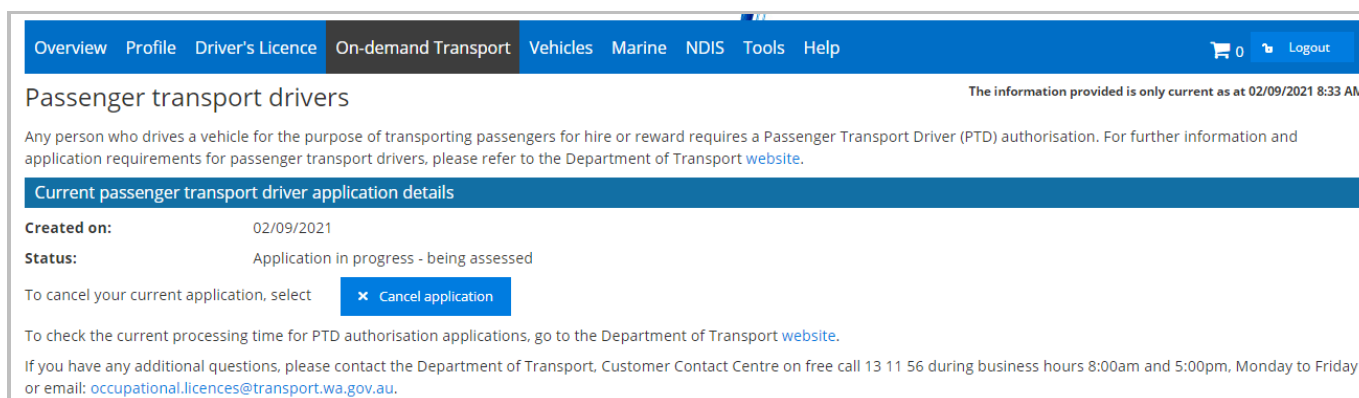
Cancelling PTD authorisation applications

You are able to cancel your PTD authorisation application in DoTDirect. The application can be cancelled after payment of the application fee during the assessment stage, or after the assessment stage and before payment of the authorisation fee.

1. In your DoTDirect account, select 'On-demand Transport' and 'Passenger Transport Drivers'.



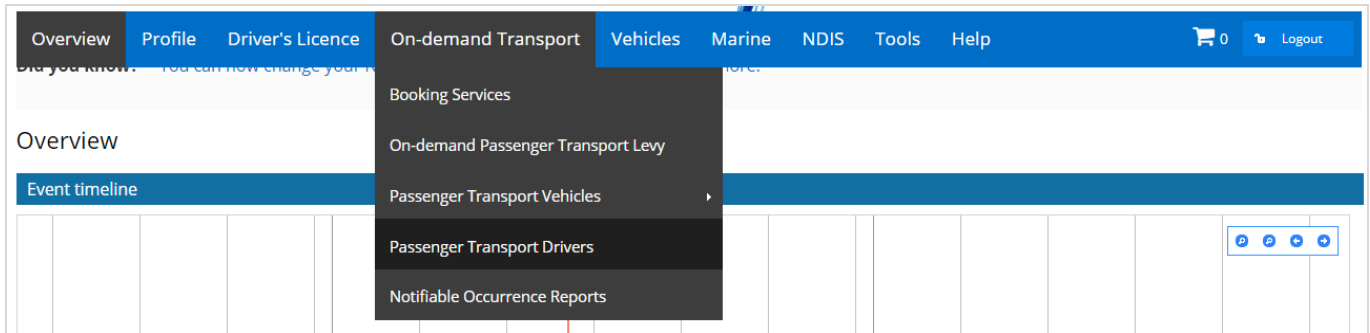
2. Your current passenger transport driver application details will show. Select the 'cancel application' button.



Viewing PTD authorisation document and other documents in DoTDirect

Your current and past PTD authorisation documents, account notices and receipts are available to view and print from your DoTDirect account.

1. In your DoTDirect account, select 'On-demand Transport' and 'Passenger Transport Drivers'.



2. Scroll down to view the documents available. Documents will be grouped by the 12-month periods that each PTD authorisation is valid for. Select 'Download' to download a document.

A screenshot of the 'Passenger transport drivers' page in DoTDirect. The page shows the 'Current passenger transport driver authorisation details' section with fields for 'Authorisation number', 'Issue date', 'Expiry date', and 'Status'. Below this, there are buttons for 'Cancel authorisation' and 'Provide National Police Certificate'. The 'Authorisation Issue Period' is shown as '15/07/2021 - 14/07/2022'. A table lists documents available for download, including 'PTDAuthorisationRenewalFeeAccountNotice.PDF' with a 'Download' link. The page also includes a footer with contact information for the Department of Transport.

Overview Profile Driver's Licence **On-demand Transport** Vehicles Marine NDIS Tools Help 0 Logout

Did you know? You can now change your name.

Overview

Event timeline

Passenger transport drivers

The information provided is only current as at 02/07/2021 4:38 PM

Any person who drives a vehicle for the purpose of transporting passengers for hire or reward requires a Passenger Transport Driver (PTD) authorisation. For further information and application requirements for passenger transport drivers, please refer to the Department of Transport [website](#).

