

How to apply for an Accident Tow Truck Trainee Permit

To be able to drive an accident tow truck, you must be accredited.

If you are new to the tow truck industry, it can be helpful to obtain an Accident Tow Truck Trainee Permit before applying for an Accident Tow Truck Accreditation. This provides you with the opportunity to experience the requirements of an accident tow truck driver (for example, attending an accident scene, securing a damaged vehicle to a tow truck; salvage; cleaning up debris, etc) while under the supervision of an experienced and accredited Tow Truck Driver.

To obtain the permit, you must apply to VicRoads. VicRoads will assess your application in accordance with the *Accident Towing Services Act 2007* and *Accident Towing Regulations 2008*.

The permit is valid for 60 days from the date of issue.

To apply for a permit, you must submit the following documents to VicRoads in support of your application.

Application Form

Complete and sign the Accident Tow Truck Trainee Permit Form. Please complete every question on the form thoroughly. This will help VicRoads to assess your application and process it more quickly.

Passport Photos and Proof of Identification

To enable VicRoads to process your application, two passport-sized photographs of you, and a copy of your driver's licence are required. The passport-sized photographs must be:

- no more than six months old, dated and signed by the photographer; and
- on a plain, light coloured background; and
- an acceptable likeness to you; and
- a full front view of your head and shoulders, without any head covering or tinted glasses.

If you normally wear prescription glasses, you should wear them for your photograph.

VicRoads will only accept a photograph that shows all your facial features.

A copy of your driver's licence is required as proof of identification.

Application Fee

A fee is payable to VicRoads by cheque or money order. This fee is for processing your application. If you are successful you will be issued with an Accident Tow Truck Trainee Permit for 60 days. You can find out the current fee by going to the Tow Truck section of the VicRoads webpage and clicking on *Fees*, or by telephoning VicRoads on (03) 9881 8787. If VicRoads refuses your application, the application fee and any documentation that you have supplied to VicRoads will be returned to you.

National Police Certificate

A current National Police Certificate issued within the last six months is required for an Accident Tow Truck Trainee Permit. You can go to the Victoria Police website police.vic.gov.au to order the National Police Certificate. It may take up to ten working days to obtain a Certificate, and the Certificate must be sent to VicRoads **with** your application.

Privacy Statement

VicRoads is committed to protecting your privacy by fully meeting its responsibilities under the *Road Safety Act 1986*, *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. All personal information you provide will be handled in accordance with these requirements. The collection of information on this form is required by the *Accident Towing Services Act 2007*. Information held by VicRoads may be disclosed to various organisations, including the Victorian Civil and Administrative Tribunal and Victoria Police, in order to carry out their duties under the *Accident Towing Services Act 2007*.

VicRoads privacy statement can be accessed at vicroads.vic.gov.au

Further Information

For assistance with completing this application form or for other enquiries about accident towing and Accident Tow Truck Trainee Permits, please:

- telephone VicRoads on (03) 9881 8787; or
- email VicRoads at accidenttowing@roads.vic.gov.au; or
- visit the Tow Truck page of the VicRoads website at vicroads.vic.gov.au (go to Business & Industry > Tow Truck Industry)

Section 1: Applicants Details

Driver Licence No.															Expiry Date	D	D	M	M	2	0	Y	Y	<input type="checkbox"/> Male	<input type="checkbox"/> Female						
Surname/Family Name																															
First Name												Second Name																			
Name at Birth <i>(if different from above)</i>																		Date of Birth						D	D	M	M	Y	Y	Y	Y
Residential Address																		Postcode													
Postal Address <i>(if different from above)</i>																		Postcode													
Tel: <i>(Home)</i>												Tel: <i>(Business)</i>																			
Tel: <i>(Mobile)</i>												Email:																			

Section 2: Eligibility to apply

2.1 Fitness and Health

a) I believe that I am sufficiently fit and healthy to be able to perform accident towing services in a manner that is safe, timely, efficient, responsible and law abiding. Yes No

2.3 Appropriate Character

a) I believe I am a person of good character. Yes No

b) I shall provide accident towing services in a manner that is safe, timely, efficient, responsible, and law abiding. Yes No

Section 3: Sponsorship and Declaration

3.1 Sponsorship and Declaration

VicRoads needs to ensure that you are supervised by an accredited Tow Truck Driver which will enable you to gain exposure to the accident tow truck industry. Therefore, the Accredited Accident Tow Truck Operator or the Accredited Accident Tow Truck Depot Manager where you are supervised is required to complete the declaration below.

