

Registration and insurance



This checklist is to assist service providers, and other responsible people, to ensure that vehicles are appropriately registered and insured, and appropriate processes and procedures are in place. It is also a useful tool in preparing for an audit along with the [Safety Audit Tool](#).

Go through the checklist, if you check **NO** for any item this suggests your registration and insurance procedures and processes may need attention.

Vehicle Identification Number (VIN):

Registration and Insurance			
1.	Is the vehicle registered?	YES	NO
2.	Do you have current registration papers for the vehicle?	YES	NO
3.	Do you have an annual E-safety check (or pink slip) for your vehicle?	YES	NO
4.	Do you have a process in place to ensure you don't miss payments for registration of this vehicle? <i>How do you ensure you don't miss payments?</i>	YES	NO
5.	Do you have third party property damage cover of at least \$5 million?	YES	NO

Registration and Insurance			
6.	Do you have a risk assessment in determining how insurance policies are checked and managed?	YES	NO
7.	Do you have a system in place to ensure insurance policies are current when your vehicle is being used to provide passenger services?	YES	NO
8.	Are there any gaps in previous payments of your policy?	YES	NO
	If YES , what measures have you put in place to reduce this risk for the future?		
9.	Are you using the Driver Vehicle Dashboard (DVD)? <i>If the DVD is not being used, has another process been used to ensure ongoing driver eligibility?</i>	YES	NO
10.	Do you have a feedback register to record compliments and complaints, and actions taken?	YES	NO

Point to Point Transport Commissioner resources and other related content

- [Safety Management System](#)
- [Coronavirus \(Covid-19\) updates](#)
- [Vehicle Sanitisation Stations](#)
- [Safe Work 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**.