Current passenger transport driver authorisation details

Authorisation number: 5005072

Issue date: 14/06/2021

Expiry date: 14/07/2021

Status: Active

To cancel your current authorisation, select [Cancel authorisation](#)

Commercial driver medical due date: 15/06/2023

National Police Certificate due date: 09/06/2022

To provide your National Police Certificate, select [Provide National Police Certificate](#)

Authorisation Issue Period: 15/07/2021 - 14/07/2022

Document name	Date created	Action
PTDAuthorisationRenewalFeeAccountNotice.PDF	28/06/2021 3:30 PM	Download
PTDAuthorisationRenewalFeeAccountNotice.PDF	28/06/2021 2:39 PM	Download

Authorisation Issue Period: 14/06/2021 - 14/07/2021

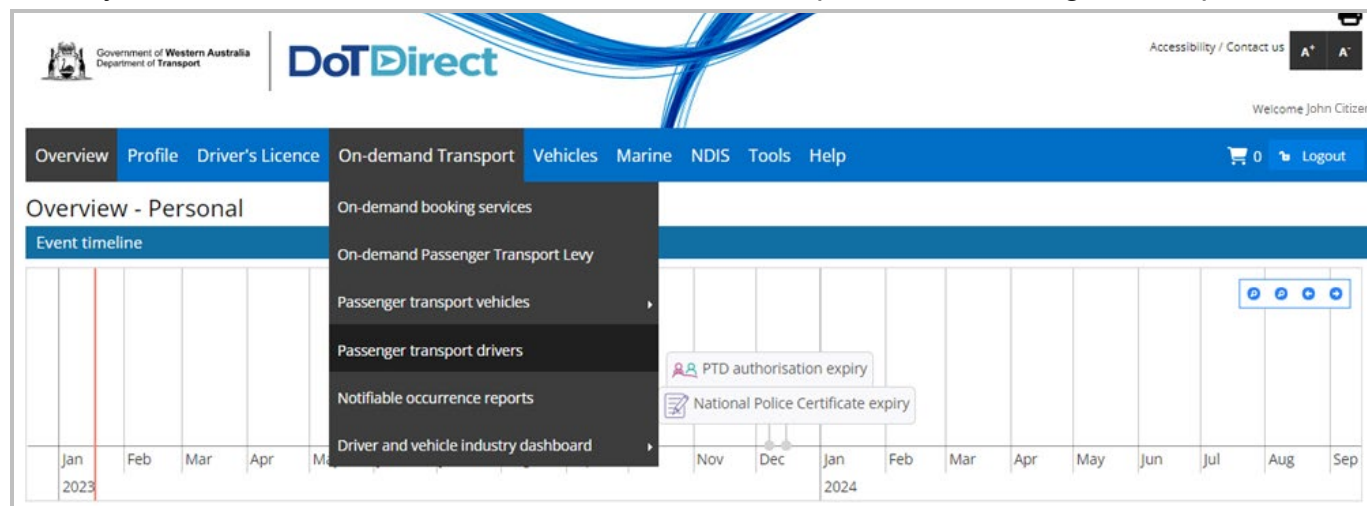
If you have any additional questions, please contact the Department of Transport, Customer Contact Centre on free call 13 11 56 during business hours 8:00am and 5:00pm, Monday to Friday or email: occupational.licences@transport.wa.gov.au.

Request an updated version of your PTD authorisation

If you have updated your details (for example, your name or address), you can request and pay for an updated version of your PTD authorisation via DoTDirect.

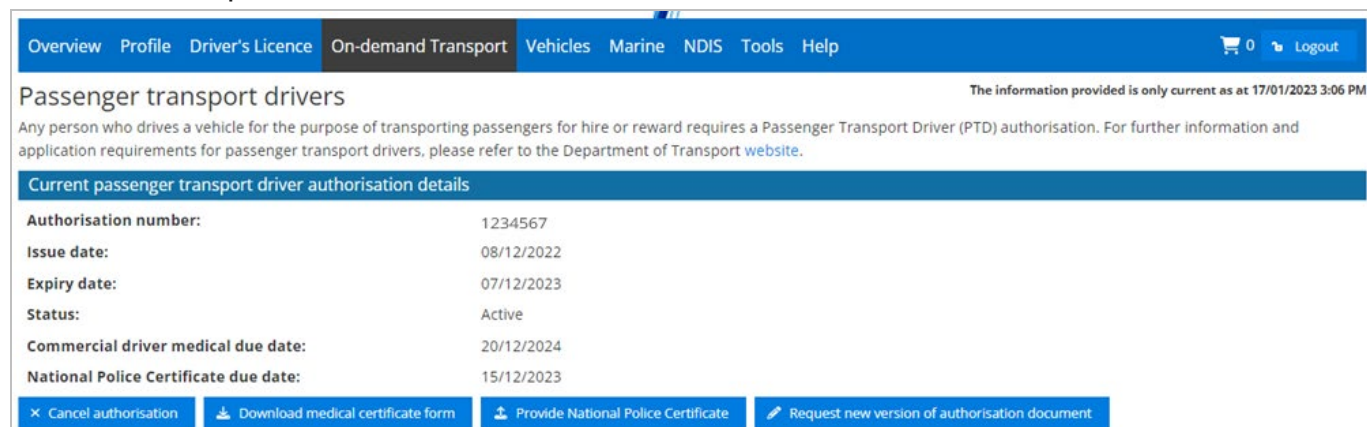
Note: you can still download copies of your previous PTD authorisations for free.

1. In your DoTDirect account, select 'On-demand Transport' and 'Passenger Transport Drivers'.



The screenshot shows the DoTDirect account dashboard. The top navigation bar includes 'Overview', 'Profile', 'Driver's Licence', 'On-demand Transport', 'Vehicles', 'Marine', 'NDIS', 'Tools', and 'Help'. The 'On-demand Transport' menu is open, showing options like 'On-demand booking services', 'On-demand Passenger Transport Levy', 'Passenger transport vehicles', 'Passenger transport drivers' (selected), 'Notifiable occurrence reports', and 'Driver and vehicle industry dashboard'. The main content area shows an 'Event timeline' for January 2023 to September 2024, with a 'PTD authorisation expiry' marker in December 2023 and a 'National Police Certificate expiry' marker in January 2024.