Name of Accident Towing Service Company
Sponsor's Name <i>(Accredited Accident Tow Truck Operator/Depot Manager)</i>

Accident Tow Truck Trainee Permit Application for Permit

I hereby state that the applicant named on this Accident Tow Truck Trainee Permit application form will be supervised by the above mentioned Accident Towing Service. I agree that the applicant will be provided with training and on-the-job experience to ensure the applicant gains the required knowledge to comply with the requirements of an accredited Tow Truck Driver.

Signature of Sponsor	Accreditation Number	Date / /
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Section 4: Criminal Record Check

VicRoads must be satisfied that an applicant is of appropriate character when determining whether to approve an application for an Accident Tow Truck Trainee Permit. Any omissions or misleading information may lead to your application being refused. If you answer "Yes" to a question in this section, VicRoads may seek further information to assist in determining your application. The following questions do NOT apply to speeding fines or parking tickets. To view a list of relevant offences please go to the Tow Truck section of the VicRoads webpage and click on Tow Truck Publications or telephone (03) 9881 8787.

- a) Are there any criminal charges pending against you? Yes No
- If yes, what is the offence or offences that you are currently charged with?

- b) Have you been found guilty of a criminal offence? Yes No
- If yes, what is the offence or offences that you were found guilty of? (attach a second page if necessary)

- c) If yes, have you told VicRoads about this finding of guilt in a previous application for an Accident Tow Truck Trainee Permit, or during a disciplinary proceeding taken against you by VicRoads? Yes No

- d) Have you ever been refused an Accident Tow Truck Trainee Permit, or have you ever been disqualified from applying for an Accident Tow Truck Driver accreditation? Yes No

Section 5: Consent to Check Criminal Or Other Records Record Check

I hereby consent to the checking of criminal or other records kept by Victoria Police, or other Police Authorities, and VicRoads. I authorise the release of information regarding any convictions or other information recorded against my name. This includes details of any matters, whether convicted or not, which may be deemed to be relevant to my application to hold an Accident Tow Truck Driver Trainee Permit.

I undertake that I will at all times hereafter indemnify and keep indemnified the Chief Commissioner of Police and all employees of the Victoria Police, other Police Authorities, and VicRoads against actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the release of any details of any convictions or any information relating to or involving me.

Signature	Name of Applicant	Date / /
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Section 6: Certification

So that VicRoads can be satisfied that the information in your application form is true and correct, and process your application, please sign the following certification. Applicants are warned that any person who gives false information when completing this form shall be guilty of an offence against section 215 of the Accident Towing Services Act 2007. If found guilty of an offence, a monetary penalty can apply.

- Please complete the certification by:**
- inserting your full name and date
 - signing where indicated
 - having it witnessed by an independent person.

I confirm that the information provided in this form is true and correct.

Name of Applicant	Signature of Applicant	Date / /
In the Presence of (Name of Witness)	Signature of Witness	Date / /

Section 7: Important Note for all Applicants

- VicRoads will determine your application to be incomplete if you fail to provide all of the required information, or if you have provided incomplete or misleading information.
- If your application is incomplete, VicRoads will return your incomplete application form to you, and will reconsider your application once the required information is provided to VicRoads.
- If VicRoads refuses your application, the application fee and any documentation that you have supplied to VicRoads will be returned to you.

Section 8: Checklist

Prior to forwarding your application form, please check that you have completed the items listed below. Failure to complete or provide the required documents may delay the processing of your application.

- All sections are complete and questions answered
- You have attached two (2) passport size colour photographs
- You have attached a copy of your driver's licence
- You have attached a cheque or money order made payable to VicRoads for the current application fee
- You have attached the National Police Certificate

Once the above steps have been completed, send your application to:

VicRoads - Accident Towing, 12 Lakeside Drive, Burwood East Victoria 3151