

Bus Accreditation Guidelines

Obtaining a Driver's Certificate

The first step to operating a private 13+ seater bus is to obtain a driver's certificate. You will need to:

1. Undertake a police name check
2. Complete an application for a certificate to drive a commercial passenger vehicle/private bus
3. Complete a health and clinical examination proforma
4. Lodge your application in person at either the Victorian Taxi Directorate or at a VicRoads Customer Service Centre. Your application must include:
 - the completed application form
 - the completed health assessment
 - a current and original police certificate
 - your current Victorian, non-probationary driver's licence
 - a second acceptable proof of identification.
5. If your application satisfies all requirements, the Victorian Taxi Directorate will issue you with a driver's certificate fee payment has been received (\$8.20 for one year or \$24 for three years. Note that fees are subject to change)
6. The Victorian Taxi Directorate will send you a renewal form approximately six weeks before your driver's certificate expires. Provided all requirements are still met, the Victorian Taxi Directorate will re-issue a driver's certificate on payment of fees.

Heavy Vehicle Endorsement

Private buses with more than 12 seats cannot be driven without a heavy vehicle endorsement. To include a heavy vehicle endorsement to your licence, you must be at least 18 years of age and must have held your car licence for a minimum of 12 months. There are currently three categories for heavy vehicle endorsements:

- light rigid licence – rigid vehicles equal to or less than eight tonnes
- medium rigid licence – two axel rigid vehicles greater than eight tonnes
- heavy rigid licence – rigid vehicles with three or more axels and weighing more than eight tonnes.

To obtain a heavy vehicle endorsement you will need to sit:

- an eyesight examination
- a heavy vehicle knowledge test
- a heavy vehicle driving test.

Heavy vehicle driving tests can be taken at selected VicRoads Customer Service Centres or through independent heavy vehicle test and training providers. VicRoads requires you to supply your own appropriate test vehicle. Furthermore, you are expected to be accompanied by a driver who holds a current Australian driver's licence enabling them to drive a vehicle of the same type. Note that overseas licence

holders are not permitted as accompanying drivers. Independent providers, who also offer training programmes, do not require you to provide your own test vehicle.

Note that including a heavy vehicle endorsement category to your licence will incur a fee.

All drivers issued with heavy vehicle endorsements must be included in the National Heavy Vehicle Drivers Licence Scheme. If you have not already been included in the scheme, you should bring one primary and one secondary form of identification when finalising your heavy vehicle endorsement with VicRoads.

Bus Operator Accreditation

School operated private buses with more than 12 seats must only be driven by persons accredited with Public Transport Safety Victoria. When applying for accreditation, your application should include:

- the completed application form
- the application fee or application for fee exemption
- a copy of the school's constituting order
- a copy of a current independent bus inspection certificate for each bus with more than 12 seats to be operated by the person seeking accreditation
- a current and original police name check.

Your application should also include documents demonstrating that the conditions for accreditation are being met for the following items:

- Management Information System: the establishment and continuance of a system of records and action plans for operations of safety and efficiency, including:
 - a driver monitoring programme
 - a log book detailing driving hours
 - a driver's certificate (from the Victorian Taxi Directorate)
 - a fleet register (if operating more than one bus)
 - an accident register
 - a reporting system of notifiable occurrence (to be forwarded to Public Transport Safety Victoria)
 - emergency management plans
 - mobility enhancement strategies
 - a public complaints register.
- Maintenance of Management Systems, including:
 - daily inspections
 - defect reporting
 - safety inspections
 - programmed maintenance.

If your application for accreditation is successful then Public Transport Safety Victoria will send you:

- your notice of accreditation

- the conditions under which you must operate
- an invoice for the first year accreditation fees
- your accreditation type and number.