

Driver management



This checklist can be used by service providers as a guide for managing drivers to ensure their ongoing compliance. It is also a useful tool in preparing for an audit along with the [Safety Audit Tool](#).

Driver management checklist

Please complete the checklist below. If you answer **NO** to any of the following questions, driver eligibility checks including a current Criminal History check will need to be completed before the driver can provide passenger services. You may also need to review your driver management procedures.

Driver Name:

Licence number:

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1.	Was the driver on-boarded before January 2020? <i>(prior to COVID-19)</i>	YES	NO
2.	Has the driver been continually employed since being on-boarded?	YES	NO
3.	Was a current Criminal History report (issued within 90 days) provided and checked at the time of on-boarding?	YES	NO
4.	Have ongoing driver eligibility checks through the Driver Vehicle Dashboard (DVD) been conducted since on-boarding? <i>The DVD assists checks for eligibility in NSW, you should also have your own vetting procedure.</i>	YES	NO

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5.	Was the Passenger Transport Licence Code (PT Code) added to the licence prior to on-boarding? <i>Relevant after the DVD is updated.</i>	YES	NO
6.	If the DVD is not being used, has another process been used to ensure ongoing driver eligibility? <i>If N/A go to the next question.</i>	YES	NO
7.	Has a current DVD consent form been obtained from the driver and recorded?	YES	NO
8.	Is the driver showing all green lights on the DVD? <i>The Driver Vehicle Dashboard and the Traffic Light System fact sheet provides information on what to do if the driver is displaying white or red lights.</i>	YES	NO
9.	If the driver has an interstate licence, has the appropriate checks been completed to check eligibility? <i>The DVD only displays driver records results for NSW.</i>	YES	NO
10.	Have you implemented procedures to keep your drivers and passengers safe?	YES	NO
11.	Have you updated your driver on being COVID safe and to ensure they are complying with the latest public health orders? <i>For up to date information on Coronavirus (Covid-19) see COVID-19 updates.</i>	YES	NO
12.	Has the driver been issued with a retroreflective sign to be displayed on or near the rear of the driver's side of the vehicle? <i>Rideshare and hire vehicles only.</i>	YES	NO

This section is for Taxis

13.	Has the driver been issued with a Driver Identification (ID) document that contains: a) a photograph of the driver b) an identification number provided by the service provider?	YES	NO
14.	Has the taxi been fitted with a device for displaying the ID?	YES	NO

Important note:

The **Driver Vehicle Dashboard** is a tool to be used **in addition to other methods** used in assessing driver eligibility. It is not intended to be used as a single source of information.

Further to the above requirements, obtaining additional information, such as a driving history record, is recommended to assist in assessing risk to both passengers and public by identifying drivers who may not have a disqualifying offence but do have a history of repeated driving offences.

Service providers must ensure their Safety Management System and driver on-boarding and driver management processes and procedures are kept up-to-date in accordance with **COVID-19 Public Health Orders**.

Point to Point Transport Commissioner resources and other related content

- [Safety Management System](#)
- [Coronavirus \(Covid-19\) updates](#)
- [Vehicle Sanitisation Stations](#)
- [SafeWork NSW](#)
- [Service NSW](#)
- [Public Health Orders and restrictions](#)

Further information

If you have any questions or need further information, please visit the Point to Point Transport Commissioner website pointtopoint.nsw.gov.au or contact the Point to Point Transport Industry Contact Centre on **131 727**.