



Driver Vehicle Dashboard User Guide

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1. Background

1.1. About this document

This document refers to the operation of the Driver Vehicle Dashboard (DVD). This is a purpose built online portal to make it easier, more efficient and economical for all Authorised Service Providers (ASPs) to manage their accounts and assist them with meeting their safety management obligations.

The DVD is accessed through the Point to Point Transport Commissioner's (the Commissioner) website, <https://www.pointtopoint.nsw.gov.au>. It allows service providers to apply to become authorised, manage accounts, and monitor the eligibility of current drivers and vehicles in their fleets.

1.2. Key definitions

All terminology in this manual has the generally accepted or dictionary definition with the exception of the following terms which have a specifically defined meaning:

- ASP – Authorised Service Provider.
- DVD – Driver Vehicle Dashboard.
- The Act – [Point to Point Transport \(Taxi and Hire Vehicles\) Act 2016](#).
- The Regulation – [Point to Point Transport \(Taxis and Hire Vehicles\) Regulation 2017](#).

1.3. The NSW Point to Point Transport Commissioner

From 1 November 2017 the Point to Point Transport Commissioner (the Commissioner) is responsible for regulating point to point transport service providers, like taxis and hire vehicles.

The Commissioner is tasked with ensuring point to point transport service providers comply with the strict safety standards set for the industry by the NSW Government, and has the power to impose significant penalties for companies who are putting the safety of customers at risk.

The Commissioner's functions and powers come from [the Act](#) and [the Regulation](#). These functions include:

- administering the authorisation and taxi licensing schemes established by [the Act](#)
- managing the enforcement of [the Act](#) and [the Regulation](#)
- recommending safety and other standards for taxi services or booking services
- assisting in the determination of liability for, and the enforcement of payment of, the passenger service levy
- advising the Minister on matters relating to taxi services and booking services, and
- any other function conferred on the Commissioner under [the Act](#).

1.4. What is the DVD?

The DVD is a useful tool that can assist with an ASP's safety management responsibilities. ASPs can run near real-time checks on drivers and vehicles, with outcomes of those checks displayed in a traffic light format, with the exception of the safety check field which displays the date of the last vehicle safety inspection. You can run checks on drivers and vehicles as often as you like. The DVD only contains information relating to matters which have occurred in NSW.

The DVD can only be used to check vehicles which are registered in New South Wales (NSW), and drivers with a NSW driver licence who have a Passenger Transport (PT) code.

For drivers, the DVD can be used to check driver licence eligibility, tenure in NSW, serious driving offences, medical fitness, previous driver authority cancellation or refusal, serious P2P Regulation safety offences, and disqualifying criminal offences. For vehicles, ASPs can check whether a vehicle is registered, the date of the last vehicle safety check and in addition, taxi service providers can check whether a taxi number plate is associated with a valid taxi licence authorisation.

ASPs must comply with strict [terms and conditions](#) when using the DVD, and must obtain a person's consent before uploading their details into the DVD and performing a check.

Under certain conditions an ASP may nominate an Agent to access the DVD to carry out those functions. An Agent who accesses the DVD, does so on behalf of the ASP that nominated them, and references to an ASP within the [terms and conditions](#) of use of the DVD applies to both the ASP and the nominated Agent, unless specified otherwise.

Under sub-clause 95(2) of the Regulation, an ASP must ensure personal information is kept, accessed and disclosed in accordance with the terms and conditions of use of the DVD. The maximum penalty for breach of this clause is 20 penalty units.

1.5. DVD Disclaimer


By accessing the DVD you are deemed to have read and agree to be bound by the DVD terms and conditions.

If you disagree with any part of the terms and conditions you may not access the service.

You must agree and comply with the DVD terms and conditions every time you access the DVD. To read the DVD terms and conditions visit our website at: <https://www.pointtopoint.nsw.gov.au/terms-and-conditions>

1.6. Conventions Used

In this manual the following conventions are used:

 A red box is used to highlight areas in the DVD or Industry Portal which need to be clicked on. These include links, buttons, and icons. Commonly used icons:

	Upload
	Export
	Edit
	Search

1.7. Further information

For more information on the DVD please visit <http://www.pointtopoint.nsw.gov.au>.

For support on the DVD please contact the Point to Point Transport Industry Contact Centre on **131 727**.

View a copy of the [Point to Point Transport \(Taxis and Hire Vehicles\) Regulation 2017](#) which supports the new safety framework under the [Point to Point Transport \(Taxi and Hire Vehicles\) Act 2016](#).

2. About the Driver Vehicle Dashboard

2.1. Register for the Driver Vehicle Dashboard

Only ASPs who have read and agree to abide by the terms and conditions are eligible to use the DVD. You can apply to be an ASP via the Industry Portal on our website <http://www.pointtopoint.nsw.gov.au>. Once authorised, an email notification including a link will be sent to allow you to set a password and login for the first time.

This notification will include a link to the portal which includes access to the DVD.

2.2. Accessing the Driver Vehicle Dashboard

ASPs can only access the DVD in accordance with the DVD terms and conditions, and must agree to be bound by [the Act](#) and [the Regulation](#) during the registration process for the DVD.

2.3. Permissions to use the Driver Vehicle Dashboard

2.3.1 Primary Login

Each ASP user will receive via email a unique link to access the DVD. This link cannot be shared as it is linked to personal details of the original recipient. Upon following the link the DVD will prompt the ASP user to set their initial password.

2.3.2 Additional Access Requests

Additional requests for access can be made, however the additional users must provide sufficient identification (100 points) and written permission from the primary ASP user. Access to the DVD is limited to a total of 5 users per ASP.

The ASP must clarify whether the additional person requires full or partial access. If a partial access is required, the part of the portal to which access is required needs to be specified as part of the access application (e.g. DVD, Levy, etc.).

2.3.3 DVD Agent Access

An ASP may nominate an Agent to access the DVD on their behalf through the Industry Portal. A nominated Agent must register a primary contact, and corporate Agents may register an additional contact, by providing sufficient identification for each user. Once the Agent is approved, an ASP may nominate that Agent to conduct checks in the DVD on their behalf.

Agents acting for multiple ASP's are required to register an agency agreement for each ASP for whom they act as Agent, and are not permitted to share information on drivers between those ASPs.


2.4. Driver Vehicle Dashboard Restrictions

The DVD functions can only be used if the driver has given consent to the ASP to enter their details into the DVD. The ASP is required to obtain consent annually. To comply with the DVD terms and conditions, it is the responsibility of the ASP to maintain hard copies or electronic versions of driver consent forms for a period of six years for current drivers. If the application is incomplete and the applicant does not proceed with the ASP, consent forms must be destroyed after six months.

The DVD only checks NSW Driver Licence holders; if an ASP has drivers with interstate driver licences they will have to arrange to perform other safety and compliance checks at their own discretion and cost.

2.5. Privacy and the Driver Vehicle Dashboard

In order to protect the privacy of point to point transport drivers, the search result in the DVD will display a driver's last name and date of birth, but only the last two characters of their driver's licence number on the screen, the other characters will be masked with Xs.



DRIVER DASHBOARD
Drivers

#Drivers:	2		
NSW Licence:	● 0	● 2	⊙ 0
NSW Licence Tenure:	● 0	● 2	⊙ 0
Serious Driving Offences:	● 0	● 2	⊙ 0
P2P:	● 0	● 2	⊙ 0
Criminal Charges:	● 0	● 2	⊙ 0

🔍

All

Red

White

Green

+ Add



▶ Run

🗑️ Delete

📤 Upload Drivers

🗑️ Delete Drivers

📥 Export Results

	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020 
<input type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020 

NOTE: Files exported from the DVD will contain full driver's licence details.

2.6. Supported Browsers and Devices

2.6.1. Internet Browsers

It is strongly recommended that you use the latest version of these browsers:

- Google Chrome (**Recommended**)
- Microsoft Edge
- Mozilla Firefox
- Safari

Note: The DVD may not work on older versions of web browsers.

2.6.2. Mobile Device Support

It is recommended that the following devices are used to access the industry portal:

- Laptops

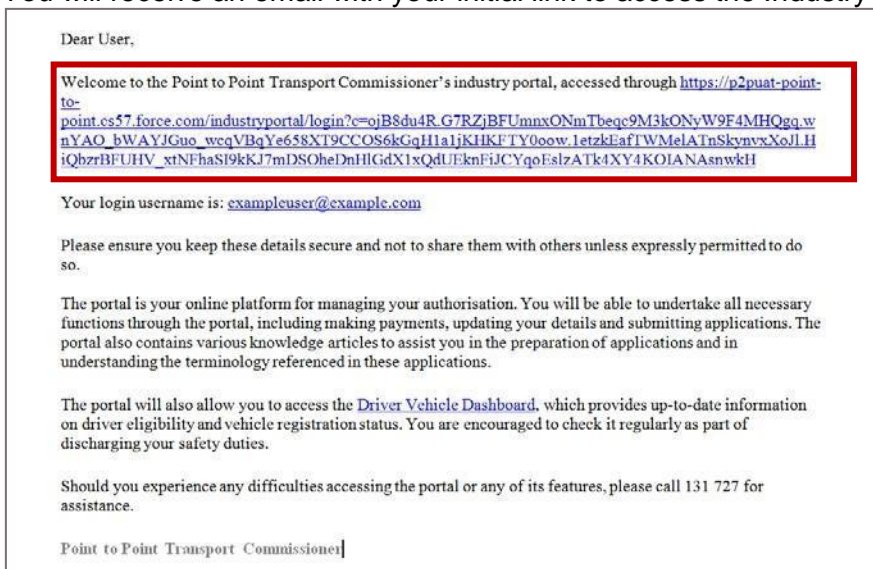
- Netbooks
- Tablet PCs
- iPad (iPad mini is not recommended)

For more information about [recommended browsers and how to allow pop-ups](#) go to the Commission's website.

3. Access the Driver Vehicle Dashboard

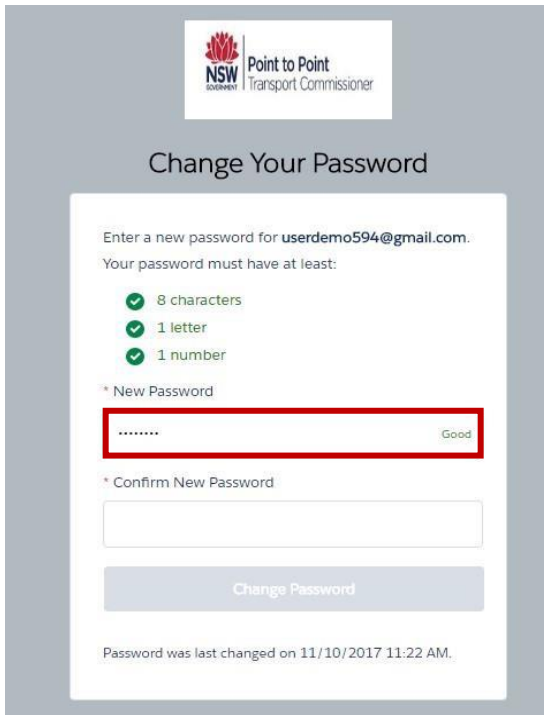
3.1. First time access

You will receive an email with your initial link to access the Industry Portal.



Click on this link to access the Industry Portal.

You will be then be prompted to set your new password.