2. Select "Request new version of authorisation document".

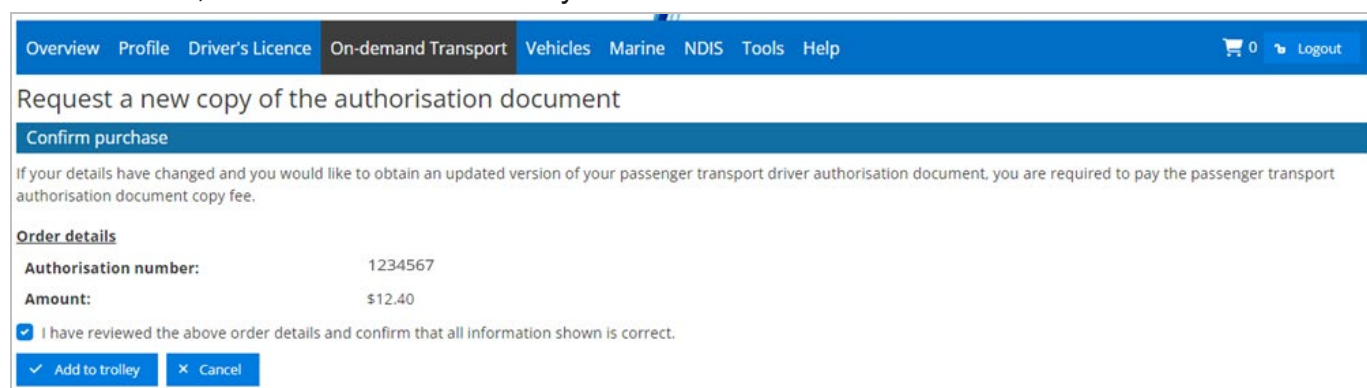


The screenshot shows the 'Passenger transport drivers' page. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Passenger transport drivers' and includes a sub-header 'Current passenger transport driver authorisation details'. Below this, there is a table with the following information:

Field	Value
Authorisation number:	1234567
Issue date:	08/12/2022
Expiry date:	07/12/2023
Status:	Active
Commercial driver medical due date:	20/12/2024
National Police Certificate due date:	15/12/2023

At the bottom of the page, there are four buttons: 'Cancel authorisation', 'Download medical certificate form', 'Provide National Police Certificate', and 'Request new version of authorisation document' (highlighted).

3. Tick the checkbox to indicate you have reviewed the order details and confirm the information is correct, then select "Add to trolley".



The screenshot shows the 'Request a new copy of the authorisation document' page. The top navigation bar is the same as the previous screenshots. The main content area is titled 'Request a new copy of the authorisation document' and includes a sub-header 'Confirm purchase'. Below this, there is a paragraph stating: 'If your details have changed and you would like to obtain an updated version of your passenger transport driver authorisation document, you are required to pay the passenger transport authorisation document copy fee.'

Below the paragraph, there is a section titled 'Order details' with the following information:

Field	Value
Authorisation number:	1234567
Amount:	\$12.40

Below the table, there is a checkbox labeled 'I have reviewed the above order details and confirm that all information shown is correct.' which is checked. At the bottom of the page, there are two buttons: 'Add to trolley' (highlighted) and 'Cancel'.

4. Review your trolley to confirm it is correct, then select “Next”.

Overview Profile Driver's Licence On-demand Transport Vehicles Marine NDIS Tools Help Logout

Checkout

Trolley Confirmation Payment Complete

1 2 3 4

Your trolley

Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.

Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.

You have 1 item(s) in your trolley. View as: [List] [Grid] [Table]

Remove all items

Passenger transport driver authorisation document copy fee

Remove from trolley

Authorisation number: 5005251

Amount: \$12.40

Total: \$12.40

Cancel Next

5. Click the checkbox to confirm you have reviewed the items and that all the information is correct, then click “Proceed to payment”.

Overview Profile Driver's Licence On-demand Transport Vehicles Marine NDIS Tools Help Logout

Checkout

Trolley Confirmation Payment Complete

1 2 3 4

Confirm

Please review your items and select *Proceed to payment* to confirm or *Back* to make changes.

Passenger transport driver authorisation document copy fee

Amount \$12.40

☐ I have reviewed the above items and confirm that all information shown is correct.

Back Proceed to payment

6. Enter your payment details and click “Process payment”.

Overview Profile Driver's Licence On-demand Transport Vehicles Marine NDIS Tools Help Logout

Checkout

Trolley Confirmation Payment Complete

1 2 3 4

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount \$12.40

We accept Mastercard or Visa.

Cardholder Name

Card Number

Expiry Date /

CVN

Process Payment

7. Your payment has now been made and your updated PTD authorisation document will be emailed to you. You can also download a receipt of your payment.

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [NDIS](#) [Tools](#) [Help](#) [Logout](#)

Checkout


Trolley Confirmation Payment **Complete**

Order complete

Your payment has been accepted. [Print payment summary](#)

It is important that you print or save your receipt(s) or record the receipt number(s) as proof of your payment(s).

A copy of your receipt(s) has been emailed to john.citizen@gmail.com

Passenger transport driver authorisation document copy fee
 **Authorisation number:** 1234567
Receipt #: 130213221
Amount [Download receipt](#)
\$12.40

Payment details
Amount: \$12.40
Date and time submitted: 17/1/2023 3:46 PM
Card number: 5123 45XX XXXX X346

[Return to Overview](#) [Make more payments](#)

