

# Application for an Authority to Drive a Bus

## (Public Passenger Bus seating 13 or more)

To be eligible for a driver authority you must:

- Be at least 20 years of age.
- Hold a current unrestricted/unconditional driver licence issued in New South Wales, or have held an unrestricted driver licence issued in any Australian state or territory for at least 12 months of the previous two (2) years.
- Be an Australian or New Zealand Citizen, permanent resident of Australia or hold a visa allowing you to work in Australia
- Be medically fit.

And you must do one of the following:

- Provide evidence of a criminal history check undertaken no more than three (3) months prior to the date of the application. Your criminal history check must include all of your names and any previous names that you have been known by.
- Or elect for RMS to apply for your criminal history check on your behalf you will need to provide a 100 points of certified identification. Please be aware that this will increase the processing time of your application.

<http://www.rms.nsw.gov.au/business-industry/public-passenger-vehicles/proof-identity.html>

### Part A - Personal Details

**Please note:** if your details change you must notify Enrolment Services Roads and Maritime Services within 7 days.

1. Surname (*family name*)
2. Given names
3. Sex      Male       Female
4. Date of birth  
  
day      month      year
5. Place and country of birth
6. Residential address (*PO box not accepted*)
7. Mailing address (*if different from above*)
8. Email address
9. Daytime contact number      10. Fax number
11. Mobile number
12. Driver licence number      13. State issued and class
14. Expiry date  
  
day      month      year
15. How long have you held your NSW Driver licence for?  
 years

16. Have you ever held a driver licence issued by another state or territory?

**Note:** If you have held a driver licence from another state or territory in the last 5 years you **will** be required to provide a copy of your driving history from that state.

Yes  **▶ if yes give details**      State/territory of issue  
 No      

Date issued      Date cancelled / expired  
        
day      month      year      day      month      year

17. Are you now or have you ever been known by another name or date of birth?

Yes  **▶ if yes give details**  
 No

Details

18. Are you applying through Mutual Recognition?

**Note:** To apply under mutual recognition you must be the current holder of an authority to drive a bus in another Australian state or territory or New Zealand.

Yes   
 No

Please provide 2 recent, identical, clear colour photos, **65mm x 65mm**, of your head and neck on a pale background without hat or sunglasses

Polaroid, black backed and passport photographs are not acceptable

**AFFIX PHOTO HERE**

# Application for an Authority to Drive a Bus

## Part B - Your History

### 19. Do you hold or have you ever held a NSW Public Passenger Driver Authority (Bus, taxi, hire car) ?

You **must** provide details of any previously held public passenger driver authorities, including any authority you have held in another name. If you have ever driven a public passenger vehicle in NSW after 1990, you would have been required to hold an authority to drive such a vehicle.

Yes  if yes give details  
No

In which name(s) was authority held

Year issued

Type of authority

Authority number

Is the authority current?

Yes  
 No

### 20. Have you ever had a NSW driver authority cancelled, suspended or varied? OR have you ever had an application for an authority to drive a public passenger vehicle refused?

You **must** provide details of all NSW driver authorities you have ever held which have been cancelled, suspended or varied. You must also provide details on any previous applications for a NSW public passenger vehicle driver authority which were refused or not successful.

Yes  if yes give details  
No

#### i In which name(s) was authority applied for

Year

Type of authority

Reason for refusal, cancellation, suspension or variation

  

#### ii In which name(s) was authority applied for

Year

Type of authority

Reason for refusal, cancellation, suspension or variation

  

### 21. Have you ever had your driver licence suspended, cancelled, disqualified or refused for any reason in NSW or elsewhere?

You **must** provide details if you have ever had your driver licence suspended, cancelled, disqualified or refused for any reason. If your driver licence has been suspended, cancelled or disqualified for any reason regardless of whether you think the reason was appropriate you are required to provide details.

Yes  if yes give details  
No

#### i In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or variation

  

#### ii In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or variation

  

#### iii In which name(s) was driver licence held

Year

State of issue

Reason for refusal, cancellation, suspension or variation

  

**Note:** If you are granted a NSW public passenger vehicle driver authority and you hold a driver licence in another state or territory (ie not NSW) you must provide Roads and Maritime with an annual police check and driver licence traffic history.

**Important Notice:** Applicants applying for an authority should note that any approvals granted in relation into this application will lapse six months from the date of the approval. Driver training (if required) must be completed within this time. If training has not been completed or the application has not been finalised within six (6) months a fresh application will need to be submitted and a new application fee will be charged.