NSW GOVERNMENT | Point to Point Transport Commissioner

Change Your Password

Enter a new password for **userdemo594@gmail.com**.
Your password must have at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

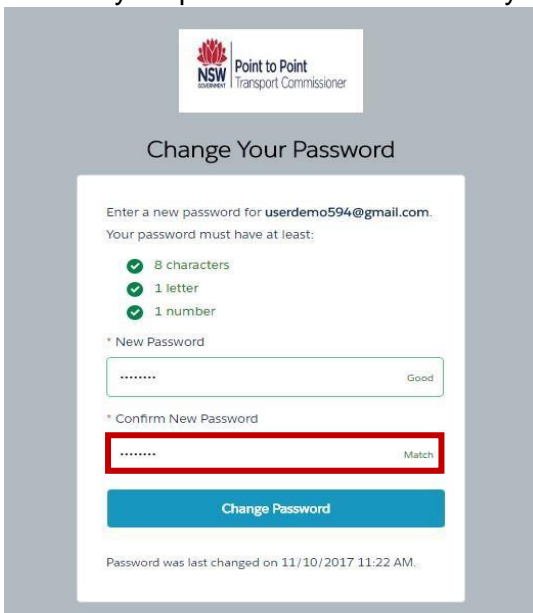
* Confirm New Password

.....

Change Password

Password was last changed on 11/10/2017 11:22 AM.

Confirm your password. It must match your new password exactly.



NSW GOVERNMENT | Point to Point Transport Commissioner

Change Your Password

Enter a new password for **userdemo594@gmail.com**.
Your password must have at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

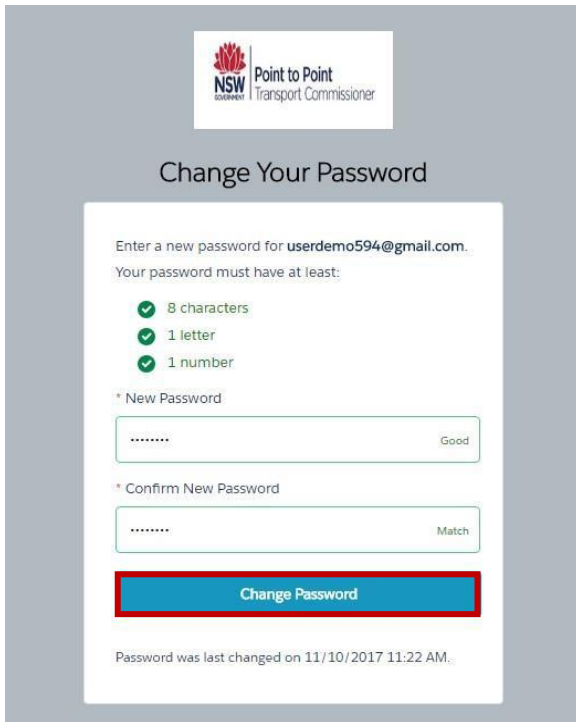
* Confirm New Password

..... Match

Change Password

Password was last changed on 11/10/2017 11:22 AM.

Click on Change Password to finish.



Change Your Password

Enter a new password for **userdemo594@gmail.com**.
Your password must have at least:

- 8 characters
- 1 letter
- 1 number

* New Password Good

* Confirm New Password Match

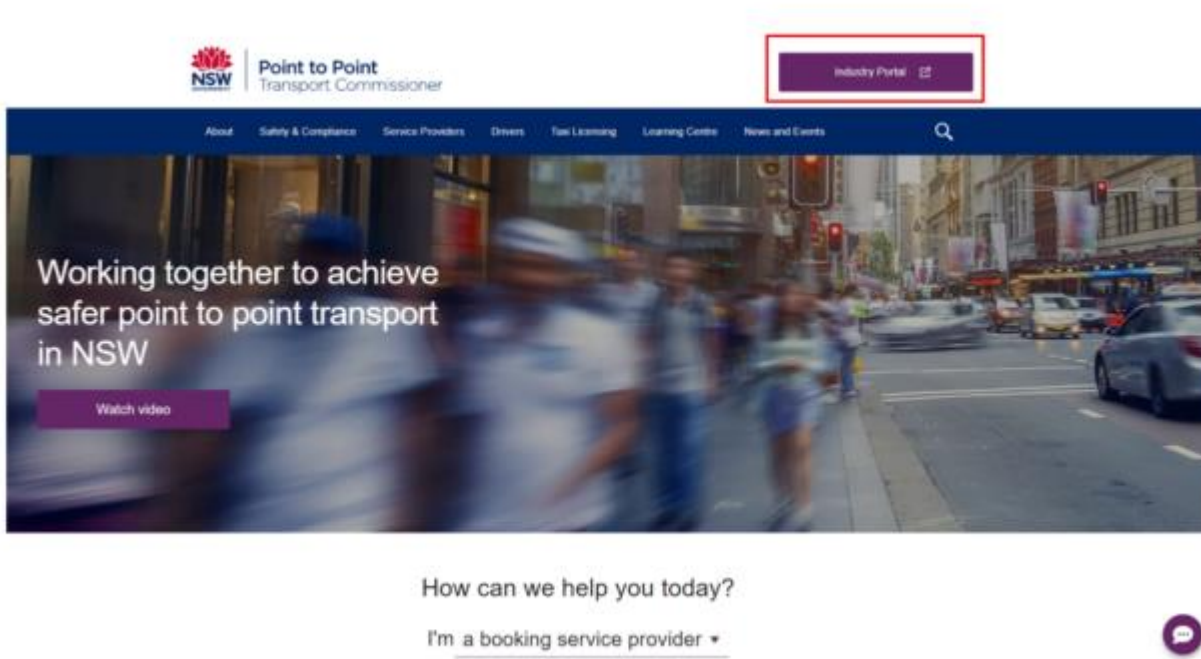
Change Password

Password was last changed on 11/10/2017 11:22 AM.

3.2. Log in to Industry Portal

NOTE: Only authorised users are permitted to use the DVD.

Log in to Industry Portal via <http://www.pointtopoint.nsw.gov.au>.



Click on the Industry Portal link, just above the magnifying glass, you will now see the Welcome to the Industry Portal page.



Welcome to the Industry Portal

CORONAVIRUS (COVID-19) SPECIAL REPORTING INSTRUCTIONS FOR INFORMATION CLICK HERE

The Industry Portal assists Service Providers and Taxi Licensees to manage their safety obligations under the new regulatory framework.

If you hold an Authorisation and/or Taxi licence, you can login through either the Authorised Service Provider or Taxi Licence gateways below.



1. Register (New applications only)

If you already have a login to the portal you don't need to Register

- To become an authorised Booking and/or Taxi Service Provider.
- To apply for a Wheelchair Accessible Taxi Licence.

Register



2. Authorised Service Provider Gateway

Authorised Service Providers can manage your authorisations, payments, account details and access the Driver Vehicle Dashboard here.

To act on behalf of an Authorised Service Provider in relation to driver and vehicle management you need to Register as a DVD Agent

Login



3. Taxi Licence Gateway

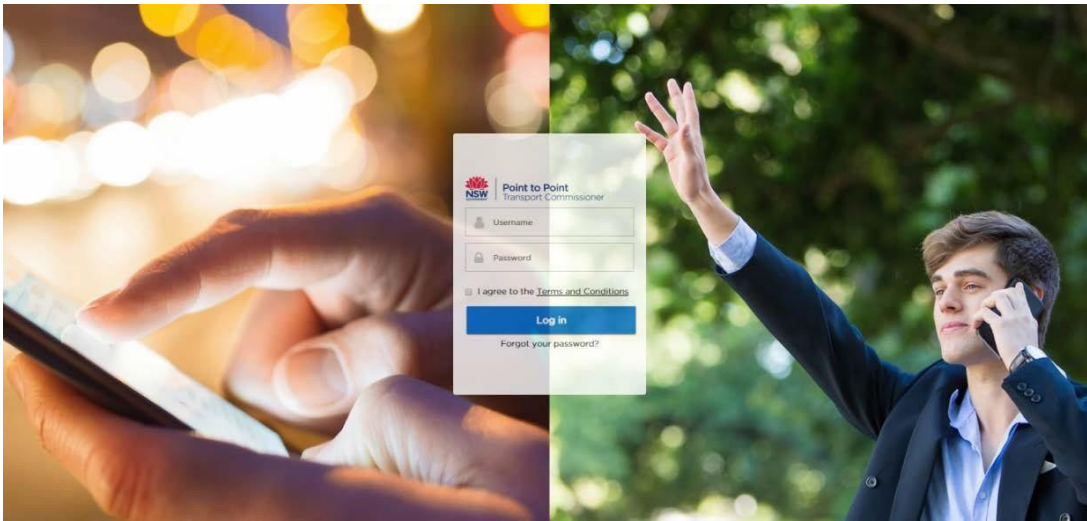
Taxi Licensees and Agents can manage their taxi licences, taxi account details and apply for or renew Wheelchair Accessible Taxi Licences here. Click the Login button below.

To act on behalf of someone in relation to a taxi licence transfer, you need to Register as an Agent

Login

Click the Login button within the "2. Authorised Service Provider Gateway" tile.

You will be prompted to enter your login details.



Enter your Username.

Enter your Password.

Click the Terms and Conditions link and read, as the terms and conditions may change from time to time.

I agree to the [Terms and Conditions](#)

If you agree, select the “I agree to the [Terms and Conditions](#)” check box.

I agree to the [Terms and Conditions](#)

NOTE: You will need to tick the checkbox every time you log in. Click Log in.

I agree to the [Terms and Conditions](#)

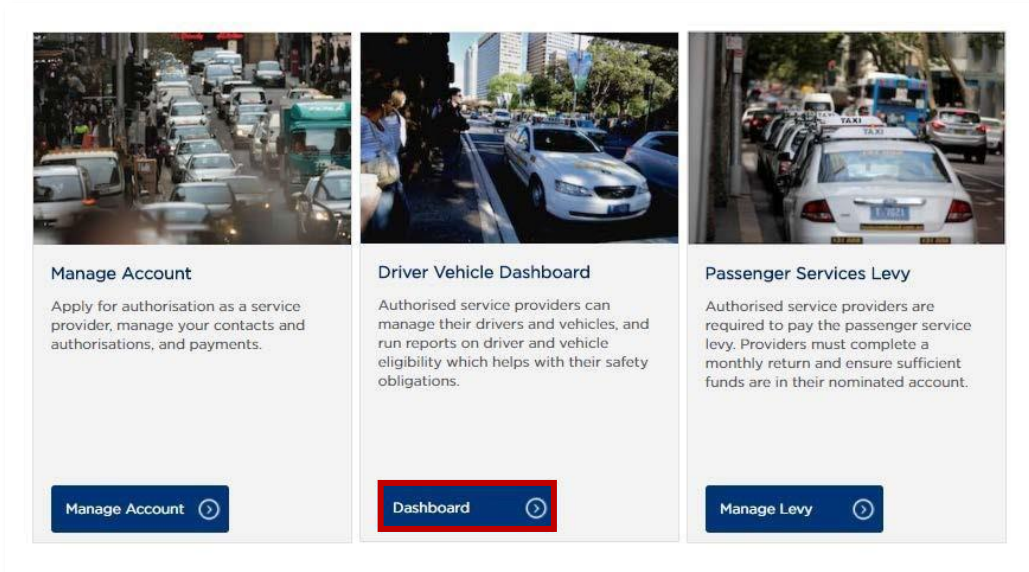
3.3. Industry Portal home page

Once you have logged in you will see the Industry Portal home page.


The DVD will allow you to manage drivers and vehicles. This is a safety management tool which will allow you to run checks on drivers and vehicles as often as you like, to assist you with meeting safety and compliance standards in accordance with [the Act](#) and [the Regulation](#).

3.3.1 Access the Driver Vehicle Dashboard

Click the Dashboard button.



