

How to become an Accredited Traffic Controller

A person accredited under the Traffic Controller Accreditation Scheme is authorised to control traffic:

- at road worksites where a road closure or part road closure is necessary, or
- at other events on the road where a road closure or part road closure is necessary, or
- in other circumstances where traffic control is required on a roadway.

Certain people who control traffic are not required to be accredited under the scheme. They include police officers, authorised officers such as Department of Transport and Main Roads transport inspectors, accredited escort vehicle drivers, department school crossing supervisors, state emergency service officers, people employed or volunteering as car park attendants who direct or divert traffic within a car park.

The requirements for accreditation as a traffic controller are in accordance with the *Transport Operations (Road Use Management - Accreditation and Other Provisions) Regulation 2015*. Relevant information for traffic controller applicants is provided by the department in this information sheet.

Accreditation as a traffic controller is granted for 3 years.

Application Requirements

To apply for a new Traffic Controller accreditation, applicants have the option to lodge an application in person at a TMR Customer Service Centre or online at <https://www.service.transport.qld.gov.au/applyfortrafficcontrolleraccreditation/public/Welcome.xhtml>.

In person: (new applications & Renewals)
Complete the Traffic Controller Accreditation

Application form (F4115) and lodge the application at a TMR customer service centre and pay the appropriate fee.

It is recommended that applicants attend the closest centre to the person's residential address.

The applicant will be required to present evidence of identity documentation when they attend the Customer Service Centre to lodge their application.

Online: (new applications only)

Applicants who have had a digital photo image taken by TMR for a product such as a Queensland driver licence or another industry authority, will be able to use the online service, however this will depend on successfully answering authentication questions.

Applicants will be required to upload relevant documentation to support their application (such as their course certificate) and pay the traffic controller accreditation fee by credit card.

A customer will not be able to apply online for a Traffic Controller Accreditation application if they:

- Have not had a digital photo image taken by TMR for a Queensland driver licence or other industry authority product;
- Already hold a Traffic Controller accreditation (renewal applications cannot be accepted via the online service);
- Already have a Traffic Controller accreditation application in the system waiting to be processed / finalised;
- Have not held an open or provisional Queensland, interstate or foreign license for in the last 5 years;
- Are not an individual (organisations are not eligible to apply for traffic controller accreditation).

Driver Licence

The person must have held an open or provisional driver licence (Australian or foreign) within the last 5 years. If the person is already a traffic controller and is renewing their accreditation, this requirement is not relevant.

Offence History

The department may refuse to grant an accreditation to a person who has been convicted or charged with a criminal and/or traffic offence. The public put their trust in persons accredited to control traffic and expect these people to be safety conscious at all times.

In light of public interest and public safety considerations, the department may take into account any charges or offences committed in any jurisdiction in deciding whether or not to issue the accreditation. Applicants who have a recent history of offences, for example, assault or drug related offences would be unlikely to be accredited as a traffic controller.

Medical Suitability

The applicant must satisfy certain medical fitness and suitability criteria. This criteria is listed on the *Traffic Controller Accreditation Application* form (F4115).

If a disability such as poor eyesight, poor hearing or immobility is declared on the application form, the form must be signed by an appropriate medical professional to confirm the person's suitability to undertake the role.

Training Qualifications

The person must have successfully completed an approved traffic controller training course. The training course must be delivered by an approved Registered Training Organisation (RTO). A list of RTO's is located on TMR's website at: <http://www.tmr.qld.gov.au/Business-industry/Accreditations/Traffic-Controller-Accreditation-Scheme.aspx>

The training course is delivered through both theory and practical components including a minimum of 20 hours supervised on-site experience for new entry scheme entrants. For any questions about training courses, please contact an RTO

Application Process

In processing an application to become a traffic controller, TMR undertakes relevant criminal and traffic history checks. While the majority of applications can be processed within 1 - 2 weeks, traffic controller applicants should be aware that delays can occur which are out of the control of TMR. Occasionally criminal history checking will take several weeks or longer due to the nature of the national criminal history checking process.

Before Approval

Applications may be lodged prior to completion of the relevant training qualification to allow TMR to commence the required checks. The relevant training qualifications must be lodged within 3 months from the lodgement of the application.

A decision on the application will usually be made within 28 days of receiving all information relevant to the application. The applicant will be advised of the decision within 14 days of the decision being made.

In the case of the application being refused, the applicant will be given a notice stating the reason/s for refusal. If the application is unsuccessful for any reason the application fee will not be refunded.

After Approval

After TMR has made a decision to grant the application, the Customer Service Centre will issue the applicant with a traffic controller industry licence card and a notice stating the terms and conditions of approval.

During Period of Accreditation

Traffic Controller Accreditation Scheme Approved Procedure

Accredited traffic controllers are required to operate at the highest standard and comply with the Traffic Controller Accreditation Scheme Approved Procedure (TCASAP). The responsibilities and procedures for traffic controllers are clarified in this publication.

Failure to comply with the TCASAP may result in the accreditation being amended, suspended or cancelled. A traffic controller may also be issued with a penalty infringement for non-compliance.

The TCASAP can be accessed on the TMR website at:

<http://www.tmr.qld.gov.au/Business-industry/Accreditations/Traffic-Controller-Accreditation-Scheme.aspx>

Renewal of Accreditation

Approximately 7 weeks prior to the accreditation expiry date, a renewal notice and a renewal application form is posted to the traffic controller. This gives the traffic controller sufficient time to undertake a refresher training course and to have a medical assessment conducted (if they have a disability that may impact on their ability to perform the role) before lodging the application to a TMR Customer Service Centre.

If further information or clarification is required about your application, please contact the nearest TMR Customer Service Centre.