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22. In the last five (5) years, have you been issued with a Traffic Infringement Notice (fine) or have you been before a court for any traffic offence/s OR is there any court action pending against you in relation to a traffic offence?

**Note:** You are not required to disclose any spent conviction as detailed in Section 8 and 12 of the *Criminal Records Act 1991*

*This includes all charges against you which are yet to go to court, or are currently before the courts. You must also provide details of any convictions recorded against you, including convictions recorded against you in another name. You must include all traffic offences within the last 5 years no matter how minor you believe them to be.*

Yes  if yes give details  
No

i Date

day	/	month	/	year
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Details of offence/fine


Court

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Outcome


ii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence/fine


Court

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Outcome


iii Date

day	/	month	/	year
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Details of offence/fine


Court

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Outcome


iv Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence/fine


Court

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Outcome


v Date

day	/	month	/	year
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Details of offence/fine


Court

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Outcome


*Please attach a separate sheet if you require more space*

23. In the last ten (10) years have you ever been before a court in NSW or elsewhere for any reason where you have been found guilty or convicted for an offence OR are there any charges or court action pending against you for any other offence/s.

**Note:** You are not required to disclose any spent conviction as detailed in Section 8 and 12 of the *Criminal Records Act 1991*

*This includes all charges against you which are yet to go before the courts or, are currently before the courts. You must also provide details of any convictions recorded against you including convictions recorded against you in another name. You must include all convictions within the last ten (10) years no matter how minor you believe the conviction or charge to be.*

Yes  if yes give details  
No

i Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


# Application for an Authority to Drive a Bus

ii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

--

Outcome


iii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

--

Outcome


iv Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


*Please attach a separate sheet if you require more space*

24. Do you have any criminal convictions in NSW or elsewhere which occurred more than ten (10) years ago (more than three (3) years ago if committed as a juvenile) where you were imprisoned for more than 6 months or the conviction/s related to a sexual offence?

*This question requires you to provide details of any convictions which occurred more than ten (10) years ago in which you were imprisoned for more than 6 months or where the conviction related to a sexual offence. You must provide details of any sexual offence you have been convicted of even if the sentence was less than 6 months or where no sentence was served.*

Yes  if yes give details

No

i Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


ii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

--

Outcome


iii Date

day	/	month	/	year
-----	---	-------	---	------

Details of offence


Court

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Outcome


*Please attach a separate sheet if you require more space*

# Application for an Authority to Drive a Bus

## Part C - Citizenship and Visa Status

### 25. Are you an Australian Citizen or Permanent Resident?

Yes  refer below

No

If yes, attach a certified copy of your Birth Certificate or Passport or Australian Citizenship Certificate.

### 26. Are you an New Zealand Citizen?

Yes  refer below

No

If yes please provide your New Zealand passport number or a certified copy of your New Zealand Citizenship Certificate.

New Zealand passport number

### 27. If you are not an Australian or New Zealand Citizen, do you hold the appropriate visa to lawfully seek employment in Australia?

Yes  refer below

No

If yes, please provide your passport number and the name of the country that issued your passport

Passport number

Country of issue

## Part D - Privacy Statement

We are collecting your personal and health information in connection with your application and an operator authority under the *Passenger Transport Act 1990 and 2014* and may retain and use it for the purposes of that Act and for driver licensing, motor vehicle, road transport or road safety purposes. Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information and health information in order to verify it and to assess your application. We may disclose your personal information in respect of motor accidents enquiries and to other public passenger transport regulators, driver licensing and vehicle registration agencies. We may also disclose your personal information where relevant to other accredited operators under the *Passenger Transport Act 1990 and 2014* (or other legislation) and also to Transport for NSW in connection with the administration of the *Passenger Transport Act 1990 and 2014*. Otherwise, we will not disclose your personal or health information without your consent unless authorised by law.

This Privacy Statement also applies in respect of your personal and health information we may subsequently collect in relation to your operator authority. Your personal and health information will be held by Roads and Maritime at 20-44 Ennis Road, Milsons Point NSW 2061 and generally you can contact us to access or correct it.

## Part E - Applicant Declaration and authority for collection and disclosure of information

I declare that:

I have read and understood all the information and questions on this form and the information provided by me are, to the best of my knowledge, true, correct and accurate in every detail.

I have listed all details of charges pending against me, convictions recorded against me or proven offences against me for any offence(s).

I am in possession of a valid Australian/New Zealand passport, birth certificate or visa.

I am aware that a person who attempts to obtain a driver authority by false statement, misrepresentation or omission of details likely to affect the application, shall be guilty of an offence and liable to a penalty of up to \$2,200 and any authority issued may be cancelled.