The Driver Dashboard will be displayed.

 DRIVER DASHBOARD
Drivers

#Drivers:	2			
NSW Licence:	● 0	● 2	⊙ 0	⌚ 0
NSW Licence Tenure:	● 0	● 2	⊙ 0	⌚ 0
Serious Driving Offences:	● 0	● 2	⊙ 0	⌚ 0
P2P:	● 0	● 2		
Criminal Charges:	● 0	● 2	⊙ 0	⌚ 0

All
Red
White
Green

🔍

+ Add

▶ Run

🗑️ Delete

📄 Upload Drivers

🗑️ Delete Drivers

📄 Export Results

☐	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020
<input type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020

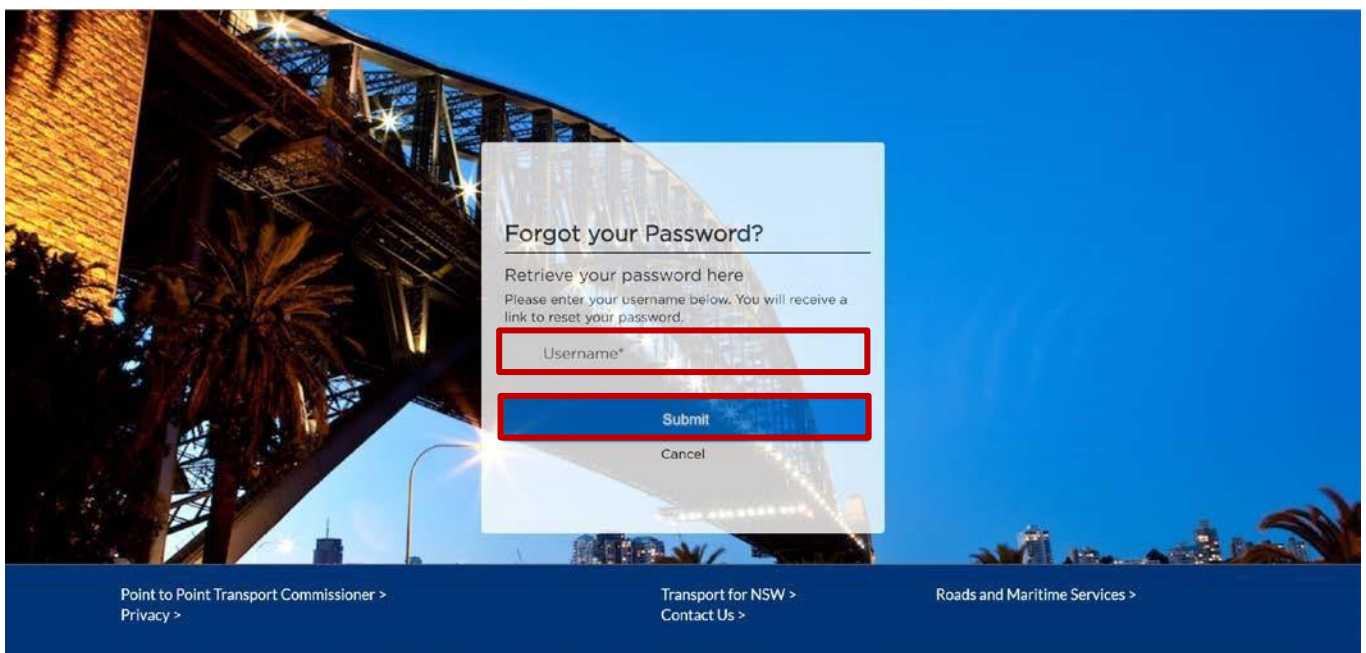
NOTE: The first time you log in there will be no driver information displayed.

3.4. Forgot your password?

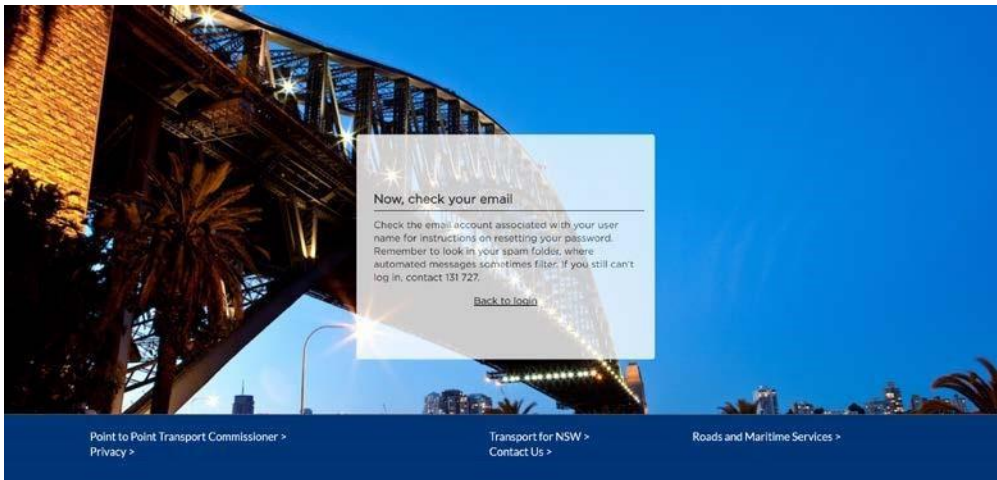
If you forget your password, click the “Forgot your password?” link at log in page on Industry Portal via <http://www.pointtopoint.nsw.gov.au>.



You will need to enter your Username and click on Submit.



You will be sent a link to your registered email address.



Go to your email and click on the link you have received.

27 October 2017

Dear Userdemo594,


Password Reset

Your password has been reset for the Point to Point Transport Commission's Industry Portal. Select the link below to change your password.

https://p2puat-point-to-point.cs57.force.com/industryportal/secur/forgotpassword.jsp?r=CAAAAV9fnWHQME8wMGswMDAwMDA0Qzk2AAAA0viTccckIDphhMvHjicF-L86_sLYZG2D9aKSiAyhA-zNiRauEa9gVIO-JDbEN2PrA8896c59KsrgLHclw7HzCdXpUs25xky16qPgTQIDUrtYxkhCC0kLmmMtU7Ma-J2hsw%3D%3D&display=page&fpot=89941dc9-5342-4b1e-b4f7-64a63524960a4f950fcb-376d-4c7a-9bae-963bc1474ff1

Should you experience any difficulties accessing the portal or any of its features, please call 131 727 for assistance.

You will receive your own unique link, do not copy the above. Click on the link you receive and you will be then be prompted to set your new password.

 Point to Point
Transport Commissioner

Change Your Password

Enter a new password for

userdemo594@gmail.com. Your password must have at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

Change Password

Password was last changed on 9/10/2017 10:27 AM.

Confirm your password; it must match your new password exactly. Click on Change Password to finish.

3.5. Change your password

In order to change your password, you will need to use the “Forgot your password” steps in [section 3.4](#). You are required to change your password annually.

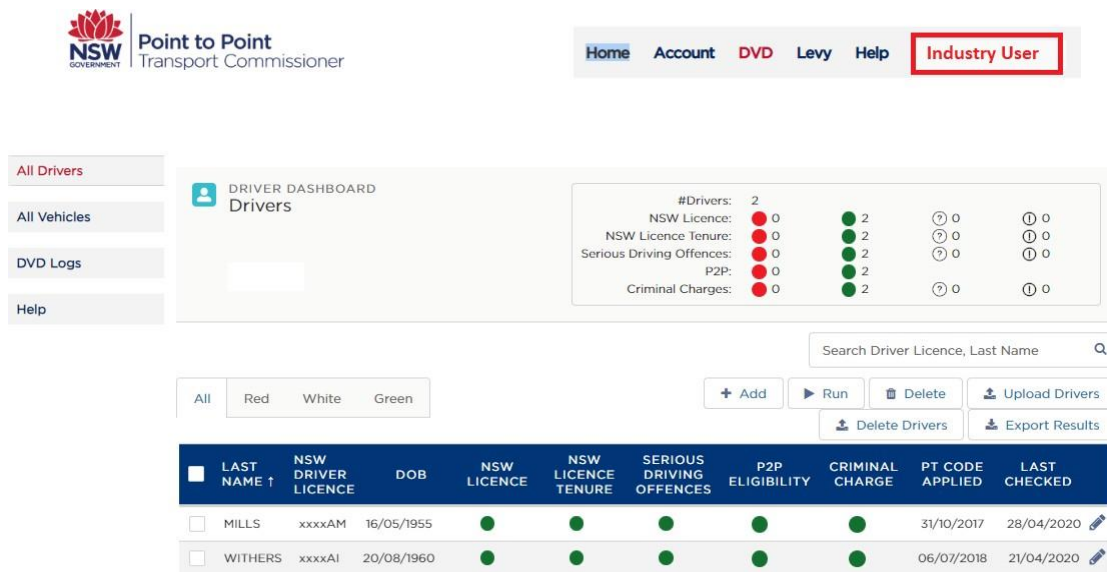
3.6. Invalid login attempts

After 3 invalid attempts to login access will be blocked for 15 minutes.

If there are any difficulties with your access, contact the Point to Point Transport Industry Contact Centre on **131 727**.

3.7. Logout

In order to log out of the DVD, select logout by using the dropdown near your name.



DRIVER DASHBOARD
Drivers

#Drivers: 2

NSW Licence:	0	2	0	0
NSW Licence Tenure:	0	2	0	0
Serious Driving Offences:	0	2	0	0
P2P:	0	2	0	0
Criminal Charges:	0	2	0	0

Search Driver Licence, Last Name

All Red White Green

+ Add Run Delete Upload Drivers Delete Drivers Export Results

LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/> MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020
<input type="checkbox"/> WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020

4. Add a Driver

The DVD check functions can only be used if the vehicle driver has given consent to the ASP. The ASP is required to obtain consent annually.

NOTE: To comply with the [State Records Act 1998](#), it is the responsibility of the ASP to maintain hard copies, or electronic versions, of driver consent forms for a period of six years for current and past drivers. If the application is incomplete and the applicant does not proceed with the ASP, consent forms must be destroyed after six months.

To add a driver you must have the following driver details (exact spelling as shown on their NSW Driver Licence):

- Last name
- NSW Driver Licence Number
- Date of Birth.

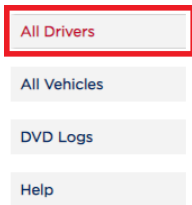
NOTE: Driver checks can only be conducted on NSW Driver Licence holders.

4.1. Log in to Industry Portal

[See section 3.2.](#)

4.2. Add a driver

Click on “All Drivers”.



NOTE: The first time you log in there will be no driver information displayed. Click Add, the Add Driver window is displayed.

Add Driver

NSW Driver Licence *

Last Name *

Date of Birth *

Type in the NSW Driver Licence Number:

NSW Driver Licence *

For example, **31648T**.

Type in the driver’s last name (exactly as spelled on their NSW Driver Licence).

Last Name *

For example, **Withers**.

Type in the driver's Date of Birth. The date of birth must be entered as dd/mm/yyyy.

Date of Birth *

For example, **20/02/1960**.

Click Save

Cancel

Save

The driver has been added to the home page of your Driver Dashboard.

All
Red
White
Green

+ Add
▶ Run
🗑 Delete
📄 Upload Drivers

📄 Delete Drivers
📄 Export Results

<input type="checkbox"/>	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020
<input type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020

NOTE: No results will appear until you have selected a particular driver or drivers to run a query against. Further instructions can be found later in this manual in [section 9. Run a Driver Report](#).

