

## **Vocational Licence (VL) Application User Guide**

### **- Bus Attendant's Vocational Licence (BAVL)**

#### **Documents to prepare before proceeding with below application**

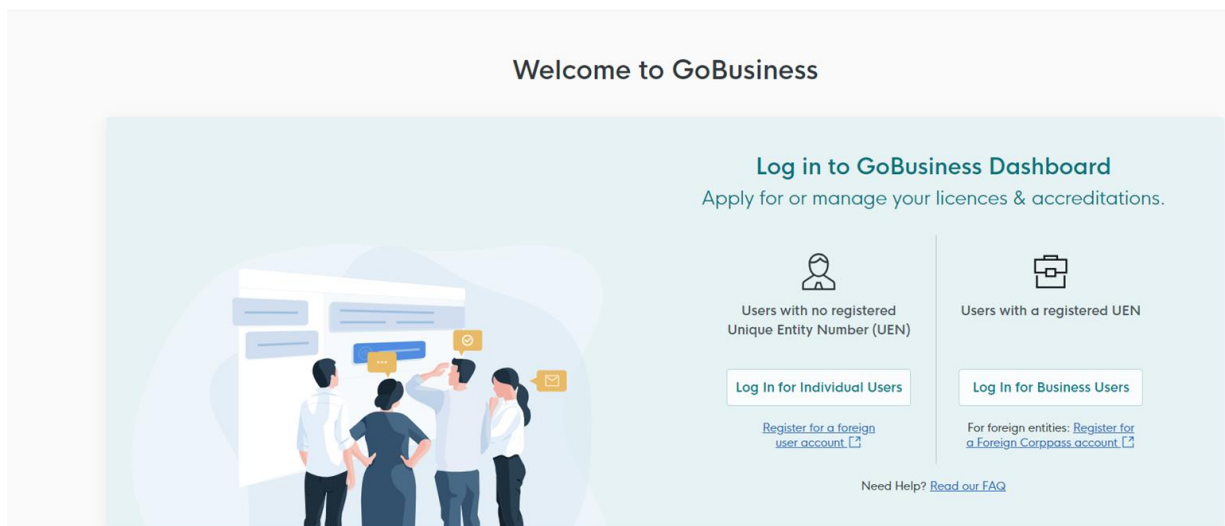
##### **For Singapore Citizens/ Singapore Permanent Resident (SPR)**

- 1) Copy of colored NRIC (front and back)**
- 2) Passport-sized photo**
- 3) Non-refundable application fee of \$40 (acceptable mode: credit card/debit card)**

