



How to Become a Licensed Driving Instructor in Western Australia

Legal Requirements

The *Motor Vehicle Drivers Instructors Act 1963* requires that any person who for a fee, reward, salary, wages or other remuneration or for any consideration whatever, by whomsoever paid or payable, gives advice, instructions or demonstration in order to teach that person to drive a motor vehicle; must hold a Driving Instructor's Licence.

Prerequisites

In order to obtain an Instructor's Licence, you must:

- hold a current Western Australian Motor Driver's Licence;
- have held, for a minimum of three continuous years, the class of driver's licence for which you wish to provide instruction;
- be a fit and proper person, which includes medical fitness;
- be of a good character (based on information obtained through the police certificate and, if required, character references); and
- be 21 years of age or over.

What you must submit

Upon application you must:

- Pay an application fee.
- Complete an Application for Instructors Licence (E175) form, which is available online at www.transport.wa.gov.au/licensing, from any Driver and Vehicle Services Centre (DVS), regional Department of Transport (DoT) centre or agent; or by calling DVS on 13 11 56.
- Produce an original copy of a National Police Certificate (NPC). The NPC must be no older than three months and remain valid for the duration of the application process (approximately 10 working days).
- If the NPC shows any convictions, you are also required to provide the names and addresses of two referees who have known you for at least twelve months and are not related to you.
- If demonstrating recognition of prior learning, you must provide an original copy of a relevant Certificate IV (all pages of the document must be supplied).



Option One

Department of Transport

You must complete the application process with DoT if you do not hold a relevant Certificate IV or are applying under Mutual Recognition. The assessment with DoT consists of;

- A mandatory, written Theory Test consisting of 150 questions. You are required to correctly answer 140 to pass.
- An additional written Theory Test if you intend to provide instruction for motorcycles (35 additional questions where you are required to correctly answer 32) or heavy vehicles (10 additional questions where you are required to correctly answer 9).
- A Practical Driving Assessment - an assessment of your ability to provide instruction to a learner driver.

What you need to do;

1. Attend a DVS Centre or Agent with primary and secondary identification and complete an 'Application for Instructors Licence' Form - submit with a National Police Certificate (which cannot be more than 3 months old at the time of application) and referees (if applicable). **Please note that if the time taken to provide all appropriate documentation to support your application is longer than 3 months, an up to date NPC will be required**.
2. Complete the Theory Test/s.
3. Complete a Medical Assessment at Commercial Standards. You will be issued with a medical form to take to your treating health professional. The assessment must be returned to DoT for review. Once your medical assessment certificate has been received, your application together with your medical assessment will be reviewed and you will be notified of the outcome in writing.

****Please note you can download the Medical Assessment Certificate form (M107A) from the DoT website and submit your completed medical assessment at the time of application****

4. Complete a Practical Driving Assessment (PDA). You will be contacted by an officer from DoT to arrange a suitable time to attend and sit your PDA. You will be required to pay the assessment fee immediately prior to sitting the test. **Please note a further fee will be required if test is to be taken again.**
5. Once you have successfully completed the assessment, you will be required to pay the annual fee. On receipt of payment, your Driving Instructor's Licence will be posted to you within approximately five (5) working days. Upon receiving your Driving Instructor's Licence by post, you will be qualified to commence instructing clients for hire and reward.

Option Two

Recognition of Prior Learning (Certificate IV in Transport and Logistics)

If you hold a relevant certificate IV in Transport & Logistics (road Transport - Driving Instruction) issued by a prescribed body as listed in Schedule 2 of the *Motor Vehicle Driver Instructor Regulations 1964*, you will be exempt you from having to pass the Theory and Practical assessments associated with your Driving Instructor's licence.

You will have to pay all associated course costs before the institution will issue the certificate.