I will comply with the *Passenger Transport Act 1990 and 2014*, associated regulations and conditions relevant to a driver authority and understand that failure to do so may result in my driver authority being suspended, cancelled or varied.

I consent to Roads and Maritime obtaining any information it requires to determine whether to grant, renew or cancel my driver authority and to assess whether I am a fit and proper person and of good repute. This may include (but is not limited to) complaints, charges, convictions, traffic infringements and driver licence suspensions and cancellations. I consent to third parties (including but not limited to police, judiciary and licensing authorities) releasing that information to Roads and Maritime. This consent continues and may not be revoked by me so long as I hold (or apply for) a driver authority or while any legal action is proposed against me in respect of a driver authority including a suspended, cancelled or expired authority.

Name

Signature

Date

# Application for an Authority to Drive a Bus

## Part F - Applicant checklist

- Application form (with all questions answered)
- Medical Assessment Form (completed by you and your medical practitioner)
- Two (2) photographs that meet Roads and Maritime Services specifications (one photograph must be signed by a Justice of the Peace (JP))
- A copy of your NSW driver licence. If you hold a driver licence in another state or territory (ie not NSW you must supply a certified copy of your driver licence)
- An original or certified certificate stating that you have successfully completed the required training course
- Evidence of Citizenship and Visa Status
- Applicant Declaration signed
- An original or certified copy of your Criminal History Check. An original National Criminal History Record Check is available through NSW Police Force at [www.police.nsw.gov.au](http://www.police.nsw.gov.au). You may also apply for a Criminal History Check through an accredited Crimtrac provider. The Criminal History Check must have been conducted within 3 months from the date the driver authority application is submitted.
- A non-refundable application fee (\$70) for consideration and processing of the application. All cheques and money orders should be made payable to Roads and Maritime Services. You can pay the application fee via your credit card (Visa and Mastercard only) by filling in your credit card details on the page attached to the rear of this form or by EFT (details below).

Bank: Westpac  
 BSB: 032-001  
 Account No: 170497

\*please provide your driver licence number in the reference field of your financial institution when processing your payment. You will need to provide your receipt number in the box below.

Receipt number	Date
<input type="text"/>	<input type="text"/> day / month / year

## Part H - Lodgement Details

- Enquiries:** 02 8848 8700
- By mail:** Enrolment Services  
 PO Box 3185  
 Parramatta NSW 2124
- By hand:** You can leave your completed form in our secure drop box located at Roads and Maritime Security Office, on the Ground floor, 110 George Street, Parramatta.

## RMS Office Use

Customer number	Authority number
<input type="text"/>	<input type="text"/>

### Authority type:

Bus

**Driving History Check:** OK  Not OK

### Criminal History Results:

#### First results:

NSW  VIC  QLD  TAS   
 SA  WA  FED  NT

#### Revised results:

NSW  VIC  QLD  TAS   
 SA  WA  FED  NT

### Action:

Acceptable  Warning letter  Refusal   
 Show cause

### Results of Show cause

Acceptable  Warning letter  Refusal

### Proof of Identity - Primary documents

<input type="text"/>	Points
<input type="text"/>	<input type="text"/>

### Proof of Identity - Secondary documents

<input type="text"/>	Points
<input type="text"/>	<input type="text"/>

### Eligibility check:

Min. 20 years of age OK  Not OK   
 Current NSW driver licence OK  Not OK   
 Birth certificate, Passport or Visa OK  Not OK   
 Immigration check OK  Not OK   
 Training completed OK  Not OK   
 Passed Commercial standard medical on Drives? Yes  No

### Mutual Recognition:

Application received Yes  No   
 Documentation provided Yes  No

Date history requested: \_\_\_ / \_\_\_ / \_\_\_

History OK  Not OK

### Action Officer

Receipt number	Date
<input type="text"/>	<input type="text"/> day / month / year

Fee paid	Date Authority issued
\$ <input type="text"/>	<input type="text"/> day / month / year



Transport  
Roads & Maritime  
Services

## Credit Card Authority

- A non-refundable application fee (\$70) for consideration and processing of the application.
- All cheques and money orders should be made payable to Roads and Maritime Services.
- You can pay the application fee via your credit card by filling in your credit card below.

MASTERCARD

VISA

Card number

Valid until

 / 

CCV number

What is a CCV number? - Several numbers are printed in the signature area on the back of your card. The *last three digits* make up the CCV Number.

**Note: A surcharge of 0.4% applies to payments made by Visa/ Master Card.** Amex and Diners Cards are **not** accepted.

Card holder's name

Amount

 \$ 

Card holder's address

Signature of card holder