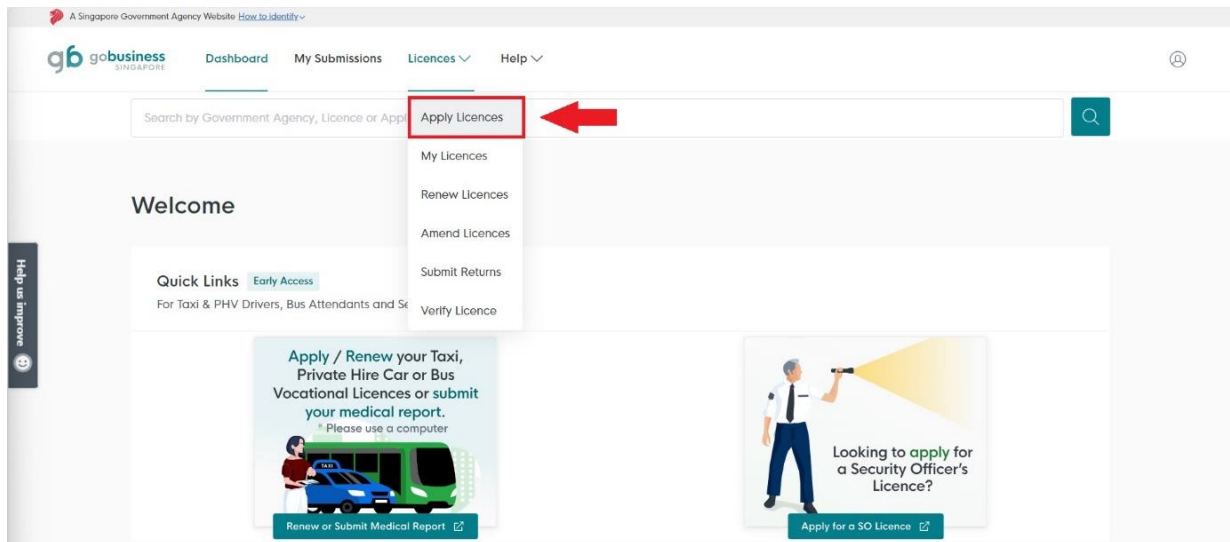
##### **For FIN/Work Permit Holder**

- 1) Passport-sized photo**
- 2) Approval letter by MOM stating full name, FIN, occupation and company name or copy of S Pass/ Work Permit (front and back).**
- 3) Non-refundable application fee of \$40 (acceptable mode: credit card/debit card)**

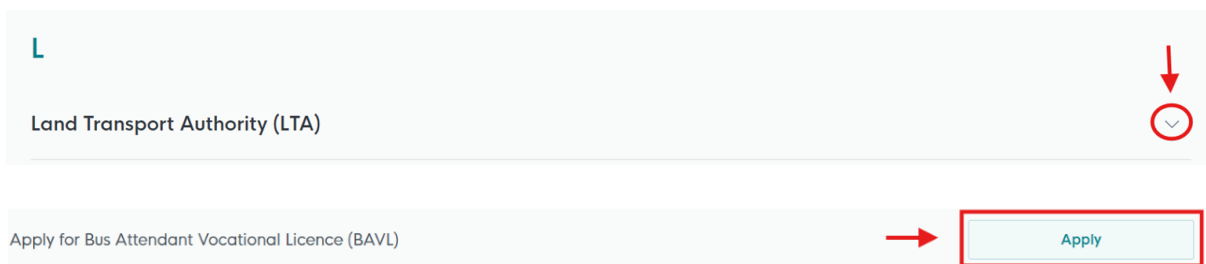
**Step 1:** Visit GoBusiness (GB) Portal ([www.gobusiness.gov.sg](http://www.gobusiness.gov.sg)) and login with your SingPass or Login ID.



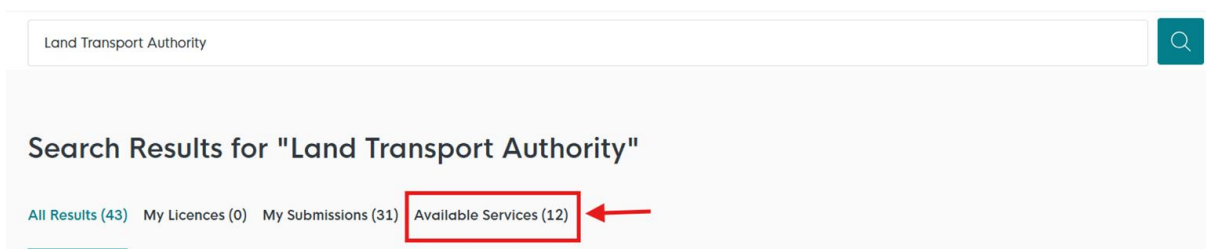
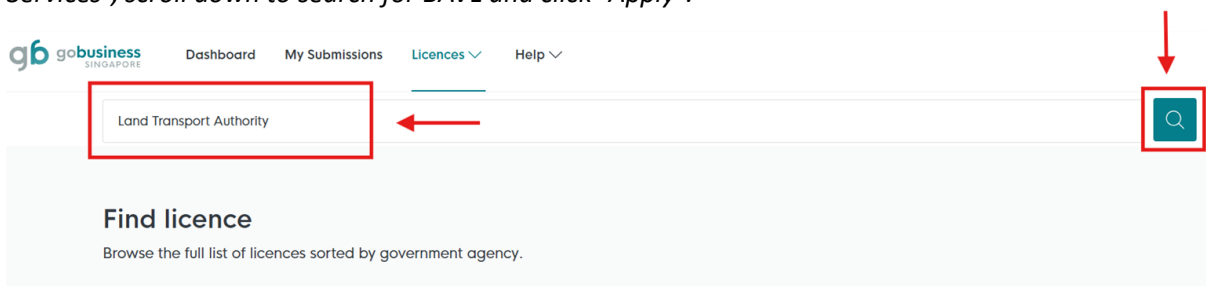
**Step 2:** Upon successful login, go to “Licences”, and click “Apply Licences”.