PTD authorisation renewal

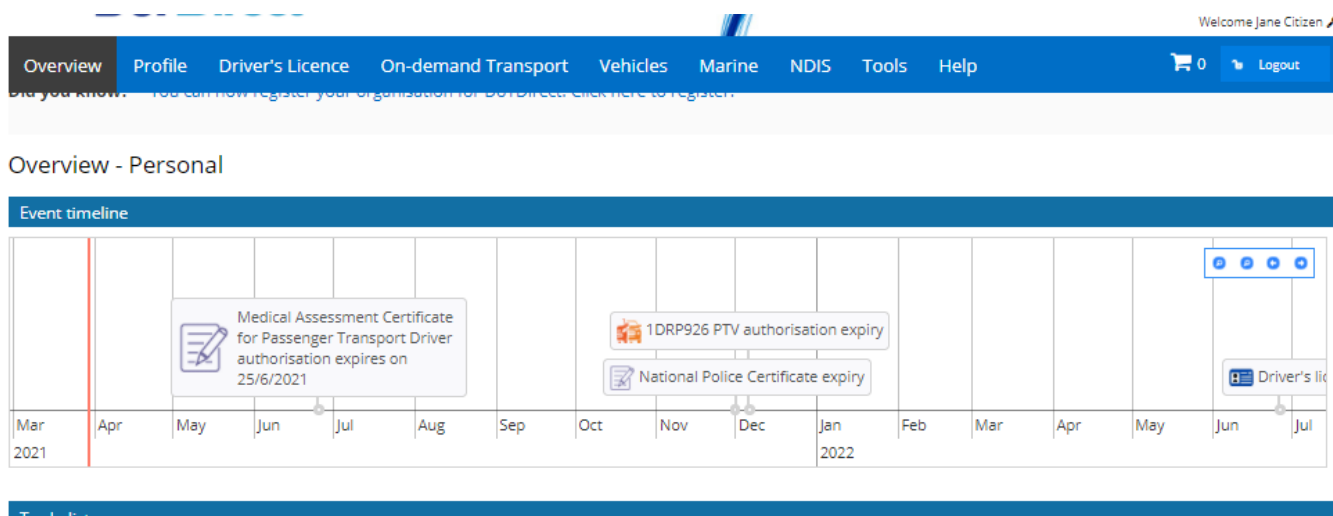
Note: The screenshots provided in this document are examples only and may not reflect the current fees. Visit the DoT website for up-to-date information about fees: www.transport.wa.gov.au/OdTFees

PTD authorisations are valid for a period of 12 months.

Six weeks prior to the expiry of your PTD authorisation you will receive an invoice for your next PTD authorisation fee which must be paid through your DoTDirect account or via BPay. This fee cannot be paid via the general 'pay online' page of the Department of Transport website.

If the fee is not paid before your PTD authorisation expires, your PTD authorisation will expire at midnight on the expiry date and you will no longer be authorised to transport passengers for hire or reward. You will receive an email notifying you that your PTD authorisation has expired. The [Driver and Vehicle Industry Dashboard \(DVID\)](#) allows authorised On-demand Booking Services to check the licence, registration and authorisation status of their drivers and vehicles.

Every five years (or more frequently depending on your medical fitness) you will be required to submit a new medical assessment certificate and NPC. Your next medical assessment and NPC due date will be visible in the 'Overview' section in DoTDirect and on your PTD authorisation document. DoT will also send you notification and instructions on how to submit these 12 weeks prior to their due date.



Early renewal of a PTD authorisation

You can pay your PTD authorisation renewal up to 6 months prior to the expiry date of your current PTD authorisation.

You must have a valid driver's licence to renew and hold a PTD authorisation. If your driver's licence is not valid (i.e. it is expired, suspended or cancelled) your PTD authorisation renewal payment will not be accepted.

Late renewal of a PTD authorisation

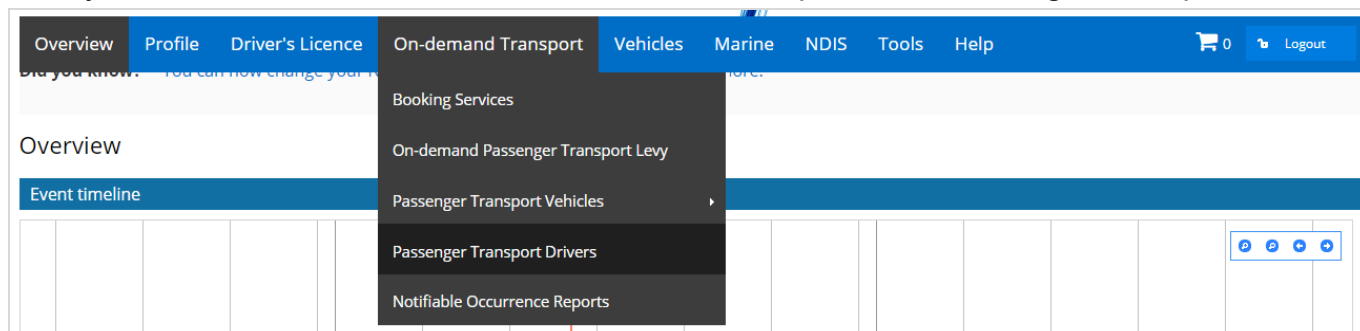
You can still make payment up to six months after the expiry date, however you are not authorised to transport passengers for hire or reward until the PTD authorisation fee is paid. The expiry date of the authorisation does not change if you make payment after the expiry.

Once a PTD authorisation has expired for more than six months, it is considered lapsed and you will need to make a new application.

