

## DOCUMENTATION REQUIREMENTS FOR BUS DRIVERS HELPSHEET

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
2. (DC) 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:

- Advance Heavy Vehicle Training Centre 1300 878 255

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 be able to carry passengers in a commercial vehicle you are required to hold a Driver Accreditation from Commercial Passenger Vehicles Victoria. You must hold a FULL drivers licence to obtain a Driver Accreditation Certificate.

To apply for a Victorian Driver Accreditation click on the following link:

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

You will need to complete the steps as per the CPV website:

Step 1 – Complete a medical assessment, down load the appropriate from the above link.

*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 – Apply online and pay the application fee

Step 3 - Upload supporting documents

### **3. Applying for a Working with Children Check (E) :**

You will require an Employee Working with Children Card.

To apply for a working with Children Card:

Follow the steps below:

1. Go to the website <http://www.workingwithchildren.vic.gov.au/>
2. Complete an online application
3. Provide proof of identity – you can do this online
4. Verify your identity in-person at a participating Australia Post outlet
5. Lodge your application at an Australia Post outlet
6. Pay the application fee

#### **McHarry's Contact Details are:**

**Postal Address:** P.O. Box 273  
Belmont 3226

**Telephone:** (03) 5223 2111

**Email:** [recruitment@mcharrys.com.au](mailto:recruitment@mcharrys.com.au)

**Webpage:** [www.mcharrys.com.au](http://www.mcharrys.com.au)