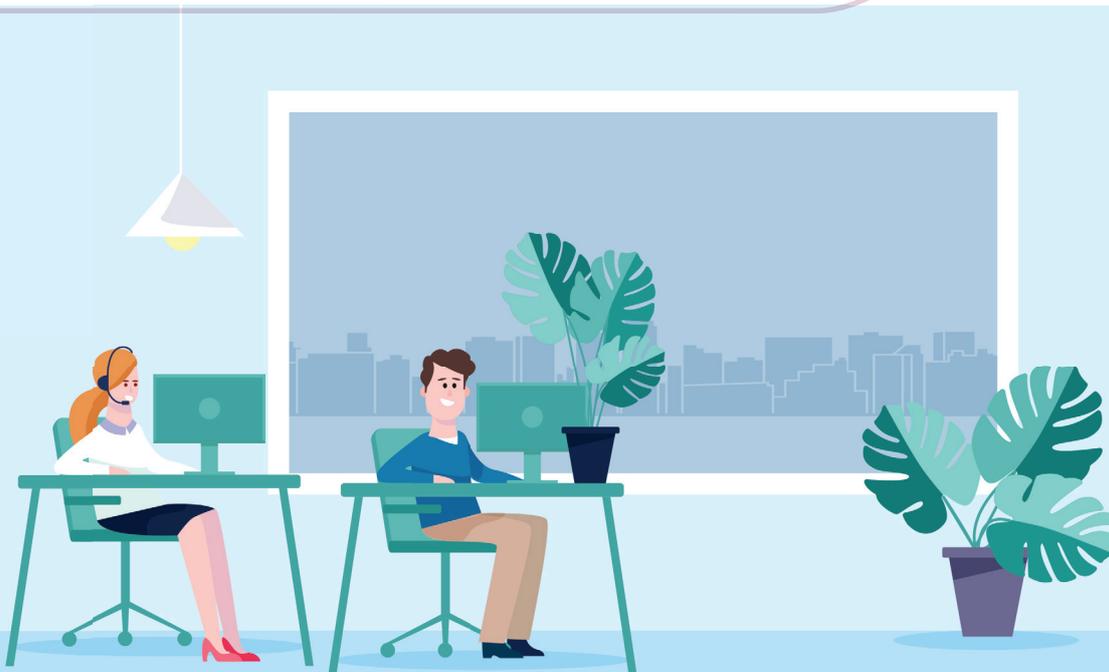




Applying for a PTD Authorisation - Quick Guide

DoTDirect



A passenger transport driver (PTD) authorisation is required by any person who drives, or intends to drive, a vehicle to transport passengers for hire or reward.

More detailed instructions can be found in the PTD Authorisation User Guide available at www.transport.wa.gov.au/PTDhome

Before you apply

1. Check you meet the eligibility criteria to hold a PTD authorisation;
2. Get a DoTDirect account in your own name;
3. Get a National Police Certificate (NPC) - it is quickest to do this online. Your NPC needs to be less than 3 months old when you apply;
4. Visit your GP to get a commercial standard medical assessment. Take the following forms:
 - Medical Assessment Instructions (Form M106A)
 - Medical Assessment certificate: Fitness to drive (Form M107A).

For the current forms go to:

www.transport.wa.gov.au/PTDapply

Register for a DoTDirect account

You must have a DoTDirect account to apply for a PTD authorisation. Don't have an account?

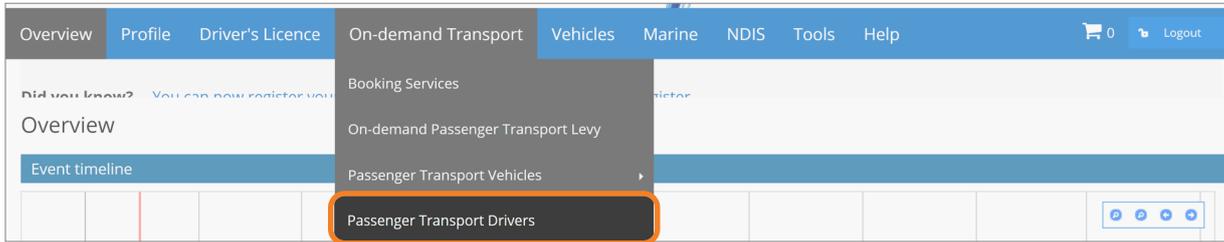
Just follow these steps:

- If you own a vehicle in your name, you can register quickly at www.transport.wa.gov.au/DoTDirect
- If you do not have a vehicle licensed in your name, you will need a DoTDirect registration code. Call 13 11 56 or visit a Driver and Vehicle Services (DVS) centre, regional Department of Transport (DoT) centre or agent to get a code.

