

DOCUMENTATION REQUIREMENTS FOR BUS DRIVERS HELP SHEET

To qualify for a position as a Bus Driver with McHarry's Buslines you need to have the following 3 documents:

1. (HVL) Heavy Vehicle Licence – MR, HR, HC, MC - * HR preferred*
2. (DC) Commercial Passenger Vehicle Drivers Certificate
3. (WWC) Working with Children Check Card

1. Applying for a Heavy Vehicle Licence

To get a heavy vehicle driver licence you will need to complete a 'knowledge and driving' test that can only be done at one of VicRoads accredited testing providers. Organisations in Geelong that are accredited by VicRoads to conduct heavy vehicle training and testing are:

- A G B Group – 1300 123 242

For more information <https://www.vicroads.vic.gov.au/licences/licence-and-permit-types/heavy-vehicle-licence/accredited-heavy-vehicle-training-and-test-providers>

2. Applying for a Drivers Certificate



To apply for accreditation, applicants must complete the following application process via the following link:

<http://taxi.vic.gov.au/drivers/commercial-passenger-vehicle-and-bus-driver-accreditation>

Step 1: Complete the medical assessment form. This is downloadable via the above link. The medical examination must be less than 6 months old. Please note: **The medical examination will usually take longer than a normal consultation so you may need to book a double appointment with your GP.**

Step 2: Complete the online application form. You will need your full Victorian Drivers licence and one of the following pieces of identification:

- Australian birth certificate
- Australian citizenship certificate
- Australian passport*
- International passport (with a relevant Australian visa). *
- Passports may be current, or have expired within the past two years, but not cancelled.

You **must** pay the driver accreditation application fee online using MasterCard  or Visa 

Step 3 Upload supporting documents

Step 4 Submit/upload all medical documentation and other documents requested.

3. Applying for a Working with Children Check:

- Go to the Website <http://www.workingwithchildren.vic.gov.au/>
- Fill out the Online Application Form.
- Take the completed application form with 100 points of acceptable identification and a passport size photograph to an Australia Post outlet. A staff member will witness your signature.
- Pay the application fee as you are applying for an Employee Card.
- Make sure you are given the application receipt; this is an important document that you will need to provide to your employer. The receipt demonstrates to your employer that you have applied for the check.

Once the department receives your application from Australia Post, it generally takes between 3 to 12 weeks to complete the WWC Check (the Check) and advise you and your organisation of the outcome.

However, if you are moving from a volunteer to a paid position, you need to apply for an 'Employee' WWC Check card. It is an offence to use a 'Volunteer' WWC Check card for paid 'child-related work'.

If you change your employer or volunteer organisation you must notify the Department of Justice within 21 days of becoming aware of the change as penalties apply.

For more information <http://www.workingwithchildren.vic.gov.au/>

McHarry's Contact Details are:

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