Applying to be a Bus Driver

All drivers of public passenger buses must be authorised under the Passenger Transport Act 1990 and 2014 and the Passenger Transport (General) Regulation 2017.

You are eligible to be a Bus Driver in NSW if you:

- Hold an unrestricted driver licence;
- have held an unrestricted Australian driver licence for a total of at least 12 months in the 2 years immediately before the date of your application;
- are at least 20 years old;
- are medically fit to drive a public passenger vehicle; and
- have successfully completed Bus Driver Authority training.

Before you apply

Ask your medical practitioner to complete the Medical Assessment Form – Public Passenger Vehicle Driver form (make sure your medical practitioner completes the declaration on Page 7) (your medical assessment must be dated within 6 months prior to your application being submitted.

If you have any health conditions you may also need to complete a Medical Specialist Assessment Report form. (The specialist assessment must be dated within 3 months prior to your application being submitted.

Obtain a National Criminal Record Check

Your criminal record check must have been issued within 3 months of your application date and include all of your names and any previous names that you have been known by.

Attaching the criminal record check to your bus Driver Authority application will reduce the processing time.

If you are unable to arrange a National Criminal History Record Check you must provide 4 documents from the 3 mandatory categories rms.nsw.gov.au/business-industry/public-passenger-vehicles/proof-identity.html

Complete a Driver Authority training course.

For information on Driver Authority training courses visit the BusNSW website (www.busnsw.com.au/Web/Training/DriverAuthorityTraining.aspx) or contact on (02) 8839 9500.

You can submit your Bus Driver Authority application before you finish your course. Your application will be placed on hold until you provide an original or certified copy of your Evidence of Training certificate to Roads and Maritime. You will have 6 months from the date you submit your application to provide the certificate.
Complete an Application for an Authority to Drive a Bus. This can be found on the RMS website (TIP: Google [bus driver authority nsw]). Attach a copy of your current Australian driver licence.

If you have held a driver licence in another state, territory or overseas in the last five years, you must provide a printout of your interstate traffic record and licence details.

Attach two recent and identical colour photos. They must be
- 65mm x 65mm
- of your head and neck on a pale background (no hat or sunglasses).
- Passport sized photos are not acceptable

Attach
- your medical assessment form (your medical assessment must be dated within 6 months prior to your application being submitted).
- original or certified copy of your National Criminal History Record Check.
- original or certified copy of your Evidence of Training Certificate.

Make sure you complete and sign the Applicant Declaration.

Pay your application fee by:
- Visa or MasterCard (provide your credit card details on the form), or
- Electronic funds transfer (bank account details and instructions are on the application form), or
- Cheque or money order (made payable to Roads and Maritime Services).

NOTE – cash payments are NOT accepted

Any missing information will delay your application

Mail your completed application form and supporting documents to:
Enrolment Services
PO Box 3185
Parramatta NSW 2124
Or
Deliver your application in person to a secure document drop box between 7.00 am and 6.00 pm Monday to Friday at:
Security Office
Roads and Maritime Services
Ground Floor, 110 George Street, Parramatta NSW 2150
Your bus driver authority will be posted to your nominated address.

Any questions?
Visit the RMS website for further details on how to apply for a bus driver authority Application for an Authority to Drive a Bus. (TIP: Google [bus driver authority nsw]).
Or contact Roads and Maritime, Enrolment Services
Phone: (02) 8848-8700
Email: BusApplications@rms.nsw.gov.au