5. Add Multiple Drivers

This functionality allows you to add multiple drivers at one time to query their licence eligibility.

The Commission is not responsible for the accuracy of the drivers' details. The DVD assumes the uploaded file contains the ASP's current list of drivers, as compiled by the ASP.

For audit purposes, the details you upload needs to match with the details recorded in the driver consent form which you are required to maintain for six years.

NOTE: Driver checks can only be conducted on NSW Driver Licence holders. You are required to conduct your own checks on interstate or territory drivers in order to comply with [the Act](#) and [the Regulation](#).

NOTE: Separate queries on Class R driver licences (motorcycles) is not available. You will be required to conduct your own checks on riders in order to comply with [the Act](#) and [the Regulation](#).

5.1. Log in to Industry Portal

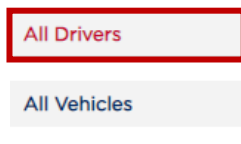
See section 3.2.

5.2. Adding multiple drivers


To complete the following steps, you must have the below driver details:

- NSW Driver Licence Number
- Driver’s Last Name
- Driver’s Date of Birth

Click on “All Drivers”.



Click on “Upload Drivers”.



DRIVER DASHBOARD
Drivers

#Drivers: 2

NSW Licence: ● 0 ● 2 ⊙ 0 ⓘ 0

NSW Licence Tenure: ● 0 ● 2 ⊙ 0 ⓘ 0

Serious Driving Offences: ● 0 ● 2 ⊙ 0 ⓘ 0



P2P: ● 0 ● 2 ⊙ 0 ⓘ 0

Criminal Charges: ● 0 ● 2 ⊙ 0 ⓘ 0

All Red White Green

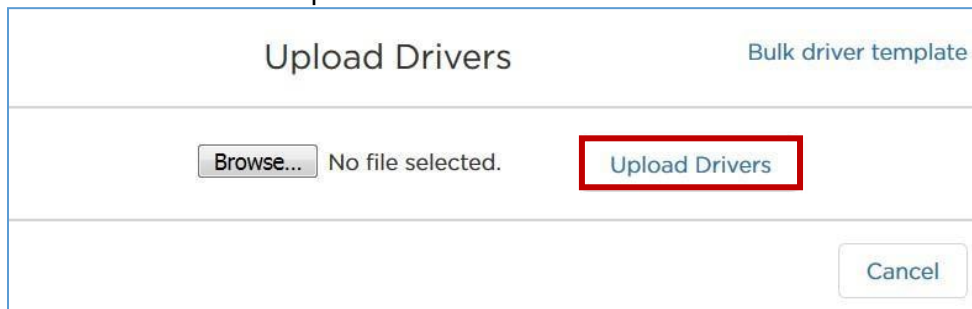
+ Add ▶ Run 🗑 Delete 📄 Upload Drivers

🗑 Delete Drivers 📄 Export Results

<input type="checkbox"/>	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020 
<input type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020 

NOTE: The first time a new ASP logs into the DVD there will be no driver information displayed.

Click on Bulk driver template.



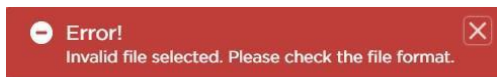
Upload Drivers Bulk driver template

Browse... No file selected. Upload Drivers

Cancel

Your browser will automatically download the Bulk driver template in a CSV format.

NOTE: CSV stands for “Comma Separated Values” and a file with .csv extension allows you to save data in a table structured format. A CSV file can typically be edited in common spreadsheet software, such as MS Excel, or simple text editors. To reduce the risk of viruses the DVD will not accept other file formats. If you try to upload any other file formats you will receive the below error message.



5.2.1 Create an upload file

Open the Bulk driver template on your computer using the default software application. The file should look like the below:

	A	B	C
1	LAST NAME	DATE OF BIRTH	DRIVERS LICENCE
2			
3			

If not, contact the Point to Point Transport Industry Contact Centre on **131 727**.

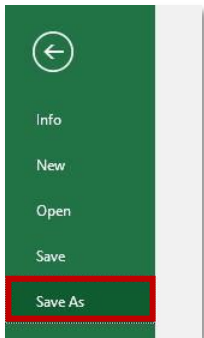
NOTE: Enter the date of birth in the format dd/mm/yyyy.

Add as many drivers as you need to. Please ensure you enter each driver’s information in separate rows and exactly as displayed on their driver licence. Once finished save the file, for example, using MS Excel:

Click File.



Click Save As.



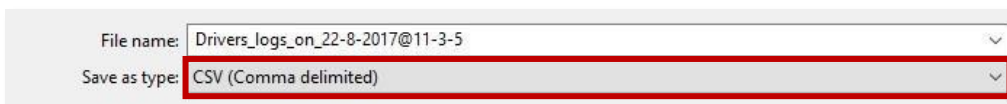
Choose a location on your computer to save the file.



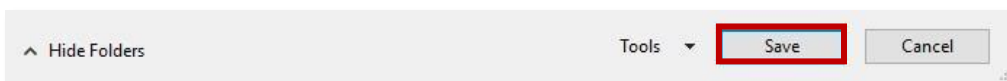
Give the file a title that is easy to identify.



Select CSV from the “Save as type” drop down list.



Click Save.



5.2.2 Upload the drivers

In the DVD, click Upload Drivers.



An Upload Drivers window is displayed.

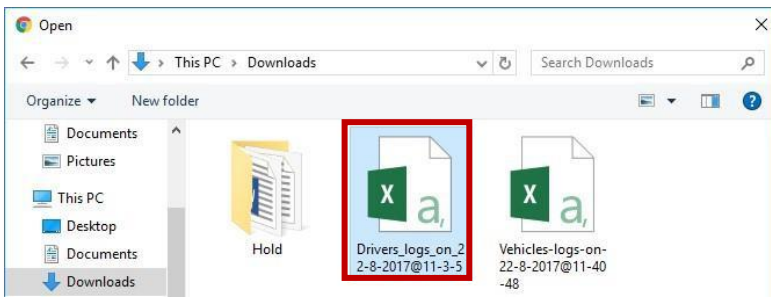


Click Choose file.



The Open file window is displayed.

Navigate to the directory with the upload file and click to select the file.



Click Open.



Click Upload Drivers.



If there have been no issues with the file you will see a success message on the screen similar to the below.



6. The Traffic Light System

6.1. Information for Taxi and Hire Vehicle Service Providers and Drivers

[The Regulation](#) requires that vehicles used to provide a passenger service, and the people driving those vehicles, meet certain safety standards.

Authorised service providers are responsible for ensuring, so far as is reasonably practicable, that their drivers and vehicles meet safety standards as outlined in [the Regulation](#). The Commissioner provides the DVD to help authorised service providers meet these obligations.

The DVD uses traffic light indicators and date display columns to support service providers on-board drivers and run ongoing driver eligibility checks. Service providers are reminded that the DVD only provides results for NSW driver licences and point to point transport safety offences, Serious Driving Offences and Criminal Charges committed in NSW. Service providers should do their own checks outside of NSW.

6.2. Traffic Light Indicators

There are seven categories of traffic light checks on the DVD. These are:

1. NSW Licence Check
2. NSW Licence Tenure Check
3. Point to Point Eligibility Check
4. Serious Driving Offences Check
5. Criminal Charge Check
6. Vehicle Registration Check
7. Taxi Licence Status Check.

The DVD provides a traffic light indicator (green, white or red) to show the outcome of the check. It does not provide details of an offence or a reason for ineligibility.

A GREEN traffic light indicates that no ineligibility has been identified in running the check against Transport for NSW (TfNSW), the Point to Point Transport Commissioner's databases, or NSW Police Force charge records.

A WHITE traffic light indicates that the uploaded details do not match those held or the person does not have a PT code on their driver licence.

A RED traffic light indicates that there may be an issue with the vehicle or driver and that further investigation is required to determine whether safety standards are met. Authorised service providers should take immediate action when they see a red traffic light. This may include asking a driver for information or evidence about their driving record, driver licence status, or criminal charge history to help the service provider determine whether they should permit the person to drive for them.

6.3. Date Display Columns

There are four date display columns in the DVD:

1. PT Code Applied
2. Last Checked
3. Vehicle Safety Check
4. Checked Dated

The functions and outcomes of traffic light indicators and date display columns are explained throughout this User Guide.

6.4. NSW Licence Check

[The NSW licence check shows whether a driver has a current unrestricted NSW driver licence](#) and meets the medical standards to be a commercial vehicle driver. A driver who meets the medical standards is issued a driver licence with a PT code. The date a PT code is added to a NSW driver licence appears under the heading "PT Code Applied".

The indicators for this check have the following meaning:

The driver:

- currently holds an unrestricted NSW driver licence, and
- meets the medical standards and has been issued with a PT code on their NSW driver licence.

Green

- The details of the driver entered into the DVD do not match the records held (e.g. misspelt name or driver has changed their name), or
- The driver does not have a PT code on their NSW driver licence, or
- The driver does not hold a NSW driver licence (may hold an interstate driver licence), or
- The driver has an outstanding administrative matter to be resolved and may need to visit a Service NSW Centre.

White

The driver:

- may not hold a current unrestricted NSW driver licence.

Red

Note: the DVD can only check information about people who hold a NSW driver licence.

Once new drivers have been added, you should review their driver licence eligibility.

Select the drivers whose eligibility you want to check, by clicking the box to the left of their name.

All Drivers

All Vehicles

DVD Logs

Help

DRIVER DASHBOARD Drivers

#Drivers: 2

NSW Licence: ● 0 ● 2 ? 0 ⓪ 0

NSW Licence Tenure: ● 0 ● 2 ? 0 ⓪ 0

Serious Driving Offences: ● 0 ● 2 ? 0 ⓪ 0

P2P: ● 0 ● 2 ? 0 ⓪ 0

Criminal Charges: ● 0 ● 2 ? 0 ⓪ 0

Search Driver Licence, Last Name

All Red White Green

▶ Run
🗑️ Delete
📄 Upload Drivers

🗑️ Delete Drivers
📄 Export Results

<input type="checkbox"/>	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020 ✎
<input type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020 ✎

Click the Run button on the toolbar. You will be asked to confirm your query.

Confirmation

You are about to run 20 driver(s).
By selecting the Confirm button, you agree to the Driver Vehicle Dashboard Terms and Condition of use.
Select Confirm to agree and continue.

The query log page will display.

All Drivers		DRIVERS / VEHICLES LOGS				
All Vehicles		Query Logs				
DVD Logs		CREATED DATE	TYPE	REQUESTED BY	STATUS	EXPORT
Help		05/10/2017 4:57:38 PM	Drivers	ASP INDIVIDUAL	<div style="border: 1px solid #ccc; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div> <p>Total: 20</p>	

When the Status circle is completely green the check is complete and you can review your results by clicking on All Drivers.