**Step 3:** Scroll down the list of government agencies and look for “Land Transport Authority”. Click on the drop-down list to locate “Apply for Bus Attendant’s Vocational Licence (BAVL)”. Click “Apply” to proceed.



**\*\*Alternatively, you may use the search function to find Land Transport Authority. Select “Available Services”, scroll down to search for BAVL and click “Apply”.**



Apply for Bus Attendant Vocational Licence (BAVL)



Apply

**Step 4:** Read the details of BAVL. Click “Apply” when ready to proceed.

## Apply for Bus Attendant Vocational Licence (BAVL)

Licences (New) • LTA

Apply



### Details

Bus Driver's Vocational Licence (BDVL) is required for drivers of buses registered as Private Hire Buses, School Buses or Excursion Buses, associated with fare charges. On the other hand, Bus Attendant's Vocational Licence (BAVL) allows you to work as a bus attendant on a school bus in Singapore.

A Digital LTA Vocational Licence (Digital LTA VL) will be issued on the Singpass app after completing your vocational licence course/test, replacing the need for a physical card. If you still wish to own a physical card, you can apply for one on [GoBusiness](#) only after you have been issued with a Digital LTA VL.

Please refer to our [OneMotoring](#) website for more details.

### Fees and additional information

#### Fee

A non-refundable application fee of \$40 is payable upon submission of all documents.

**Step 5:** You should see the correct type of VL (BAVL) you are applying for at the top of this page. Please ensure you are applying for the correct VL.

## You are applying for Bus Attendant's Vocational Licence (BAVL) (LTA)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 20 mins to complete

**Step 6:** Under “General Information” > “Profile”, select I am applying “as an applicant” if you are applying for your own VL or “on behalf of applicant” if you are applying on behalf of someone else.

- For **Self-Application**, continue with **step 6a**.

STEP 1

## General Information

Review and fill the following details for application.

### Profile

I am applying

☒ As an applicant



☐ On behalf of applicant

- For **Application on behalf**, continue with **step 6b**.

STEP 1

## General Information

Review and fill the following details for application.

### Profile

I am applying

☐ As an applicant

☒ On behalf of applicant



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**Step 6a: <For Self-Application>** Under “Applicant Detail”, verify the auto-populated details. Complete the remaining fields – “Salutation”, “Email” and “Contact Number”. To proceed, click “Application Details”, then proceed to **step 7**.

### Applicant Detail

Salutation

Select



Name

Default User

ID Type

NRIC



ID No.

[Redacted]

Email

defaultuser@gmail.com

Contact Number

+65 9123 4567

Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name

Reset Address

Save Draft

Application Details →

**Step 6b: <For Application on behalf>** Under “Applicant Detail”, fill up all the details of the applicant whose VL will be issued to. Under “Filer Detail”, fill up the details of the person applying on behalf. To proceed, click “Application Details”, then proceed to **step 7**.

Applicant Detail

Salutation

Select

Name

ID Type

Select

Email

Contact Number

+65 E.g. 8123 4567

Address

Postal Code

Retrieve Address

Block/House No.

Street Name

Floor/Level (Optional)

Unit (Optional)

Building Name

**Filer Detail**

Salutation

Select

Name

Default User

ID Type

NRIC

ID No.

Email

defaultuser@gmail.com

Contact Number

+65 9123 4567

Save Draft

Application Details →

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## Step 7: Read the General Guidelines for VL Applicants.

### General Guidelines for Vocational Licence (VL) Applicants

1. The application fee of \$40 is non-refundable.
2. Please do not apply for a vocational licence if:
  - Applicant has a suspended or disqualified driving licence
  - Applicant is an existing vocational licence holder but whose VL is currently suspended or revoked
  - Applicant currently has an on-going investigation case

In general, those who have committed serious offences (including rape, murder or kidnapping) will be barred for life. For less serious offences (including housebreaking and cheating), applications will be barred from consideration for a VL for a certain period after the date of conviction.