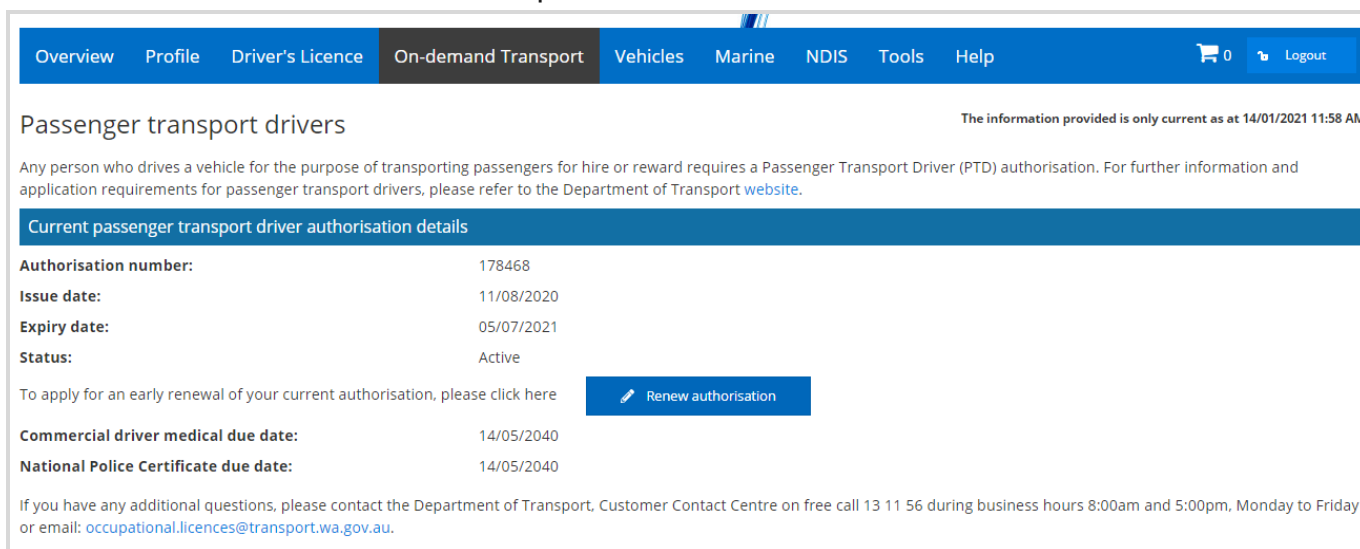
Paying PTD authorisation renewal via DoTDirect

Note: The screenshots provided in this document are examples only and may not reflect the current fees. Visit the DoT website for up-to-date information about fees: www.transport.wa.gov.au/OdTfees

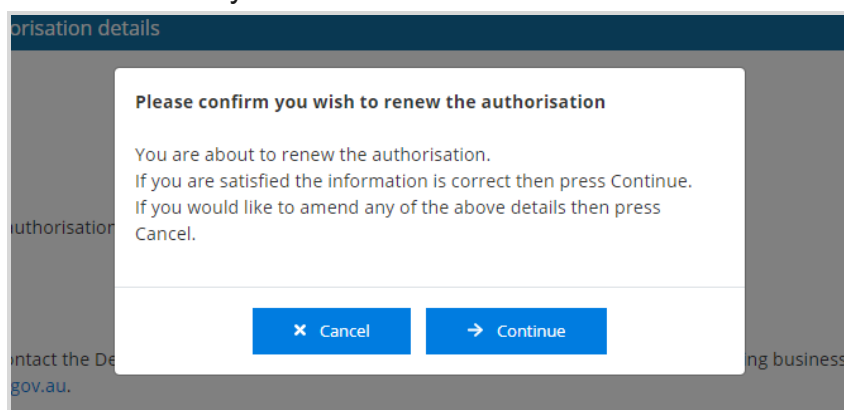
3. In your DoTDirect account, select 'On-demand Transport' and 'Passenger Transport Drivers'.



4. Select the 'Renew Authorisation' option.



5. Select 'Continue' to confirm that you wish to renew the authorisation.



6. The one year authorisation fee will be added to your trolley.

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [NDIS](#) [Tools](#) [Help](#) [Logout](#)

Checkout

Trolley

Confirmation

Payment




Complete

Your trolley

Note: You can only select a maximum of 20 payments to process at once. There is also a maximum total of \$20,000.00 that can be made in one payment.


Some payments require further information to be provided e.g. the period you would like to renew your vehicle licence for. The payment wizard will take you through the process to enter any mandatory information required for payments.

You have 1 item(s) in your trolley.


[View as:](#)   

[Remove all items](#)

Passenger transport driver authorisation renewal fee

 **Authorisation number:** 178468

Payment due: 5/7/2021


Remove from trolley

Amount: \$88.00

Total: \$88.00

[Cancel](#)

[Next](#)

7. Confirm your payment and select 'Proceed to payment'.

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [Tools](#) [Help](#) [Logout](#)

Checkout

Trolley

Confirmation


Payment

Complete

Confirm

Please review your items and select *Proceed to payment* to confirm or *Back* to make changes.

Passenger transport driver authorisation fee

 **Authorisation number:** 70074

Amount
\$88.00

☒ I have reviewed the above items and confirm that all information shown is correct.

[Back](#)

[Proceed to payment](#)

8. Enter your card payment details.

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [Tools](#) [Help](#) [Logout](#)



Checkout

Trolley Confirmation **Payment** Complete

Credit card details

Please enter the details of the credit or debit card to be used for payment.

Amount \$88.00

We accept Mastercard or Visa.  

Cardholder Name

Card Number

Expiry Date

CVN

Process Payment

9. A copy of the receipt is available to be downloaded.

[Overview](#) [Profile](#) [Driver's Licence](#) [On-demand Transport](#) [Vehicles](#) [Marine](#) [Tools](#) [Help](#) [Logout](#)

Checkout

Trolley Confirmation Payment **Complete**


Order complete

Your payment has been accepted. [Print payment summary](#)

It is important that you print or save your receipt or record the receipt number as proof of your payment.