All Drivers

DRIVERS / VEHICLES LOGS

Query Logs

All Vehicles

DVD Logs

Help

CREATED DATE	TYPE	REQUESTED BY	STATUS	EXPORT
05/10/2017 4:57:38 PM	Drivers	ASP INDIVIDUAL	<div style="border: 2px solid green; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">20</div> <p>Total: 20</p>	↓

Your results will be displayed as follows:

DRIVER DASHBOARD

Drivers

#Drivers:	7			
NSW Licence:	● 3	● 2	2	0
NSW Licence Tenure:	● 2	● 3	2	0
Serious Driving Offences:	● 0	● 5	2	0
P2P:	● 0	● 7		
Criminal Charges:	● 0	● 5	2	0

Search Driver Licence, Last Name Q

All
Red
White
Green

➕ Add
▶ Run
🗑 Delete
📄 Upload Drivers

🗑 Delete Drivers
📄 Export Results

<input type="checkbox"/>	LAST NAME	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED ⁺	
<input type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	01/05/2020	✎
<input type="checkbox"/>	VHCWCFU LPRVCAR	xxxxxx54	02/03/1990	●	●	●	●	●	11/01/2020	01/05/2020	✎
<input type="checkbox"/>	WITHERS	xxxxxx68	11/05/1983	2	2	2	●	2		27/04/2020	✎
<input type="checkbox"/>	MILLS	xxxxAM	16/05/1955	2	●				31/10/2017	27/04/2020	✎
<input type="checkbox"/>	A	xxxxxx54	06/11/1978	2	2	2	●	2		22/04/2020	✎
<input type="checkbox"/>	Aholova	xxxxxx27	09/07/1975	2	2	2	●	2		22/04/2020	✎
<input type="checkbox"/>	Singh	xxxxxx55	23/11/1983	●	●	●	●	●		17/04/2020	✎

Driver totals for each colour for Licence Eligibility will appear at the top of the Dashboard.

The DVD runs checks on the selected driver(s) only.

6.5. NSW Licence Tenure Check

The NSW licence tenure check indicates whether a driver has held an unrestricted NSW driver licence for a cumulative total of 12 months during the previous two years.

Note: From 12 October 2022, there is an 18 month conditional exemption to driver licence tenure requirements and drivers must have held an unrestricted driver licence for at least 12 months during the previous **4 years**.

The driver has held an unrestricted NSW driver licence for 12 months in the past 2 years.

Note: If checking on or after 12 October 2022, the driver must have held an unrestricted NSW driver licence for 12 months in the past **4 years**.

Green

- The details of the driver entered into the DVD do not match the records held (e.g. misspelt name or driver has changed their name), or
- The driver does not have a 'Passenger Transport' (PT) code on their NSW driver licence, or
- The driver does not hold a NSW driver licence (may hold an interstate driver licence), or
- The driver has an outstanding administrative matter to be resolved and may need to visit a Service NSW Centre.

White

The driver may not have held an unrestricted NSW driver licence for 12 months in the past 2 years.

Note: If checking on or after 12 October 2022, the driver may not have held an unrestricted NSW driver licence for 12 months in the past **4 years**.

Red

Note: the DVD can only check drivers who hold a NSW driver licence. However, a driver may still be eligible to drive a taxi or hire vehicle (including rideshare) if they hold or have held an unrestricted Australian driver licence for 12 months of the previous 2 years. Authorised service providers will need to use other methods for checking the eligibility of these drivers.

6.6. P2P Eligibility Check

This indicator helps authorised service providers to keep track of safety standards relating to specific Point to Point Transport law eligibility and disqualifying offences. [The Regulation](#) prohibits a person from driving a vehicle used to provide a passenger service if:

- they held a driver authority under the *Passenger Transport Act 1990* or *Passenger Transport Act 2014* that was cancelled (other than for medical grounds), or
- their most recent application for a driver authority (in the last ten years) under those Acts and that application was refused on the grounds they were not considered to be of good repute and in all other respects a fit and proper person, or
- they have been found guilty of a disqualifying Point to Point Transport safety offence (more information can be found on the 'Disqualifying Offences for Drivers of Taxis or Hire Vehicles' Fact Sheet on the Commission's website).

Indicators for this check have the following meanings:

<ul style="list-style-type: none"> The driver has not had a driver authority issued under the <i>Passenger Transport Act 1990</i> or <i>Passenger Transport Act 2014</i> cancelled or their most recent application refused, or No Disqualifying Point to Point Transport Safety Offence charge is recorded against the driver <p style="text-align: center;">Green Light</p>	<ul style="list-style-type: none"> Not applicable - this check will not return a white light <p style="text-align: center;">White Light</p>	<ul style="list-style-type: none"> The driver is recorded as having a driver authority issued under the <i>Passenger Transport Act 1990</i> or <i>Passenger Transport Act 2014</i> cancelled or their most recent application refused, or Records indicate the driver has been charged with a Disqualifying Point to Point Transport Safety Offence <p style="text-align: center;">Red Light</p>
--	---	---

Note: The DVD only checks a driver's NSW record. If a driver has been found guilty of an offence interstate which is equivalent to a NSW P2P safety offence then they would not meet the safety standards. Authorised service providers will need to have alternative methods in place for ongoing checks of drivers.

6.7. Serious Driving Offences Check

[The Regulation](#) prohibits a driver who has been found guilty of a serious driving offence from driving a vehicle used to provide a passenger service. More information on disqualifying offences can be found on the 'Disqualifying Offences for Drivers of Taxis or Hire Vehicles' fact sheet on the Commissioner's website.

The indicators for this check have the following meanings:

<ul style="list-style-type: none"> No Disqualifying Serious Driving Offence charge is recorded against the driver in NSW since 29 May 2018 or No Disqualifying Serious Driving Offence charge is recorded against the driver since a PT code was added to their licence, if added after 29 May 2018. <p style="text-align: center;">Green</p>	<ul style="list-style-type: none"> The details of the driver entered into the DVD do not match the records, or The driver does not have a 'Passenger Transport' (PT) code on their NSW driver licence, or The driver does not hold a NSW driver licence (may hold an interstate driver licence), or The driver has an outstanding administrative matter to be resolved and may need to visit a Service NSW Centre. <p style="text-align: center;">White Light</p>	<ul style="list-style-type: none"> Records indicate the driver has been charged with a disqualifying Serious Driving Offence in NSW. <p style="text-align: center;">Red</p>
--	--	---

Note: The DVD will only provide indicators of disqualifying offences where the matters were heard in a NSW Court.

This means, a driver would not meet the safety standards if they have been found guilty of an equivalent disqualifying offence in another state or territory: As a part of service providers on-boarding processes and ongoing safety checks, additional checks, such as a National Police Check, should be used.

The Serious Driving Offences check was added to the DVD on 29 May 2018, results for this traffic light are current from the 29 May 2018 or the date in the PT Code Applied column, whichever is the most recent.

Service providers should regularly review drivers to check if they have been charged with a disqualifying Serious Driving Offence since commencing with your business. Follow the instructions at 6.3 above and refer to the traffic light result in the Serious Driving Offences Column. Service providers should make sure they understand the PT code applied date column in the DVD's driver dashboard, refer to 6.9 for further detail.

6.8. Criminal Charge Check

[The Regulation](#) prohibits a driver who has been found guilty of certain criminal offences from driving a vehicle used to provide a passenger service. More information on disqualifying offences can be found on the 'Disqualifying Offences for Drivers of Taxis or Hire Vehicles' fact sheet on the Commissioner's website. The indicators for this check have the following meanings:

- No disqualifying criminal offence charge is recorded against the driver since 26 November 2018, or
- No disqualifying criminal offence charge is recorded against the driver since a PT code was added to their licence, if added after 26 November 2018.

Green

- The details of the driver entered into the DVD do not match the records, or
- The driver does not have a 'Passenger Transport' (PT) code on their NSW driver licence, or
- The driver does not hold a NSW driver licence (may hold an interstate driver licence), or
- The driver has an outstanding administrative matter to be resolved and may need to visit a Service NSW Centre.

White Light

- Records indicate the driver may have been charged with a disqualifying criminal offence in NSW.

Red

Note:

- *The Criminal Charge check was added to the DVD on 26 November 2018, results for this traffic light are current from the 26 November 2018 or the date in the PT Code Applied column, whichever is the most recent.*

- The DVD will only provide indicators of disqualifying criminal charge offences where the matters were heard in a NSW Court. A driver would not meet the safety standards if they have been found guilty of an equivalent disqualifying offence in another state or territory: a National Police Check will help check this.
- Once a charge is laid, the check will return a red traffic light indicator regardless of any Court outcome.

To run a Criminal Charge check on a driver in the DVD, follow the instructions at 6.3 above and refer to the traffic light result in the 'Criminal Charge' column.

6.9. PT Code Applied

The PT Code Applied column shows the date the driver had the Passenger Transport Licence Code (PT Code) last added to their NSW driver licence. This is the date from which the driver records in NSW are valid in the DVD.

The following image shows the location of 'PT Code Applied' column in the DVD.



	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	RONALD	xxxxxx22	11/02/1994	●	●	●	●	●	16/05/2019	11/05/2020
<input type="checkbox"/>	SINGH	xxxxxx86	07/04/1987	●	●	●	●	●	31/10/2017	01/05/2020
<input type="checkbox"/>	ARTHUR	xxxxxx96	01/01/1970	?	?	?	●	?		07/05/2020
<input type="checkbox"/>	SMITH	xxxxNX	07/09/1951	●	●	●	●	●	31/10/2017	07/05/2020

Why is this date important?

The DVD will only display a red traffic light in the criminal charge or serious driving offences columns if the person was charged with a disqualifying offence or committed a serious driving offence after the date the PT Code was applied to their NSW driver licence.

This means if the charges and/or offences were committed before the PT Code was added to the driver's licence it will not be shown in the DVD.

Service providers are reminded that the DVD only shows results for NSW driver licences and offences and charges committed in NSW. The DVD should not be the only source of information used to on-board drivers or manage existing drivers. The criminal histories of all new drivers must be checked to ensure they do not have any disqualifying offences, prior to being on-boarded. Service providers should also conduct ongoing driver checks to make sure drivers do not incur disqualifying offences in any other state or territory of Australia, or in any other country.

PT code applied date scenarios

The following are possible scenarios that you might see in the DVD

Scenario 1:

Sam's PT code applied date is displaying 02/01/2019 in the DVD. Sam was charged by NSW Police with a disqualifying offence on 30 November 2018.

As the charge happened before the PT code was applied a green light would be shown in the DVD. In the service providers separate on-boarding background check it is identified that Sam has a disqualifying offence and is not permitted to drive a taxi or hire vehicle.

Scenario 2:

Lucy's PT code applied date is displaying 01/03/2019 in the DVD. Lucy was found guilty of a disqualifying serious driving offence in a NSW Court on 2 February 2020. As the disqualifying offence happened after the PT code was applied a red light would be displayed in the DVD.

Why are the dates 29 May 2018 and 26 November important?

Serious driving offences were added to the DVD on 29 May 2018, and criminal charges were added to the DVD on 26 November 2018.

This means that serious driving offences are only displayed from 29 May 2018 or the date the PT code was applied, whichever is the most recent. Similarly, for criminal charges offences are only displayed from 26 November 2018 or the date the PT code was applied, whichever is the most recent.

Scenario 1:

Criminal charges were added to the DVD on 26 November 2018

Joseph's PT code applied date is displaying 30/12/2017 in the DVD. Joseph was charged with a disqualifying offence (criminal charge) by NSW Police on 4 January 2018.

While the PT code applied date was before the date of the charge, the DVD only started monitoring criminal charges on 26 November 2018 so a green light would be displayed in the DVD. In the service providers separate on-boarding background check it is identified that Joseph has a disqualifying offence and is not permitted to drive a taxi or hire vehicle.

- Service providers are reminded that the DVD only provides results for serious driving offences and criminal charges committed in NSW. Service providers should be conducting their own ongoing checks to ensure drivers do not have any disqualifying offences in other states or territory in Australia, or in any other country.

6.10. Last Checked

The 'Last Checked' column provides the date the service provider last checked a driver's record in the DVD.

For example, if the service provider ran a check on all drivers on Friday, 1 May 2020, the last checked date would show 01/05/2020 – this is shown in the image below.