3. Applicants are required to pass a medical examination and attend the respective training courses.

4. The application approval is at the sole discretion of LTA.

For more information, please visit <https://onemotoring.lta.gov.sg>

Please refer to the [Application Guidelines and Requirements](#) before completing the form.

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## Step 8:

**Step 8a:** Under “Additional Applicant Particulars”, complete all the required fields. (Note: For DOB, you may enter the dates manually in the following format “DD/MM/YYYY”.)

### Additional Applicant Particulars

Citizenship

Date of Birth

Marital Status

- ☐ Single
- ☐ Married

Sex

- ☐ Male
- ☐ Female

Race

Education Level

Current Occupation

0/45

- For **SPRs/Malaysians/Other Work Pass Holders**, please fill up the following additional fields – “Company Name” and “Employment Start Date”.

Company Name

0/100

Employment Start Date

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**Step 8b:** Complete your declaration.

## Declaration

Have you ever been convicted in a court of law in Singapore?

☐ Yes

☐ No

Has your driving licence ever been disqualified / suspended?

☐ Yes

☐ No

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**Step 8c:** Under “Identification Document”, click on the “cloud” button to upload your identification documents (eg. copy of colored NRIC – front and back.)

### Identification Document

Click "Add" after uploading a file.

#### Identification Document

Only 1 file at 5 MB or less.

File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.

Drop a file here or click to upload



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**Step 8d:** A document link should appear below with a green check message.

### Identification Document

Click "Add" after uploading a file.

#### Identification Document

Only 1 file at 5 MB or less.

File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.

[blank.jpg](#) (55.5 KB)

✓ Uploaded



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**Step 8e:** To complete the upload of document, click on “Add” below.



## Identification Document

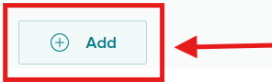
Click "Add" after uploading a file.

Identification Document

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.

[blank.jpg](#) (55.5 KB)

Uploaded



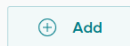
**Step 8f:** You should see the document successfully uploaded below.



Click "Add" after uploading a file.

Identification Document

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.

Drop a file here or click to upload



Identification Document	Actions
<a href="#">blank.jpg</a>	 

**Step 8g:** Repeat **steps 8c to 8f** for upload of other documents such as passport size photo, letter and other supporting documents (where required).

- For **Malaysian and other Work Permit Holder applicants**, you are required to upload additional document (ie. Valid Work Pass) under "Work Pass".

## Work Pass

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Work Pass

Only 1 file at 5 MB or less.  
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (\_), and hyphens (-) are allowed.  
For Foreigner: Mandatory to upload upon application for all type of vocational licences.

Drop a file here or click to upload



**Step 9:** Indicate remarks (if any).

## Remarks

Remarks (Optional)

0/100

**Step 10:** Under “Acknowledgement”, read the declaration message, then check on “Yes” and click “Review Form” to proceed.

## Acknowledgement

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

I hereby acknowledge the above mentioned

☒ Yes

← General Information

Save Draft

Review Form →



**Step 11:** Review your details provided. Once done, click on “Declaration”.

## Remarks

Remarks  
-

## Acknowledgement

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

I hereby acknowledge the above mentioned

- Yes

← Back to Edit

Declaration →



**Step 12:** Read through the declaration. Check on the declaration box and click on “Make payment”.

STEP 4

## Declaration

Please scroll to read and acknowledge the following clauses.

### General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

### Taxi Driver's Vocational Licence (TDVL) (LTA)

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.



☒ hereby declare that all of the above is true.

← Review Form

Make Payment →

**Step 13:** Proceed with the on-screen instruction to make payment using a credit card, debit card or PayNow QR code.

## Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Bus Attendant's Vocational Licence (BAVL)		
Application Fee	-	\$40.00
	Subtotal	\$40.00
	Amount Payable	\$40.00

## Payment method

Please choose a payment method.



Credit/Debit Card →



PayNow QR →

<<End>>