

You're licensed - what happens next?

Confirm the required approvals for each vehicle, driver and service. Keep this checklist with your operating records.

Licences & approvals

- ☐ Check the issued road licence and applicable JTB licensing approval.
- ☐ Record actual expiry dates. A pending renewal does not extend validity.

Insurance

- ☐ Check cover for your actual vehicle, drivers and services.
- ☐ Renew before expiry. JAVO arrangements do not replace motor insurance.

Vehicle readiness

- ☐ Keep registration, fitness, tracking and required equipment current.
- ☐ Complete pre-trip checks and keep maintenance records.

Drivers & changes

- ☐ Keep each driver's licence and applicable credentials current.
- ☐ Report vehicle, driver, licence, insurance and contact changes to JAVO.

Tax & business records

- ☐ Keep income, expense, booking and maintenance records.
- ☐ Confirm applicable filing, payment and TCC requirements with TAJ.

Passenger information

- ☐ Collect only necessary information; restrict access and protect records.
- ☐ Follow agreed retention and incident-reporting procedures.

Next: complete the renewal tracker and acknowledgment on page 2. Keep physical originals secure and obtain a receipt when custody changes.

Your renewal tracker

Use each document's actual expiry. Confirm current requirements and renewal windows with the issuing authority. Suggested reminders: 60 and 30 days before expiry.

Document	Actual expiry	Reminder	Renewed / notes
Transport Authority road licence			
Applicable JTB licensing approval			
Motor insurance			
Fitness certificate			
Vehicle registration			
Driver credentials			
TCC / other applicable records			
JAVO membership correspondence			

Acknowledgment of receipt

I acknowledge receiving this guide and the final documents identified in my handover checklist. Receipt does not waive my rights or independently confirm government approval.

Member name: _____

Member number: _____ Date: _____

Signature: _____

Return this signed acknowledgment to JAVO or reply to the handover email. Contact JAVO about missing documents or questions.