<input type="radio"/> All <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Green				<input type="button" value="+ Add"/> <input type="button" value="▶ Run"/> <input type="button" value="🗑 Delete"/> <input type="button" value="📄 Upload Drivers"/>		<input type="button" value="🗑 Delete Drivers"/> <input type="button" value="📄 Export Results"/>				
<input type="checkbox"/>	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	RONALD	xxxxxx22	11/02/1994	●	●	●	●	●	16/05/2019	11/05/2020
<input type="checkbox"/>	SINGH	xxxxxx86	07/04/1987	●	●	●	●	●	31/10/2017	01/05/2020
<input type="checkbox"/>	ARTHUR	xxxxxx96	01/01/1970	?	?	?	●	?		07/05/2020
<input type="checkbox"/>	SMITH	xxxxNX	07/09/1951	●	●	●	●	●	31/10/2017	07/05/2020

6.11. Registration Check

[The Regulation](#) requires vehicles used to provide passenger services must meet the requirements for registration under Australian law. The indicators for this check have the following meanings:

- Vehicle has current registration in NSW

Green Light

- Check the type of vehicle
M = Motorcycle
O = Other
- Check the VIN and vehicle registration number have been entered accurately

White Light

- Vehicle is not currently registered in NSW
- The vehicle has more than 12 seats.

Red Light

Note: While a vehicle registered outside NSW may be used to provide passenger services, the DVD will only show results for vehicles registered in NSW. Authorised service providers will need another method for checking that interstate vehicles are registered.

A white light means that no result was found:

- The vehicle owner should check their ASP has entered the data correctly.
- Check the vehicle registration and VIN numbers have been entered correctly.

A red light means an adverse result was found: it may indicate the vehicle is not currently registered in NSW or has more than 12 seats.

6.12. Taxi Licence Status Check

Authorised Taxi Service Providers (TSP) can run the Taxi Licence Status check to check whether a number plate is associated with a valid taxi licence.

Note that:

- This check will only appear in the DVD for Authorised Taxi Service Providers.
- Any vehicle with a plate that does not begin with T or TC will return a white light indicator (e.g. a hire vehicle plate).
- A red light may mean the registration of the taxi has recently changed and the new details will need to be provided, or that the taxi licence expired and will need to be renewed. The Indicators for this check have the following meanings:

<ul style="list-style-type: none"> • The number plate is associated with a valid taxi licence. <p style="text-align: center; background-color: green; color: white; padding: 5px;">Green Light</p>	<ul style="list-style-type: none"> • The number plate entered does not start with T or T.C. <p style="text-align: center; background-color: white; border: 1px solid black; padding: 5px;">White Light</p>	<ul style="list-style-type: none"> • The number plate is not associated with a valid taxi licence. <p style="text-align: center; background-color: red; color: white; padding: 5px;">Red Light</p>
--	--	---

To run a Taxi Licence Status check in the DVD: navigate to the All Vehicles tab, select the plate numbers to check, and click Run.

Once the check has run, return to the All Vehicles tab and check the indicator result in the Taxi Licence Status column.

VEHICLE DASHBOARD Vehicles

Total: 8
 Registration Check: ● 1 ● 5 ? 2 0
 Safety Check: ● 2 ● 3 ? 3 0

All Red White Green
+ Add
▶ Run
Delete
Upload Vehicles
Export Results

<input type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE
<input type="checkbox"/>	P2P123	O	5289	●	●	30/09/2018	19/06/2019
<input type="checkbox"/>	P2P123	O	8988	?	?		19/06/2019
<input type="checkbox"/>	P2P321	O	3696	●	●	08/10/2018	19/06/2019
<input type="checkbox"/>	P2P727	O	9261	●	●		19/06/2019
<input type="checkbox"/>	P2PDNU	O	8932	●	●	06/10/2015	19/06/2019
<input type="checkbox"/>	P2PHRH	O	4529	●	●	25/05/2018	19/06/2019
<input type="checkbox"/>	P2PTNSW	O	4528	?	?		19/06/2019
<input type="checkbox"/>	P2PTRN	O	1147	●	●	20/08/2018	19/06/2019

6.13. Safety Check

The safety check column shows the date of a vehicle’s last annual safety check (pink slip) at an authorised inspection station. The indicators for this check have the following meanings:

- The vehicle has undergone a safety check at an authorised inspection station in NSW in the last 12 months.

Black Date

- The vehicle may have never had a safety check at a NSW inspection station, or
- The vehicle may have had a safety check at an inspection station outside of NSW, or
- The authorised inspection station does not have the capability to electronically submit their safety inspection checks.

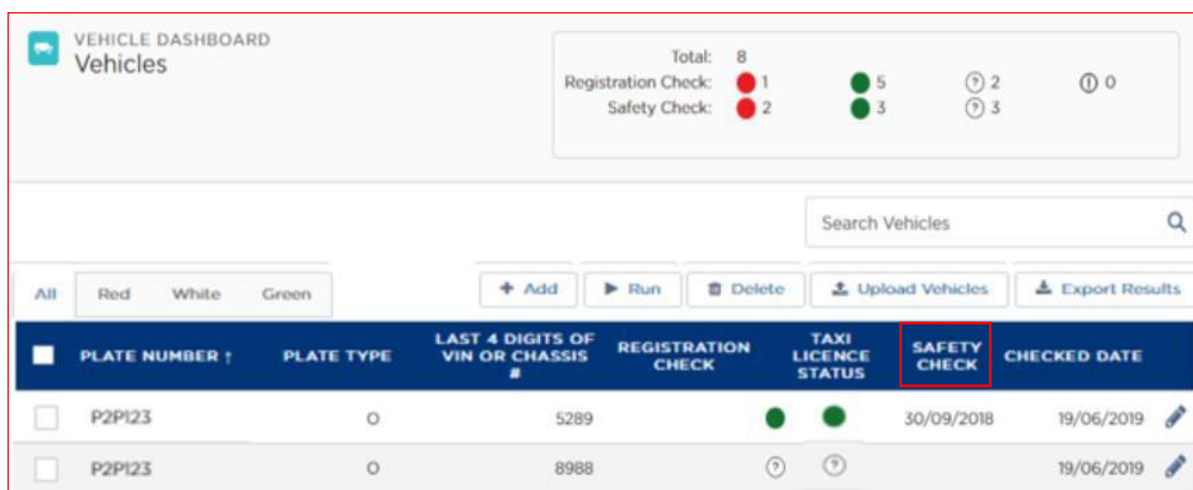
No Date

- The vehicle has not undergone a safety check at an authorised inspection station within the last 12 months, or
- The authorised inspection station that completed the most recent safety check does not have the capability to electronically submit their safety inspection checks.

Red

Note: While a vehicle that has undergone a safety check outside of NSW can provide passenger services, the DVD will only show results for vehicles that undergo a safety check at an authorised inspection station in NSW. Authorised service providers will need another method for checking that interstate vehicles have undergone an annual safety check.

The following image shows the location of Safety Check column in the DVD.



VEHICLE DASHBOARD
Vehicles

Total: 8
Registration Check: 1 (Red), 5 (Green), 2 (Info), 0 (Warning)
Safety Check: 2 (Red), 3 (Green), 3 (Info), 0 (Warning)

Search Vehicles

All Red White Green

+ Add ▶ Run 🗑 Delete 📄 Upload Vehicles 📄 Export Results

	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE
<input type="checkbox"/>	P2P123	O	5289	●	●	30/09/2018	19/06/2019
<input type="checkbox"/>	P2P123	O	8988	?	?	19/06/2019	

6.14. Checked Date

Checked Date column provides the date the service provider last checked their vehicle/s in the DVD.

The following image shows the location of Checked Date column in the DVD.

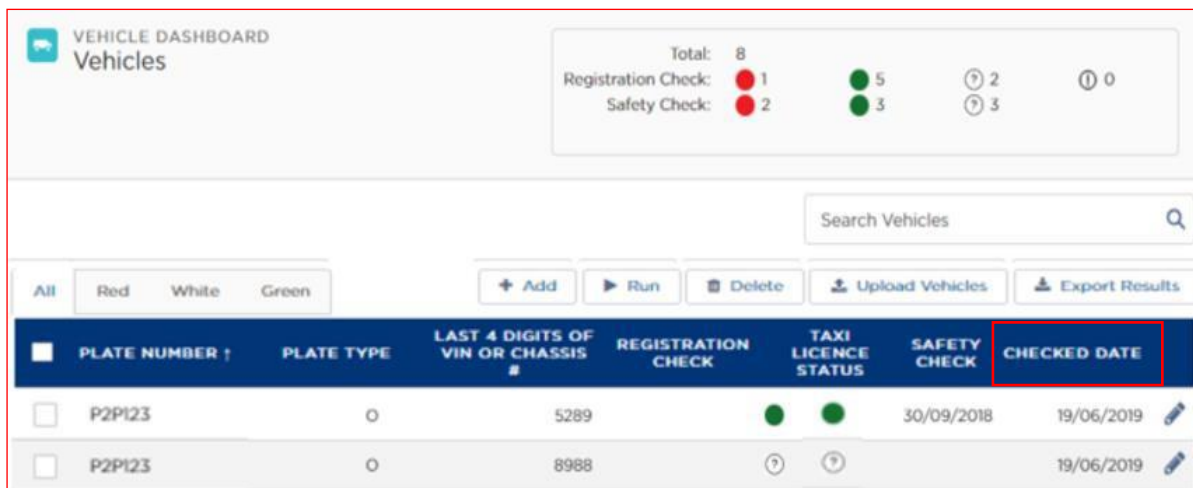


PLATE NUMBER	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE
P2P123	O	5289	●	●	30/09/2018	19/06/2019
P2P123	O	8988	○	○		19/06/2019

6.15. Driver disagrees with a DVD indicator

The DVD draws on the official records of TfNSW, the Point to Point Transport Commissioner, and the NSW Police Force. A DVD indicator that is accurate will not be changed and is not reviewable. When a driver disagrees with a DVD indicator, Commission staff will only deal with the driver and the relevant government agencies and not with any third party (such as a service provider).

If a driver believes that a red traffic light result for a serious driving or criminal charge offence is incorrect, they should contact the Industry Contact Centre on **131 727** and provide supporting information such as a recent National Police Check, Court outcome or any other supporting documentation. Under no circumstances must a driver contact the NSW Police Force about criminal charge information they believe to be incorrect.

The Point to Point Transport Commissioner is unable to change records that are held by other agencies, but can investigate. If a person believes that a red light relating to their vehicle registration, driver licence or serious driving offences is incorrect, they will need to contact Service NSW to confirm that the records are correct, and if not, request Service NSW to amend the databases.

For questions relating to P2P Regulation safety offences or a driver authority cancellation or application, a driver can contact the Point to Point Transport Industry Contact Centre on **131 727**. A driver who believes that a red traffic light indicator for P2P eligibility is incorrect should provide their previous Driver Authority Number obtained under the *Passenger Transport Act 1990* or the *Passenger Transport Act 2014*.

6.16. Further Information

There are a number of online resources available on the Commissioner’s website at pointtopoint.nsw.gov.au including a Quick Guide to the Driver Vehicle Dashboard, as well as a searchable Driver Disqualifying Offences database and related fact sheet.

Service providers can also download the DVD User Guide from the Commissioner’s website. Drivers wanting more information about the PT code can call **132 213** or visit

<http://www.rms.nsw.gov.au/business-industry/public-passenger-vehicles/point-to-point-transportdrivers.html>

The Industry Contact Centre can provide assistance on **131 727**.

7. Edit Driver Details

To edit the details of a driver via the DVD:

7.1. Log in to Industry Portal

See section 3.2.



7.2. Update driver details

Click on “All Drivers”.

