

# Reporting



The *Point to Point Transport (Taxis and Hire Vehicles) Act 2016* requires service providers to report certain types of accidents or incidents to the Point to Point Transport Commissioner, these are called notifiable occurrences.

**This checklist is to assist service providers, and other responsible people, have appropriate process, procedures and systems in place to report notifiable occurrences. 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 notifiable occurrences reporting process and procedures need review.

Notifiable occurrences			
1.	Are notifiable occurrences reported as soon as practicable after becoming aware of an accident or incident?	YES	NO
	If <b>YES</b> , how often do you report?		
	When you report an incident do you provide the following details? Name of Driver/Passenger Driver Licence details Date of incident Location Time of incident Vehicle details Description of the incident	YES	NO

## Notifiable occurrences

2.	Are your policies and procedures clear and current on how drivers/passengers can report an accident/incident?	YES	NO
3.	Do you have a follow up system based on what was reported?	YES	NO
4.	Do you provide an outcome to your drivers or passengers in relation to the incident reported?	YES	NO
<p><b>The following questions relate to the industry's response to COVID-19.</b></p> <p>Taxi and booking service providers are required to record risks to health and safety, including COVID-19 related incidents.</p>			
5.	Are you aware that you are required to report, via the COVID-19 reporting form in the Industry Portal, when you become aware that a driver or passenger is being tested or has been tested for COVID-19 or when a positive case has been identified?	YES	NO
6.	Have you advised the Point to Point Transport Commissioner with the outcome of each case? <i>If <b>NO</b> please report the issue as soon as possible.</i>	YES	NO
7.	Has it been determined how the driver came in contact with the COVID-19? <i>Details of trip, destination, passenger etc.</i>	YES	NO
<p>What return to work measures do you have in place for drivers who have been tested for COVID-19?</p> <p>Provide Medical Certificate.</p> <p>Provide a clearance letter from NSW Health/Negative COVID-19 test result.</p>			
8.	Do you have procedures in place to facilitate the thorough sanitisation of vehicles that were involved with an infected driver or passenger?	YES	NO
<h3>For taxis only</h3>			
9.	Do your drivers encourage passengers to check in using the QR code in their vehicle?	YES	NO

### Please note:

COVID-19 precautions are currently in place – Service providers and drivers of point to point transport vehicles should familiarise themselves with their requirements under the current Public Health Order and carry out good hygiene and COVID safe practices to protect themselves and passengers from the spread of illness.

For information and advice about the coronavirus (COVID-19), service providers and drivers can refer to [Coronavirus \(Covid-19\) updates](#).

### 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](http://pointtopoint.nsw.gov.au) or contact the Point to Point Transport Industry Contact Centre on **131 727**.