

# L10 - How to obtain a Driving Instructor (d) Endorsement

Effective Date: 14 February 2007

## Who Requires a Driving Instructor (d) Endorsement?

Anyone, who for payment or reward, teaches or instructs others to drive or ride motor vehicles, must hold a current driver licence for the class of vehicle/s being taught, including a (d) (driving instructor) endorsement which permits this activity.

## Requirements for (d) Endorsement

- You must hold a current driver licence of the Class you wish to teach.
- You must have held a driver licence in the NT or anywhere for a continuous period of 3 years immediately prior to making application.
- You must be of good character (fit and proper) and undertake a Police Criminal and Traffic Offence History check.
- You must have completed and signed an application form - Form L1.
- You must be medically fit (a medical examination is required).
- You must pass a theory test and pass a practical test, or hold a Certificate III or Certificate IV Driving Instructor qualification.

A list of all of the relevant forms and information required in support of your (d) endorsement application is at the rear of this bulletin.

## Criminal and Traffic Offence History Check

Before issuing (d) endorsements the Registrar must be satisfied that applicants are fit and proper persons.

The determination of this is based on information obtained, at the applicants' expense, through a criminal history and traffic record check, and may also take into account any civil complaint history available to the Registrar or Director.

The Criminal and Traffic Offence History supplied will provide details of any criminal convictions recorded against the applicant in most States/Territories of Australia together with your traffic history/driving record.

If you have previously resided in QLD, specific requirements for obtaining your records apply. Refer to Information Bulletin L26 "Guidelines for Obtaining Criminal & Traffic Offence History" for full details.



**IMPORTANT NOTE:**

Certain criminal and/or serious traffic offences may preclude an applicant from obtaining a (d) endorsement. As each application is individually assessed on its merits, delays in approving/declining your application may be experienced. Applicant's who are aware that they have a recorded history should discuss any potential impact with an MVR Customer Services Manager.

## Appeal process

Should your application be refused for any reason, you have the right of appeal through a review panel.

The panel is appointed by the Registrar and usually consists of two MVR managers not involved in the original determination process, and an external person. The Panel will make a written recommendation to the Registrar. In the event that you seek panel intervention, you will be required to release your criminal history to the external panel member.

A person aggrieved by a decision of the Registrar made under section 25B, 25C or 25F of the *Motor Vehicles Act* may, on giving to the Registrar not less than 14 days notice, appeal against the decision to the Local Court.

## Medical Examination

You will need to undergo a medical fitness assessment. This is to be carried out by a doctor of your choice, who is familiar with your medical history, and is at your own expense.

You should obtain [MVR Information Bulletin L34](#) – Medical Assessment of Fitness to Drive. This bulletin contains information relating to undertaking a medical assessment, and contains Form L2 – Medical Assessment of Fitness to Drive, and a “Patient Questionnaire” which you should take with you to your chosen Health Professional.

You should request that the examination be conducted and reported in accordance with the nationally agreed medical standards for Commercial Vehicle drivers, using the licensing and clinical management guidelines “Assessing Fitness to Drive for Commercial and Private Vehicle Drivers – September 2003”.

Once completed, Form L2, which is your “Medical Assessment Certificate” should be returned to the issuing MVR office or Police Outstation. The Patient Questionnaire should be kept by your Health Professional and **not** returned to MVR.

If your Health Professional does not have the “Assessing Fitness to Drive for Commercial and Private Vehicle Drivers” standards available, this publication can be obtained by the health professional from (Or downloaded at no cost from the AUSTROADS web site:

<http://www.austroads.com.au/aftd/index.html>):

Driver Licensing Operations Co-ordinator  
Motor Vehicle Registry  
GPO Box 530  
Darwin NT 0801  
Telephone: (08) 8999 3108 Facsimile: (08) 8999 3103



## Theory Test

Candidates who present a Certificate III or IV Driving Instructor qualification are not required to undertake a theory test.

Candidates who do not have one of the above certificates must pass a theory test which is designed to assess personal driving habits, knowledge, and use of appropriate instructional techniques.

The theory test is a selection of 30 questions that require a longhand answer, and is designed to test the knowledge, understanding and application of Northern Territory and Australian road law,

### **Please note:**

Theory Test may take you up to 2 hours to complete and once completed will be forwarded to the Registration and Licensing Policy Unit for marking. Results of the Theory Test will be available within 10 Working Days.

Candidates must successfully complete the theory test before booking a practical test.