All Drivers

All Vehicles

The Driver Dashboard is displayed. Click the “Edit” icon of the driver to edit.

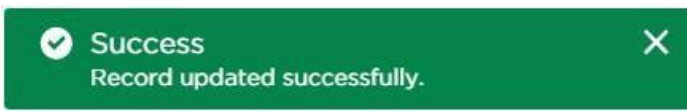
☐	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED	
☐	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020	
☐	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020	
☐	MILL	6f	16/05/1	●	●	●	●	●	31/10/2017	28/04/2020	✓ ✕

LEIGH 123456 **12/12/1977**

Edit the record as necessary by overwriting text in the fields. Save your changes by clicking on the tick icon.

LEIGH 123456 12/12/1977 ? ? ? ● ? 08/08/2019 **✓** ✕

The following notification will be displayed at the top of the screen.



8. Delete a Driver

To delete a driver from the DVD:

8.1. Log in to Industry Portal

See section 3.2.

8.2. Deleting a driver

Click on “All Drivers”.



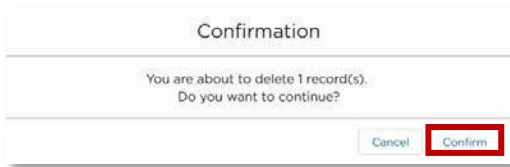
The Driver Dashboard is displayed. Select the driver, or drivers, to delete.

All Red White Green

 + Add ▶ Run **🗑 Delete** ⬆ Upload Drivers
⬆ Delete Drivers ⬇ Export Results

<input type="checkbox"/>	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input checked="" type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020
<input checked="" type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020

Click “Delete”. A confirmation window is displayed.



Click “Confirm”. The driver record is removed.

9. Delete multiple drivers

This functionality allows you to delete multiple drivers at one time.

To delete multiple drivers, you must have a CSV file ready with the following details for drivers:

- NSW Driver Licence Number
- Driver’s Last Name
- Driver’s Date of Birth

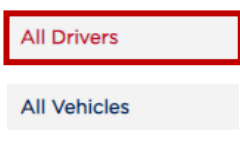
See section 5.2 for more information on CSV files.

9.1. Log in to Industry Portal


See section 3.2.

9.2. Deleting drivers

Click on “All Drivers”.



Click on “Delete Drivers”.



The screenshot shows a dashboard with a filter menu (All, Red, White, Green) and a toolbar with buttons: + Add, Run, Delete, Upload Drivers, Delete Drivers (highlighted with a red box), and Export Results. Below is a table of driver records.

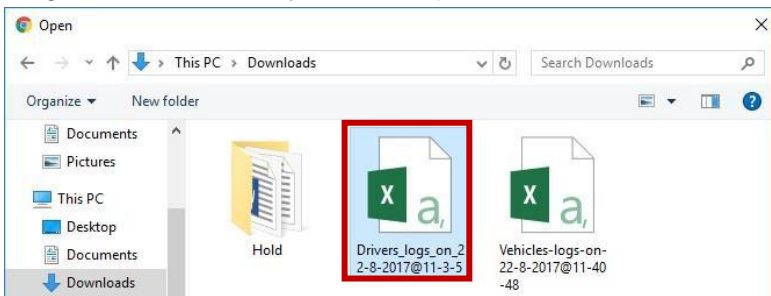
	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020
<input type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020

Click Choose file.



The Open file window is displayed.

Navigate to the directory with the upload file and click to select the file.



Click Open.



Click Delete Drivers.



If there have been no issues with the file you will see a success message on your screen.

10. Run a Driver Report

This function allows an ASP to run checks on multiple drivers at one time. It may take a few minutes to complete as results are near real time. The more drivers you check the longer it will take.

The DVD will check against the driver's NSW Driving History and NSW criminal charges to ensure they comply with [the Act](#) and [the Regulation](#).

10.1. Log in to Industry Portal

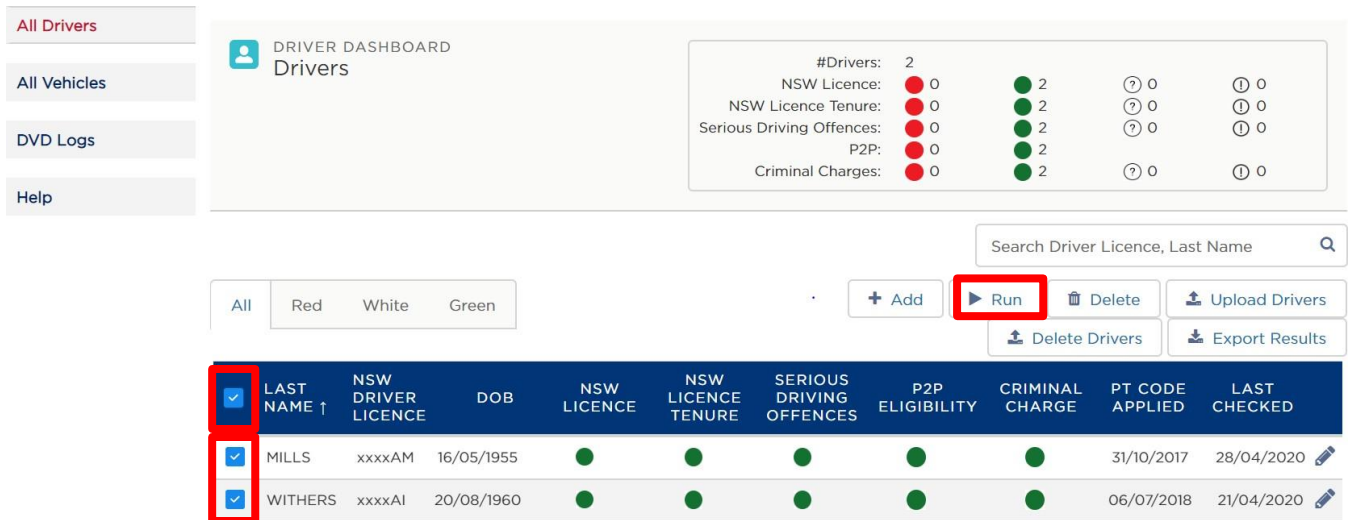
See section 3.2.

10.2. Reporting on drivers

Click on “All Drivers”.



Select the driver(s) that you want to query, either individually or select the check box in the header to select all drivers.



DRIVER DASHBOARD Drivers

#Drivers: 2

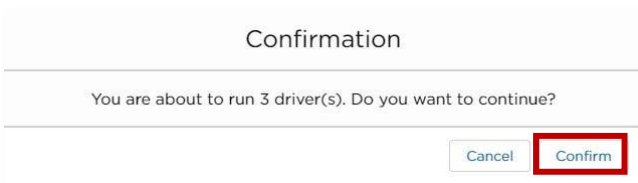
NSW Licence:	0	2	0	0
NSW Licence Tenure:	0	2	0	0
Serious Driving Offences:	0	2	0	0
P2P:	0	2	0	0
Criminal Charges:	0	2	0	0

Search Driver Licence, Last Name

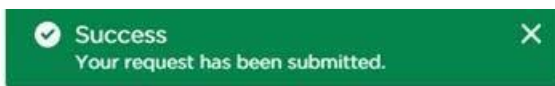
All Red White Green + Add Run Delete Upload Drivers Delete Drivers Export Results

<input checked="" type="checkbox"/>	LAST NAME ↑	NSW DRIVER LICENCE	DOB	NSW LICENCE	NSW LICENCE TENURE	SERIOUS DRIVING OFFENCES	P2P ELIGIBILITY	CRIMINAL CHARGE	PT CODE APPLIED	LAST CHECKED
<input checked="" type="checkbox"/>	MILLS	xxxxAM	16/05/1955	●	●	●	●	●	31/10/2017	28/04/2020
<input checked="" type="checkbox"/>	WITHERS	xxxxAI	20/08/1960	●	●	●	●	●	06/07/2018	21/04/2020

NOTE: The first time you log in there will be no driver information displayed. Click “Run”. A confirmation window is displayed.



Click “Confirm” to run the query. The following notification will be displayed at the top of the screen.



The Drivers / Vehicle Query Logs page is displayed showing your query. The most recent query is at the top (if more than one is shown).

DRIVERS / VEHICLES LOGS
Query Logs

CREATED DATE	TYPE	REQUESTED BY	STATUS	EXPORT
18/09/2017 4:56:47 PM	Drivers	David Jones	1 Total: 1	
18/09/2017 2:33:18 PM	Vehicles	David Jones	20 Total: 20	

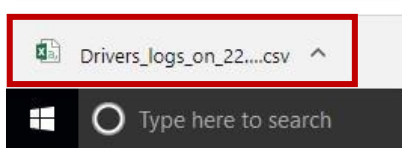
10.3. Downloading and opening a report

Click the “Export” icon to download. The report is in CSV format which can be read by MS Excel.

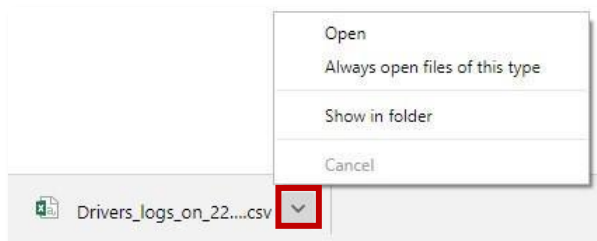
DRIVERS / VEHICLES LOGS
Query Logs

CREATED DATE	TYPE	REQUESTED BY	STATUS	EXPORT
18/09/2017 4:56:47 PM	Drivers	David Jones	1 Total: 1	
18/09/2017 2:33:18 PM	Vehicles	David Jones	20 Total: 20	

The report will be downloaded locally on your computer.



Click on the file to open in MS Excel or show in a folder.



NOTE: Once you open the file you can rename and save the file elsewhere on your computer.

11. Search Drivers

If you have many drivers, you can quickly search to find an individual driver. To use the search function you must have either a driver's last name or their NSW Driver Licence Number.

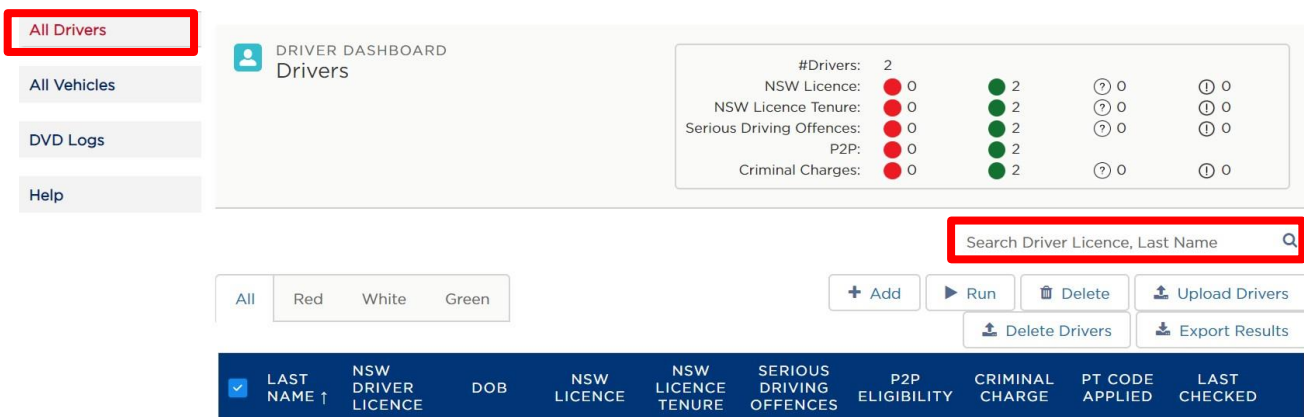
11.1. Log in to Industry Portal

See section 3.2. To search

Click on "All Drivers".



