

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:

- Journey Management Pty Ltd – 1300 307 286
- A G B Group – 1300 123 242
- Bell Park Driving School – 5272 2660

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:

Step 1: Complete application form available online:<http://www.taxi.vic.gov.au/drivers/bus-drivers>

To apply, complete the Application for accreditation to drive a commercial passenger vehicle and private bus form, including having the medical certificate and vision acuteness certificate completed by an appropriate medical professional.

You are required to submit:

Your completed application form, including the medical section completed by your doctor, which must be less than six months old. Please note: **The medical examination will usually take longer than a normal consultation so you will need to book a double appointment with your GP.**

- A completed Taxi Services Commission (TSC) Informed Consent form.
- Evidence that you have held a full and current driver license in an Australian state or territory or in New Zealand for a minimum period of six months.
- Your proof of identity documents, including evidence of entitlement to work in Australia.

Step 2: Lodge application

Lodge your application, along with the appropriate fee, by mail, TSC, GPO Box 1716 Melbourne VIC 3001 or in person at the Taxi Services Commission:

Lower Ground Floor
1 Spring Street
Melbourne VIC 3000

Complete applications will be accepted and processed in approximately 15 business days once received by the TSC. For further information in relation to this form or process please contact TSC on 1800 638 802.

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:

Postal Address: P.O. Box 273
Belmont 3226

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