1. Attend a DVS Centre or Agent with primary and secondary identification.
2. Complete an Application for Instructors Licence and submit with a National Police Certificate (NPC) which cannot be more than 3 months old at the time of application and referees (if applicable). **Please note that if the time taken to provide all appropriate documentation to support your application is longer than 3 months, an up to date NPC will be required**.
3. Certificate IV (all pages of the document must be supplied).
4. Complete a Medical Assessment at Commercial Standards. You will be issued with a medical form to take to your treating health professional. The assessment must be returned to DoT for review. Once your medical assessment certificate has been received, your application together with your medical assessment will be reviewed and you will be notified of the outcome in writing. **Please note you can download the Medical Assessment Certificate form (M107A) from the DoT website and submit your completed medical assessment at the time of application.**
5. Once approved, attend a DVS Centre or Agent and pay the annual renewal fee. On receipt of payment, your Driving Instructor's Licence will be posted to you within approximately five (5) working days. Upon receiving your Driving Instructor's Licence by post, you will be qualified to commence instructing clients for hire and reward.

Option Two Continued

Recognition of Prior Learning (Certificate IV in Transport and Logistics)

Under the principles of the *Commonwealth Mutual Recognition Act 1992*, licensed Driving Instructors from other states/Territories of Australia may be entitled to be registered in Western Australia also.

In such instances, you are required to lodge an Application for Mutual Recognition of Public Passenger of Driving Instructor Registration (E33) form with your application which includes the following information:

- in which other state(s) you are a licensed Driving Instructor;
- you are seeking to be registered in Western Australia under the mutual recognition principle;
- you are not currently subject to any disciplinary proceedings in relation to your Driving Instructor's Licence;
- any Driving Instructor's Licence you hold is not cancelled or suspended;
- you are not prohibited from being a Driving Instructor in any state nor have special conditions on your Licence as a result of disciplinary proceedings;
- any other conditions that your Driving Instructor's Licence is subject to; and,
- That you give consent for DoT to make enquiries with the other state(s) regarding matters relevant to the notice.

What you need to do:

1. Attend a DVS Centre or Agent with primary and secondary identification.
2. Complete an Application for Instructors Licence and submit a NPC (which cannot be more than 3 months old at the time of application), interstate traffic infringement record, Certificate IV (copy will be certified at time of application) if applicable and referees (if applicable).

****Please note that if the time taken to provide all appropriate documentation to support your application is longer than 3 months, an up to date NPC will be required**.**

3. Once approved, attend a DVS Centre or Agent and complete a PDA or pay the annual renewal fee (whichever is relevant).
4. On receipt of payment (if a PDA is required then on receipt of payment after successfully completing a PDA) your Driving Instructor's Licence will be posted to you within approximately five (5) working days. Upon receiving your Driving Instructor's Licence by post, you will be a qualified to commence instructing clients for hire and reward.

Maintaining an Instructor's Licence

In order to maintain your Driving Instructors Licence, there are a number of things you need to be aware of. In addition to abiding by any conditions attached to your Licence, you must observe the following:

- When you receive your Driving Instructor's Licence booklet in the mail, please sign your name on the first page immediately. All other information to be entered into the booklet must only be completed by DoT staff. This information is in regard to renewal updates, retest dates (if applicable), medical assessments (see "Renewing your Instructor's Licence" on page 9), and any additional licence class you acquire (see "Adding Additional Classes to your Licence" on page 11).
- You must notify DoT if your booklet is lost, damaged or destroyed. You will have to pay a replacement fee and sign a Statutory Declaration so that you can be issued with a new booklet.
- When your Instructor's booklet is full, hand it in with your next renewal payment. A new booklet will be mailed to you free of charge.
- The booklet also includes your address. If you change your address, you are required, under the *Motor Vehicle Drivers Instructors Regulations 1964*, to notify DoT within seven (7) days.
- Unless otherwise approved, any vehicle you provide for the purposes of instruction must be fitted with dual controls for the front passenger seat. These controls enable you to disengage the transmission or switch off the engine and be able to effectively brake the vehicle.

An additional rear vision mirror for your use is also required. A vanity mirror on a sun visor is not sufficient for this purpose.

- Your dual-controlled instruction vehicle(s) must be inspected once a year at a DoT vehicle examination centre or, an Authorised Inspection centre. Please contact DoT via any of the methods listed on the final page of this information pack for the location of your nearest centre.
- Any advertisements of your abilities to provide driving instruction need to specify the class or classes of motor vehicle in which you are licensed to provide instruction. This is a requirement under the *Motor Vehicle Drivers Instructors Act 1963*.
- You must carry your Driving Instructor's Licence with you whenever you are instructing, as you are required by law to produce it to:
 - a police officer on demand;
 - anyone who wishes to receive;
 - who has received, driving lessons from you; or
 - Any authorised DoT officer on request.