Starting your application

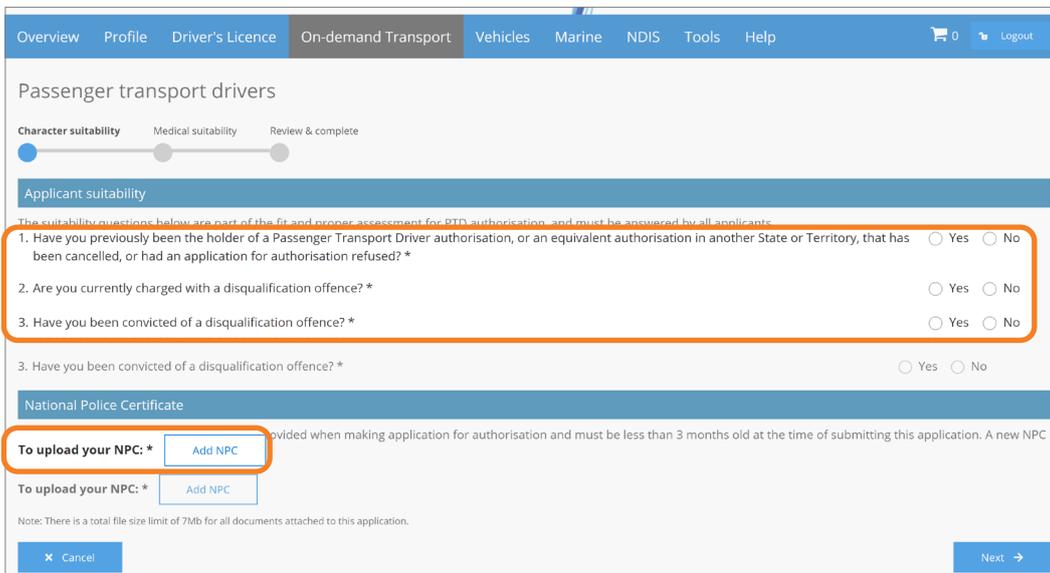
Log into your DoTDirect account at www.transport.wa.gov.au/DoTDirect

Select 'On-demand Transport' from the menu bar and then select 'Passenger Transport Drivers'.



Step 1 – Upload your National Police Certificate

- Answer all questions with a 'Yes' or 'No'.
- Upload a copy of your NPC by selecting 'Add NPC'. Make sure you include pages 1 and 2 of your NPC, otherwise your application cannot be processed. You can add more pages by selecting 'Add NPC' again.
- Select 'Next'.



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.

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

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

National Police Certificate

To upload your NPC: * provided when making application for authorisation and must be less than 3 months old at the time of submitting this application. A new NPC

To upload your NPC: *

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

Step 2 – Upload your Medical Assessment Certificate

The required medical forms 'Medical Assessment Instructions' (Form M106A) and 'Medical Assessment Certificate: Fitness to Drive' (Form M107A) can be downloaded at www.transport.wa.gov.au/PTDapply.

Before you apply visit your medical professional to have the commercial standard medical assessment completed.

- If the medical professional gives you Form M107A back:

Upload a copy of it by clicking 'Add medical assessment'. Make sure you include pages 1 and 2 of your medical assessment certificate. You can add more pages by clicking 'Add medical assessment' again;

OR

- If the medical professional does not give you Form M107A back:

Enter the name of your medical practice, suburb and name of practitioner. Your medical professional will submit Form M107A to DoT. Your application will not progress until Form M107A has been received by DoT.

Make sure your files are not bigger than 7MB.

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

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

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.

Step 3 – Review your application

- Check the information on the screen is correct. To edit, click 'Previous'.
- Read the Privacy statement and Declaration of acknowledgment and check all boxes.
- Click 'Lodge and Pay Now'.

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

Passenger transport drivers

Character suitability Medical suitability **Review & complete**

Please review your application details

National Police Certificate

Documents provided: NPC_test

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: Medical_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



Step 4 – Pay the application fee in DoTDirect

Your application will not be submitted until you pay this fee

1. Go to the Overview page.
2. Select the item – Passenger transport driver application fee and select 'Add to trolley'
3. In the Checkout, you will need to:
 - a. Check the items in your **Trolley**.
 - b. **Confirm** the items you are paying for.
 - c. Enter your **Payment** details.
 - d. Click 'Process Payment' to finish. Download your receipt on the **Complete** screen.

Step 5 – Pay the annual PTD authorisation fee

You will receive an email notifying you whether your application has been approved or not. If approved, the email will have an invoice attached. **You must pay the annual PTD authorisation fee before you can start driving to transport passengers for hire or reward.**

The authorisation fees can be paid via DoTDirect, by phone (13 11 56) or in-person at a DVS, regional DoT Centre or agent.

Your DoTDirect 'to-do list' will remind you when your next PTD authorisation payment is due and when a new medical certificate or NPC is required.



On-demand Transport, Department of Transport, Western Australia

Tel: 1300 660 147 · Email: ondemandtransport@transport.wa.gov.au · Web: www.transport.wa.gov.au/ondemandtransport

The information contained in this publication is provided in good faith and believed to be accurate at time of publication. The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information.

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