A copy of your receipts has been emailed to **Jane.Citizen@example.com.au**

Passenger transport driver authorisation fee

 **Authorisation number: 70074**
Receipt #: 108399302

Amount **\$88.00** [Download receipt](#)

Payment details

Amount: \$88.00

Date & time submitted: 16/6/2020 1:54 PM

Card number: 5555 XXXX XXXX XXXX

Return to my overview

10. Your authorisation document will be emailed to you upon payment.

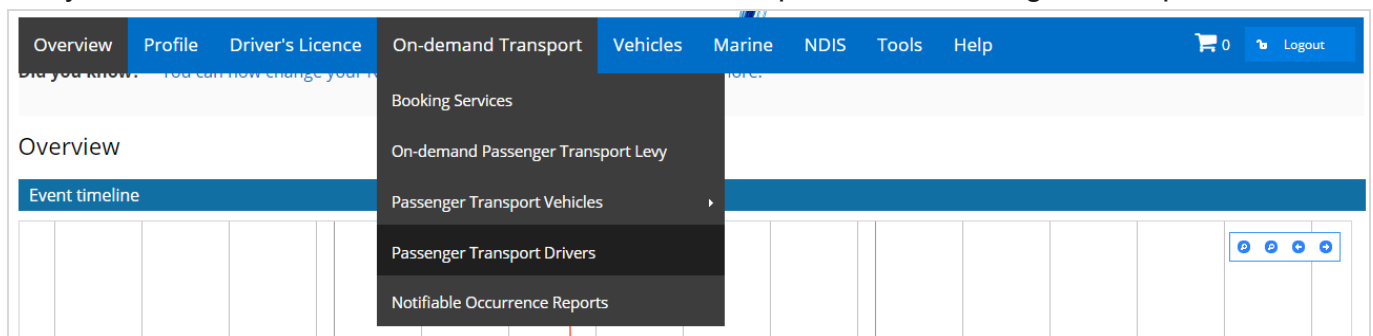
Providing a new National Police Certificate every 5 years

Every 5 years you will need to provide a new NPC. You will receive an email from DoT 3 months before you are due to provide a new NPC. You will also receive further emails and a SMS reminder in the lead up to the due date.

If you happen to obtain a NPC for another reason, you may provide it to DoT at any time during the 5 years. Each time you provide a NPC to DoT, your next NPC due date will be set to 5 years' time. For example, if you provided a NPC to DoT in 2020 and then provided another NPC to DoT in 2023, you will not be required to provide your next NPC until 2028.

Providing a new NPC is done by uploading it in your DoTDirect account using the following steps:

1. In your DoTDirect account, select 'On-demand Transport' and 'Passenger Transport Drivers'.



2. Select the 'Provide National Police Certificate'

A screenshot of the 'Passenger transport drivers' page in the DoTDirect account. The page shows the user's current authorisation details, including the authorisation number (5005072), issue date (14/06/2021), expiry date (14/07/2021), and status (Active). It also displays the commercial driver medical due date (15/06/2023) and the national police certificate due date (09/06/2022). A button labeled 'Provide National Police Certificate' is visible. Below this, there is a table showing the authorisation issue period (15/07/2021 - 14/07/2022) and a list of documents with their creation dates and download links.

Department of Transport
DoTDirect

Accessibility / Contact us A+ A- Welcome Jane Citizen

Overview Profile Driver's Licence On-demand Transport Vehicles Marine NDIS Tools Help

Passenger transport drivers

The information provided is only current as at 02/07/2021 6:15 PM

Any person who drives a vehicle for the purpose of transporting passengers for hire or reward requires a Passenger Transport Driver (PTD) authorisation. For further information and application requirements for passenger transport drivers, please refer to the Department of Transport [website](#).

Current passenger transport driver authorisation details

Authorisation number: 5005072
Issue date: 14/06/2021
Expiry date: 14/07/2021
Status: Active

To cancel your current authorisation, select [Cancel authorisation](#)

Commercial driver medical due date: 15/06/2023
National Police Certificate due date: 09/06/2022

To provide your National Police Certificate, select [Provide National Police Certificate](#)

▼ Authorisation Issue Period: 15/07/2021 - 14/07/2022

Document name	Date created	Action
PTDAuthorisationRenewalFeeAccountNotice.PDF	28/06/2021 3:30 PM	Download
PTDAuthorisationRenewalFeeAccountNotice.PDF	28/06/2021 2:39 PM	Download

► Authorisation Issue Period: 14/06/2021 - 14/07/2021

If you have any additional questions, please contact the Department of Transport, Customer Contact Centre on free call 13 11 56 during business hours 8:00am and 5:00pm, Monday to Friday or email: occupational.licences@transport.wa.gov.au.

3. Select 'Add document'

The screenshot shows the Department of Transport DoT Direct website. The browser address bar displays the URL: `online.transport.wa.gov.au:11443/tso/selfservice/ptd_assessment.jsf#/upload?type=NAT_POLICE_CERT`. The page header includes the DoT Direct logo and navigation links. The main content area is titled 'Provide National Police Certificate'. Under the heading 'To upload your document:', there is a blue button labeled 'Add document'. A note below states: 'Note: There is a total file size limit of 7Mb for all documents attached.' At the bottom of the form, there are 'Cancel' and 'Save' buttons.

4. Select 'Browse' and select your National Police Certificate. Note: the total file size limit is 7Mb.

This screenshot shows the same website as the previous one, but with the 'Add document' button highlighted. Below the button, there is a text input field labeled 'Upload file here' and a 'Browse' button. A note below the input field states: 'Note: There is a total file size limit of 7Mb for all documents attached.' At the bottom of the form, there are 'Cancel' and 'Save' buttons.

5. Once you have selected the document(s) you want to upload, select 'Save'

This screenshot shows the website with a file named 'my national police certificate.jpg' selected in the input field. The 'Browse' button is now disabled. A note below the input field states: 'Note: There is a total file size limit of 7Mb for all documents attached.' At the bottom of the form, there are 'Cancel' and 'Save' buttons.

6. Select 'Continue' to submit the file you uploaded to DoT

Department of Transport
DoT Direct

Accessibility / Contact us A+ A- Welcome Jane Citizen

Overview Profile Driver's Licence On-demand Transport Vehicles Marine NDIS Tools Help

Provide National Police Certificate

To upload your document: Add document

my national police certificate.jpg Browse

Note: There is a total file size limit of 7Mb for all documents attached.

