

Follow these four simple steps to apply for a Bus Driver Authority (BDA).

## 1. Commercial medical assessment

You must obtain a commercial medical assessment from your doctor and/or medical specialist to confirm your fitness to operate a bus. This assessment can not be more than six months old before submitting your application.

The commercial medical assessment must be submitted to Transport for NSW (Transport) before applying for your BDA.

Ask your doctor and/or specialist to submit your assessment online directly to Transport.

Make sure your doctor answers 'YES' to the question: "Is this medical for the purpose of driving public passenger vehicles?"

## 2. National Police Check

Apply on the [NSW Police Community Portal for your National Police Check](#). It will cost about \$50. Your police check cannot be older than three months when you apply and must include all current and former names.

If you cannot arrange a police check, Transport will send you a one-time link that will enable them to complete the police check on your behalf. This will slow down your BDA application process.

## 3. Bus Driver Training Certificate

Complete a half-day training course with [an approved training provider](#) and get your Bus Driver Training Certificate.

## 4. Personal documents

To prove your identity, you will need to upload a copy of your driver licence. If you do not have a valid NSW driver licence, you'll need to upload a [digital photo of yourself](#).

If your NSW driver licence is less than five years old, you'll need to provide your driver licence and traffic record details from your original licensing state or country.

If you hold an interstate licence you will also need to upload a [secondary proof of identity](#).

The best format for your documents is pdf.

## How long does the application take?

The online application process takes about 30 minutes and you cannot save your progress.

After you've applied, you will get a confirmation message with an application reference number. You will also receive a copy of your application via email. If you don't receive this email after 30 minutes, contact us and quote your reference number.

Once Transport receives your application, they will respond within 10 working days.

If you have not heard after 10 working days, please phone 02 8848 8700 or email: [busapplications@transport.nsw.gov.au](mailto:busapplications@transport.nsw.gov.au)

**Got everything ready? [Apply online](#)**