Failure to abide by any of the above rules may result in your Driving Instructor's Licence being cancelled or suspended and you could be fined up to \$1000. If your Instructor's Licence is cancelled or suspended, you must return it to DoT within three (3) days. Failure to return the Licence in this time period could result in further action being taken.

Renewing your Driving Instructor's Licence

A Driving Instructor's Licence is only valid for one (1) year from the date it was issued.

If you do not wish to continue instructing, the Licence must be returned to DoT within three (3) days of the expiry date. Failure to return the Licence in this time period could result in further action being taken. If you wish to continue instructing after your Driving Instructor's Licence is due to expire, you must be aware of the following points:

In order to renew your Driving Instructor's Licence, you must attend a DVS Centre or Regional Agency and pay the annual fee. Information about your Driving Instructor's Licence's upcoming expiry is available on the receipt page of your driving instructor licence booklet. A renewal letter will be mailed to you approximately two (2) months prior to the expiry date however, it remains your responsibility to be aware of your Driving Instructors Licence's expiry and arrange renewal in a timely fashion. Once renewed, it will be valid for another year. You may continue to renew your Driving Instructor's Licence in this way, as long as you continue to meet the requirements for holding the Licence.

If you fail to renew the Driving Instructor's Licence before the expiry date you will not be permitted to renew, and must return the licence to DoT and go through the entire application process again (including passing all required assessments).

If you do not hold a relevant Certificate IV and obtained your Driving Instructor's Licence via the first method, you are required to re-sit DoT's theory and practical assessments every three (3) years. When you are due for reassessment, you will receive a letter detailing this requirement. The assessments must be passed satisfactorily and all necessary fees paid before the Driving Instructor's Licence will be renewed.

Adding Additional Classes to your Licence

If you wish to instruct in additional classes of vehicle to the class for which you currently hold a Driving Instructor's Licence, you will be required to sit additional DoT tests in that class or obtain a relevant certificate qualification for that class.

If you choose to obtain the additional classes by passing DoT assessments, you will not be required to undertake the initial 150 theory questions unless you are due for your reassessment (required every third year). The same applies to medical assessments – you are not required to undergo another medical unless it is due on your existing Driving Instructor's Licence. Also, you do not need to resubmit a National Police Certificate. You will only be required to pass a theory test on the new class and demonstrate your practical driving competence in that class.

If you wish to obtain a Certificate qualification for the additional class, and you already hold a Certificate for your original classification, the authorised providers will be able to inform you if any of the learning modules you have completed for one course are applicable as recognition of prior learning for the additional class.

Further information

www.transport.wa.gov.au/licensing/get-a-driving-instructors-licence

Email: Occupational.Licences@transport.wa.gov.au

Telephone: 13 11 56

In Person: Your local DoT DVS Centre or Regional Agent

If you already have a Driving Instructor's Licence when you obtain a relevant certificate, you will generally be exempted from future DoT theory and practical reassessments. Simply show your Certificate to licensing staff when you next go to renew your Driving Instructor's Licence and they will attach a certified copy to your renewal application. It will also be noted or stamped in your Driving Instructor's booklet that your Certificate exempts you from any regular retesting. However, in circumstances where the Director General of DoT is no longer satisfied that you meet the licensing requirements, you may be required to demonstrate your competencies.

All Driving Instructor Licence holders are required to have regular medical assessments. If you have a pre-existing medical condition and are required to undertake regular testing as part of your ordinary driver's licence, those tests will generally be sufficient for your Driving Instructor's Licence. For all other Driving Instructors, the timeframes for medical reassessments are as follows.

Driving Instructors who are:

- under 45 years of age are required to be assessed every five (5) years;
- 45 years of age or more but under 65 years of age are required to be assessed every two (2) years; or
- 65 years of age or more are required to be assessed every year.

Information about any required medical assessments will be mailed to you with your Driving Instructor's Licence renewal information. Your doctor must state that you are still fit to drive any and all classes of motor vehicle you instruct in before the Instructor's Licence may be renewed. This assessment must be completed at Commercial Standards.