



27 March 2020

Updated: Bus Driver Authority submissions during COVID-19

Dear Operator,

Due to the COVID-19 pandemic, Enrolment Services will be processing work remotely until further notice. No applications should be posted or dropped off at the Concierge Office at the Octagon building Parramatta until further notice.

Bus Driver Authority

Completed Bus Driver Authority renewal application submissions must be scanned on both sides and emailed to busapplications@rms.nsw.gov.au along with a recent digital colour headshot and confirmation of payment.

Please return applications at the earliest convenience to ensure the fastest possible processing time.

During this time, all payments must be made by credit card through the MyRecords customer facility (MasterCard or Visa) or EFT:

Bank: Westpac
BSB: 032-001
Account number: 170497

Applicants must enter their driver licence number in the reference field of their financial institution when processing their payment.

The receipt details provided by the bank must be scanned and sent with your renewal application so that we can confirm payments before processing.

A similar process will also apply to Bus Driver Authority replacement applications - applications must be scanned and emailed to busapplications@rms.nsw.gov.au together

with a recent digital colour photo and payment confirmation.

At this time, all new Bus Driver Authority applications must be submitted online at <https://www.rms.nsw.gov.au/business-industry/buses/drivers/applying-for-a-new-bus-driver-authority/index.html>.

Bus Operator Accreditation Renewal Application

To make an application for the renewal of your bus accreditation online, log into MyRecords on www.rms.nsw.gov.au.

Once you are on the website:

- Click on 'Business & Industry', and then on 'Buses'
- Scroll half way down the page to 'Access MyRecords'
- Select 'Login options' as an operator
- Once you have logged in, select 'List Accreditations' from the left hand side which will display details of your bus accreditation. If the accreditation has not expired the 'Apply' symbol will appear
- Click this symbol and follow the instructions to complete your application and make your credit card payment. Please note you do not need to send this application form to us if you have renewed online

Transport for NSW will forward a payment receipt and renew your bus accreditation within 5 working days of a complete submission.

Regards,

Shirley Wilson

Bus Safety Officer
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