Cancel Save

Please confirm you wish to provide National Police Certificate

You are about to provide your National Police Certificate.
If you are satisfied the information is correct press Continue.
If you would like to amend any of the details then press Cancel.

Cancel Continue

7. A notification on the top right-hand side of the screen will display confirming that your file has been submitted to DoT.

Department of Transport
DoT Direct

Accessibility / Contact us A+ A- Welcome Jane Citizen

Overview Profile Driver's Licence On-demand Transport Vehicles Marine NDIS Tools Help

Provide National Police Certificate

To upload your document: Add document

my national police certificate.jpg Browse

Note: There is a total file size limit of 7Mb for all documents attached.

Cancel Save

Please wait...

National Police Certificate has been submitted.

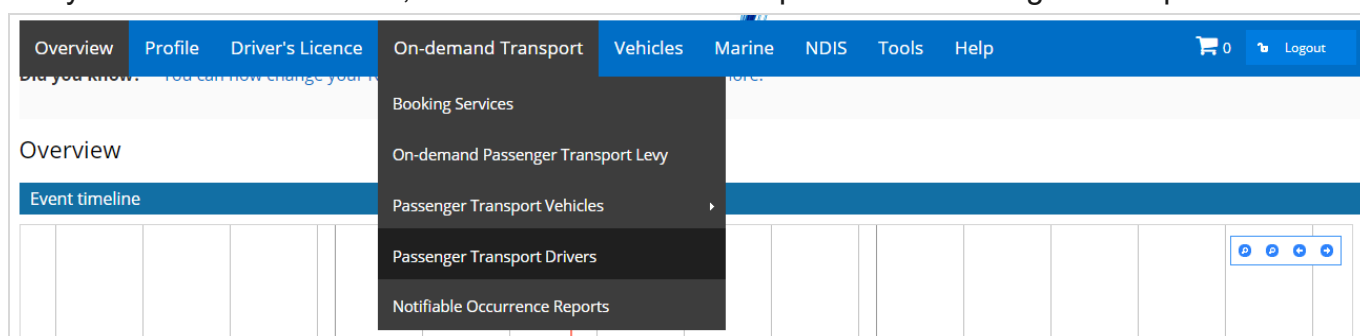
If any further information or documentation is required by DoT, you will be notified via email that you need to provide this.

Providing a new medical assessment certificate

To continue to hold a PTD authorisation, you must provide a medical assessment certificate, completed to commercial vehicle standard, once every 5 years. You may be required to provide medical assessment certificates more frequently if you have a medical condition.

You can obtain the medical assessment certificate form to take to your medical professional from your DoTDirect account. This form will be pre-populated with your details.

1. In your DoTDirect account, select 'On-demand Transport' and 'Passenger Transport Drivers'.



2. Select 'Download medical certificate form'

A screenshot of the 'Passenger transport drivers' page in the DoTDirect account. The page header includes the Department of Transport logo, 'DoTDirect' branding, and a welcome message 'Welcome Carolyn Bennie'. The navigation bar is the same as in the previous screenshot. The main content area is titled 'Passenger transport drivers' and includes a timestamp: 'The information provided is only current as at 26/07/2021 12:14 PM'. Below the title, there is a section for 'Current passenger transport driver authorisation details' with the following information: Authorisation number: 5005356, Issue date: 26/07/2021, Expiry date: 25/07/2022, Status: Active. There is a 'Cancel authorisation' button. Below this, the 'Commercial driver medical due date' is 07/01/2022, with a 'Download medical certificate form' button. The 'National Police Certificate due date' is 25/07/2026, with a 'Provide National Police Certificate' button. At the bottom, there is a table for 'Authorisation Issue Period: 26/07/2021 - 25/07/2022' with columns for Document name, Date created, and Action. The table contains one row: 'PTD authorisation document.PDF', '26/07/2021 11:36 AM', and a 'Download' link.

If you have any additional questions, please contact the Department of Transport, Customer Contact Centre on free call 13 11 56 during business hours 8:00am and 5:00pm, Monday to Friday or email: occupational.licences@transport.wa.gov.au.

3. Take the medical assessment certificate to your medical professional to complete. Once it is complete, either:
- Your medical professional will forward the completed medical assessment certificate to DoT. Once it has been processed by DoT, you will be able to renew your PTD authorisation in DoTDirect if it is due.

OR

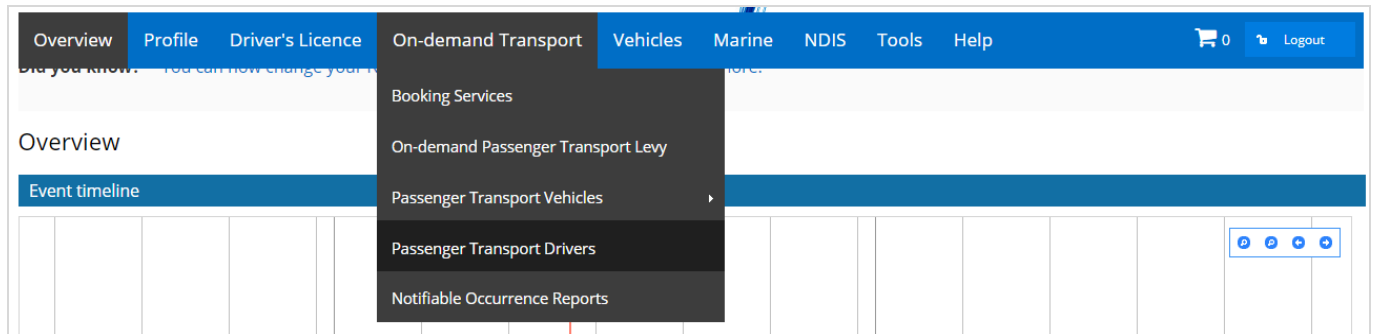
- The medical professional will give the completed medical assessment certificate to you so that you can forward it to DoT. You can upload a copy of it in your DoTDirect account by clicking on 'Provide medical assessment certificate' in your to-do list, or you can submit via email to driverservices@transport.wa.gov.au or by mail to Occupational Health Physician, C/O Department of Transport, GPO Box R1290, Perth WA 6844. Once processed by DoT you will be able to renew your PTD authorisation in DoTDirect if it is due.

