

Becoming a Bus Driver in NSW

What is Required?

To become a bus driver in NSW a person needs to hold:

- A Driver's Licence relevant to the type of vehicle they wish to drive. Generally, this is a Light Rigid (LR), Medium Rigid (MR) or Heavy Rigid (HR) licence. (Some companies will provide training to the required licence as part of their recruitment process).
- A Driver's Authority issued by the NSW Ministry of Transport.

In addition, any driver working with children (e.g. school bus driver) will need to have been screened using the Working with Children Check prior to commencing employment.

1. Obtaining a Driver's Authority

To obtain a Driver Authority for a bus or coach, an applicant must lodge the following items to the NSW Ministry of Transport:

- A completed driver authority application form (including 2 passport photos) and a fee of \$70.
- A photocopy of the relevant driver's licence.
- A completed health assessment form involving attending a medical examination.
- Evidence of completion of Driver Authority Training.

All forms required can be obtained from the Ministry of Transport, or from driver trainers.

2. How are Applications Processed?

On receipt of the above documentation, the Ministry of Transport obtains a criminal history check from the police, and a driving history from the RTA. This information, as well as the information on the health assessment, will be used to assess whether the applicant meets the appropriate requirements for a Driver's Authority.

Approved applicants usually receive their Driver Authority Card from the Ministry within two weeks. Where additional inquiries are made regarding criminal or driving history, the Authority may take up to six weeks. Unsuccessful applicants are notified by mail.

3. Health Assessments

As outlined above, one of the conditions to a person obtaining a Driver's Authority is that the person is assessed as medically fit to drive a public passenger vehicle. This assessment is undertaken using a form issued by the Ministry of Transport. The assessment may be done by the applicant's General Practitioner, however where medical issues are identified the applicant may be referred to a specialist for further assessment.

4. Driver Authority Training

One of the conditions to the Ministry issuing a Driver's Authority is evidence that the applicant has undergone a training course undertaken by a trainer authorised by the Ministry of Transport. Click **here** for a list of current Driver Authority trainers.

The approved Driver Authority course was developed in consultation with BusNSW and its training provider, INTO Training. The course covers five areas:

1. Legislation and Driver Authority
2. Customer service
3. Vehicle operations
4. Managing breakdowns and emergencies
5. Driver welfare and safety

Assessment for the Driver Authority program consists of a number of short answer and multiple-choice questions to be completed after each of the five sections is taught. Evidence of successful completion of each of these sections is required to obtain a Driver Authority.

Driver Authority Renewals

Driver Authorities are valid for a period of three years. The Ministry of Transport will send applicants a renewal form prior to the renewal date on their Authority. Renewals cost \$70 per Authority. The Ministry of Transport will send drivers a letter advising when they need to supply a new medical assessment form (usually every three years). Drivers over the age of 60 or drivers with specific medical conditions e.g. diabetes, cardiac or neurological conditions will need to provide annual health assessments.

Further Information

Further information on Driver Authority training can be obtained from:

BusNSW

27 Villiers Street, North Parramatta, NSW 2151

Tel: (02) 8839 9500

www.busnsw.com.au

INTO Training

Level 1, 8 Butler Drive Hendon, SA 5023

Tel: 1300 739 881
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