## Practical Test

Candidates who present a Certificate III or IV Driving Instructor qualification are not required to undertake a practical driving test

Candidates who do not have one of the above certificates must, after successfully completing the required Theory Test, pass a practical on road driving and instruction test which is designed to assess personal driving habits, knowledge, and use of appropriate instructional techniques.

On payment of the prescribed fee, a booking may be made for the practical test. Test duration is approximately two hours.

The test is conducted in four phases:

1. Observed drive
2. Commentary drive
3. Static demonstration instruction
4. Mobile demonstration instruction

At the conclusion of the test you will be debriefed to provide feedback as to your performance.

- The vehicle, which you provide for the test, must be registered, roadworthy and provide clean, safe seating for yourself and two Testing Officers.
- Regardless of age, class "C" (car) vehicles must be fitted with seat belts for the use of Testing Officers.

## Where practical tests are conducted

Practical Driving Assessments for an Instructor's endorsement are only available from the MVR Goyder Road office in Darwin and the MVR North Stuart Highway office in Alice Springs.

Applicants from outside of the Darwin/Alice Springs regions should contact the Officer Manager/Supervisor of their local MVR Office.

## Issue of (d) Endorsement

When all the requirements have been met (and on payment of the prescribed fee), the (d) endorsement will be added to your driver licence.

## Renewal of (d) Endorsement

Every five years, usually to coincide with the renewal of your driver licence, you will be required to update your (d) endorsement by providing:

- Current Medical Examination Certificate, completed on approved Form L2 – Medical Assessment of Fitness to Drive.
- Criminal history check. This can be arranged through your local Police Station. However, if you have a recorded traffic conviction in Queensland since your last fit and proper assessment, you will also need to obtain this record. Refer to Information Bulletin L26 for details.
- You may be required to pass a short theory test relating specifically to any changes in relevant legislation within the previous five years (if applicable).
- If you are not classified as a practising instructor, i.e. you have let your endorsement lapse, you may be required to comply with all of the above, as well as undertake a complete practical test.

### IMPORTANT NOTE:

The onus is on applicants to prove that they have been actively working as a driving instructor within the 12 month period immediately prior to renewal of the Instructors Endorsement to avoid the need for undertaking a Theory and/or Practical Test.

If minimal proof is provided, then only a Theory will be required. Where no proof is provided then a Theory and Practical will be required.

Relevant forms can be obtained from your nearest MVR office or Police Outstation.

Routinely, driver licence renewal notices are sent to the recorded postal address six (6) weeks prior to the expiry date of the licence. As criminal history checks may take several weeks to complete, you are encouraged to arrange for the outcome to be forwarded to MVR before to the expiry date of your licence.

### IMPORTANT NOTE:

Your (d) endorsement will **not** be renewed without an updated criminal history check and/or medical assessment.

## Forms and Information required

### Code of Practice for Driving Instructors in the Northern Territory

Available over the counter at MVR Offices or the internet: <http://www.mvr.nt.gov.au>

### Form L1 – Renewal/Application for Licence/Learner Licence to drive a Motor Vehicle

Available over the counter at MVR Offices

### Information Bulletin L26 – Guidelines for obtaining Criminal and Traffic Offence History

Available over the counter at MVR Offices or the internet: <http://www.mvr.nt.gov.au>

### Form PF165 – Authority to Release Criminal History

Available over the counter at MVR Offices, Police Stations or the internet:  
<http://www.nt.gov.au/pfes/police/services/chwu/index.html>

### Information Bulletin L34 – Medical Assessment of Fitness to Drive Form L2 – Medical Assessment of Fitness to Drive (attached) Patient Questionnaire (attached)

Available over the counter at MVR Offices or the internet: <http://www.mvr.nt.gov.au>

## Privacy and your Information

The information you provide to MVR to obtain a driver licence is collected for the purpose of compliance with and enforcement of the Northern Territory Motor Vehicles Act.

The Registrar of Motor Vehicles is required to collect information for registrations, licences and permits under section 92 of the Motor Vehicles Act. The Registrar adheres to the Department of Planning and Infrastructure's Privacy Statement and the Information Act. Further information on privacy can be found at [www.dpi.nt.gov.au](http://www.dpi.nt.gov.au)

<b>Contact Details</b>	
<b>Motor Vehicle Registry</b>	
Telephone	1300 654 628
Facsimile	(08) 8999 3103
Email	<a href="mailto:mvr@nt.gov.au">mvr@nt.gov.au</a>
Web	<a href="http://www.mvr.nt.gov.au">www.mvr.nt.gov.au</a>
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