Surrendering a PTD authorisation

If you no longer wish to hold a PTD authorisation you can choose to surrender it. Surrender your PTD authorisation in your DoTDirect account by completing the following steps.

Please note your PTD authorisation will be cancelled immediately and if you wish to hold a PTD authorisation again in the future you will have to apply again and pay the associated fees.

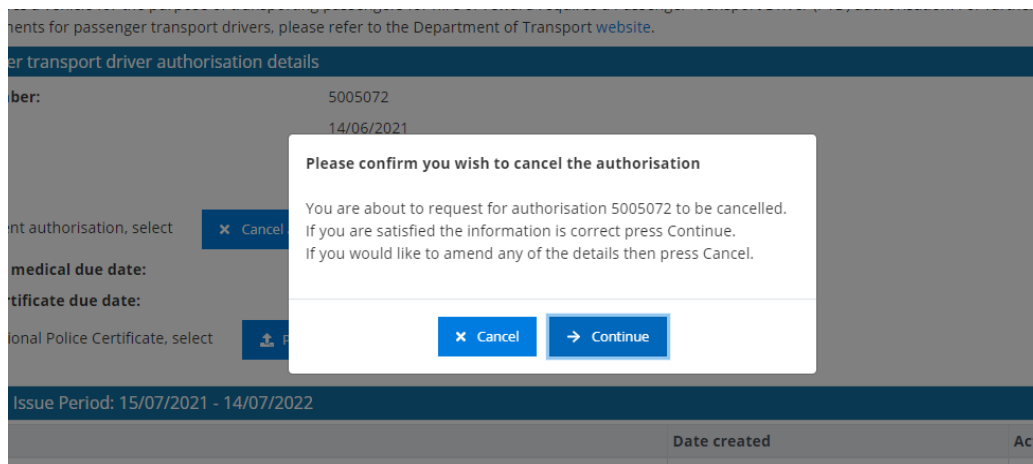
1. In your DoTDirect account, select 'On-demand Transport' and 'Passenger Transport Drivers'.



2. Select the 'Surrender authorisation' button

A screenshot of the 'Passenger transport drivers' page in the DoTDirect account. The page header includes the Department of Transport logo, 'DoTDirect' branding, and a navigation bar with the same menu as the previous screenshot. The 'On-demand Transport' menu is open, and 'Passenger Transport Drivers' is selected. The page title is 'Passenger transport drivers' with a timestamp 'The information provided is only current as at 02/07/2021 6:19 PM'. The main content area shows 'Current passenger transport driver authorisation details' with fields for 'Authorisation number: 5005072', 'Issue date: 14/06/2021', 'Expiry date: 14/07/2021', and 'Status: Active'. Below these are two buttons: 'Cancel authorisation' (with a red 'x' icon) and 'Provide National Police Certificate' (with a plus icon). Further down, there are two sections for 'Authorisation Issue Period'. The first section, '15/07/2021 - 14/07/2022', contains a table with two rows of PDF documents, each with a 'Download' link. The second section, '14/06/2021 - 14/07/2021', is currently empty. At the bottom, a footer note provides contact information for the Department of Transport Customer Contact Centre.

3. Confirm that you wish to continue with cancelling the authorisation by selecting 'Continue'.



4. You will be taken back to the PTD landing page of your DoTDirect account and you will no longer see a PTD authorisation. Instead you will see the 'Apply for a PTD authorisation' button because your PTD authorisation has been cancelled immediately.

A screenshot of the Department of Transport DoTDirect website. The header features the Department of Transport logo and the text "Department of Transport DoTDirect". On the right, there are links for "Accessibility / Contact us" and a user greeting "Welcome Jane Citizen". A blue navigation bar contains links for "Overview", "Profile", "Driver's Licence", "On-demand Transport", "Vehicles", "Marine", "NDIS", "Tools", and "Help". Below the navigation bar, the page title is "Passenger transport drivers". A timestamp indicates "The information provided is only current as at 02/07/2021 6:19 PM". The main content area contains text about PTD authorisation requirements, including eligibility criteria (age, licence, driving history) and application fees. It also mentions the "Mutual Recognition" process and provides a link to download a commercial driver medical assessment. At the bottom, there is a button labeled "Apply for a PTD authorisation" with a green checkmark icon.

5. You will receive an email notifying you that it has been cancelled.

When DoT receives your request to surrender your PTD authorisation, the requirement to provide a medical assessment will be removed from your record unless you have a medical condition that may impair your ability to drive.

F and T extension holders

F and T extensions were a driver's licence extension that granted holders the authorisation to transport passengers for hire or reward. F and T extension holders were provided a 12-month transition period to transition from their F or T extension to a PTD authorisation.

F and T extensions were expired and removed from drivers' licences on 30 June 2021, with the exception of F and T extension holders that made an application for a PTD authorisation on or prior to 30 June 2021. These holders will maintain their extension and their authorisation to transport passengers for hire or reward until their application for PTD authorisation is assessed and their application is granted or refused, or until 31 January 2021 (whichever comes first)

Frequently asked questions

Visit the DoT website to find the answers to frequently asked questions about PTD authorisations:
www.transport.wa.gov.au/PTDFAQs