Type in either the driver's last name or the driver's NSW Driver Licence Number into the Search Drivers box.

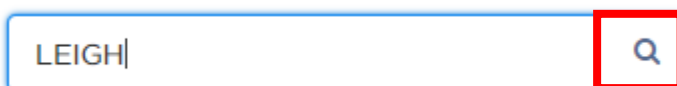


The screenshot shows the 'DRIVER DASHBOARD Drivers' interface. On the left, there is a sidebar with buttons for 'All Drivers', 'All Vehicles', 'DVD Logs', and 'Help'. The 'All Drivers' button is highlighted with a red box. The main area displays a summary of driver statistics:

#Drivers:	2			
NSW Licence:	0	2	0	0
NSW Licence Tenure:	0	2	0	0
Serious Driving Offences:	0	2	0	0
P2P:	0	2	0	0
Criminal Charges:	0	2	0	0

Below the statistics is a search bar labeled 'Search Driver Licence, Last Name' with a search icon, highlighted with a red box. Underneath the search bar are buttons for '+ Add', 'Run', 'Delete', 'Upload Drivers', 'Delete Drivers', and 'Export Results'. At the bottom, there is a table header with columns: LAST NAME ↑, NSW DRIVER LICENCE, DOB, NSW LICENCE, NSW LICENCE TENURE, SERIOUS DRIVING OFFENCES, P2P ELIGIBILITY, CRIMINAL CHARGE, PT CODE APPLIED, and LAST CHECKED.

Press "Enter" on your keyboard or click the search icon within the box.



12. Add a Vehicle

To add a vehicle you must have the following vehicle details:

- NSW Licence Plate Number

- Plate Type (M=Motorcycle O=Other)
- Last 4 digits of the VIN (Vehicle Identification Number) or chassis number (a chassis number is the identification number attached to motor vehicles manufactured before 1 January 1989). **NOTE:** Vehicle checks can only be conducted on NSW registered vehicles.

12.1. Log in to Industry Portal

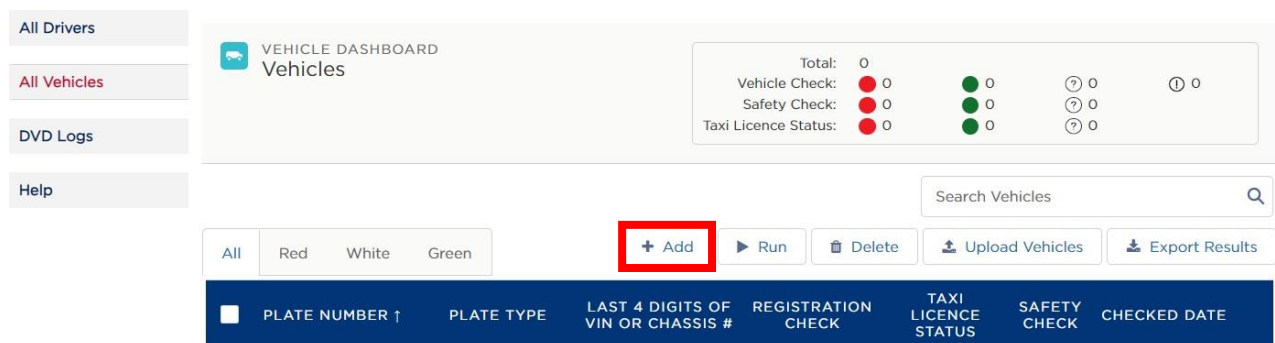
See section 3.2.

12.2. Add a vehicle

Click on “All Vehicles”.



The Vehicle Dashboard is displayed.



NOTE: The first time you log in there will be no vehicle information displayed. Click “Add”, the Add Vehicle window is displayed.

Add Vehicle

Plate Number *

Plate Type *

O

Last 4 digits of VIN or Chassis # *

Type in the vehicle plate number.

Plate Number *

For example, **CN85QP**.

Select the plate type from the drop down list

Plate Type *

M= Motorcycle or city bus.

O = everything else.

Type in the last 4 digits of the VIN or chassis number

Last 4 digits of VIN or Chassis # *

For example, 6500. Click "Save".

Add Vehicle

Plate Number *


Plate Type *

Last 4 digits of VIN or Chassis # *

Cancel

Save

The vehicle is added.

All	Red	White	Green	+ Add	▶ Run	🗑 Delete	📄 Upload Vehicles	📄 Export Results
<input type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE	
<input type="checkbox"/>	CN85Q9	O	6500					

13. Add Multiple Vehicles

This functionality allows you to add many vehicles at one time. This will be used to perform the Vehicle History Check.

The Point to Point Transport Commission is not responsible for the accuracy of the vehicle details recorded in the DVD. The DVD assumes the uploaded file contains the ASP's correct current list of vehicles, as compiled by the ASP.

To complete the following steps, you must have the below Vehicle details for each vehicle:

- NSW Licence Plate Number
- Plate Type (M=Motorcycle or O=Other)
- Last 4 digits of the VIN (Vehicle Identification Number) or chassis number (a chassis number is the identification number attached to motor vehicles manufactured before 1 January 1989).

13.1. Log in to Industry Portal

[See section 3.2.](#)

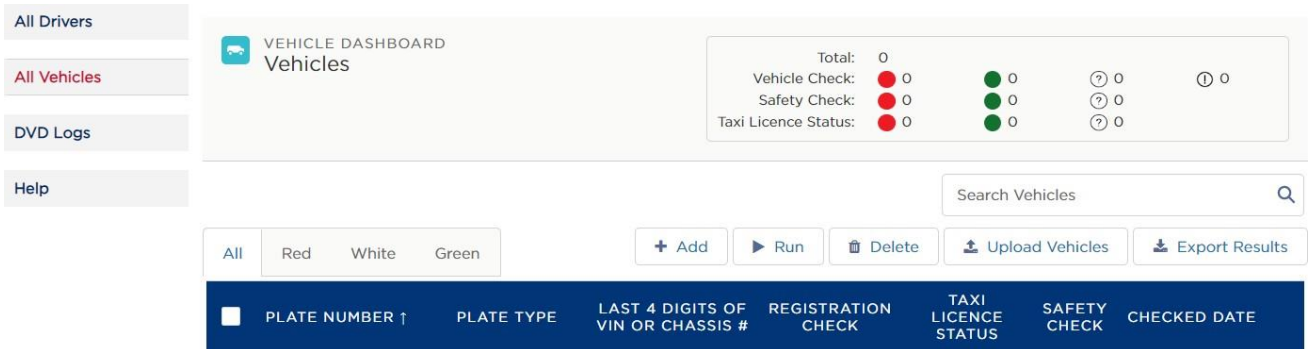
13.2. Add multiple vehicles

Click on "All Vehicles".

All Drivers

All Vehicles

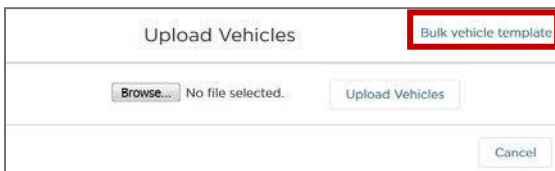
The Vehicle Dashboard is displayed.



NOTE: The first time an ASP logs into the DVD there will be no vehicle information displayed. Click on “Upload Vehicles”.

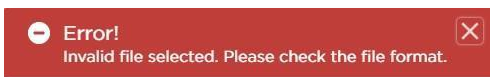


Click on “Bulk vehicle template”



Your browser will automatically download the Bulk vehicle template in CSV format.

NOTE: CSV stands for “Comma Separated Values” and a file with .csv extension allows you to save data in a table-structured-format. To reduce the risk of viruses the DVD will not accept other file formats and the following notification is displayed at the top of the screen.



13.2.10 Create an Upload file

The Commissioner is not responsible for the accuracy of the vehicle details recorded in the CSV file. The DVD assumes the uploaded file contains the correct current list of vehicles.

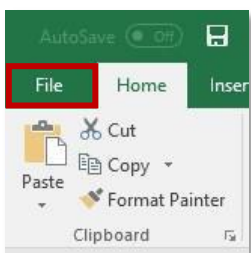
Open Bulk vehicle template on your computer using the default software application. The file should look like the below:

PLATE NUMBER	PLATE TYPE	VIN Number or CHASSIS NUMBER

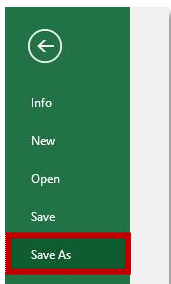
If not, contact the Point to Point Transport Industry Contact Centre on **131 727**.

Add as many vehicles as you need to. Please ensure you enter each vehicle’s information in separate rows. Once finished save the file, for example, using MS Excel:

Click File.



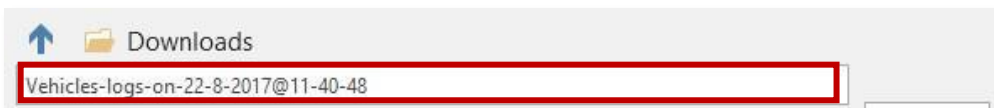
Click Save As.



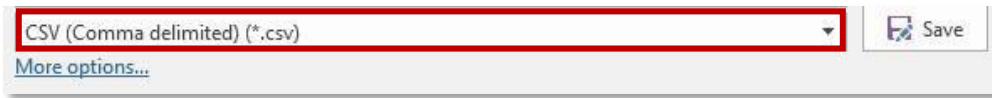
Choose a location on your computer to save the file.



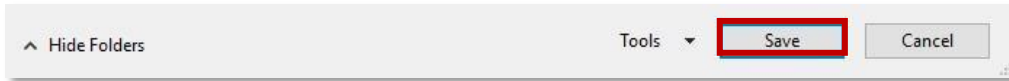
Give the file a title that is easy to identify.



Select CSV from the “Save as type” drop down list.



Click Save

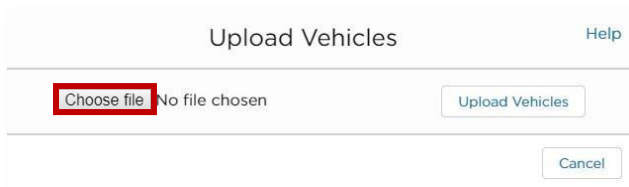


13.2.11 Upload the Vehicles

Click “Upload Vehicles”

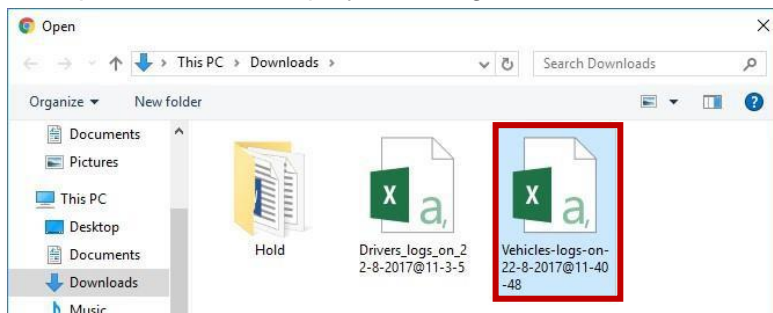


An Upload Vehicles window is displayed.

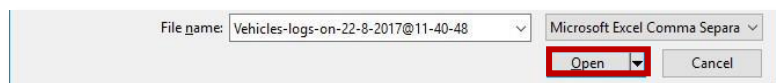


Click “Choose file”.

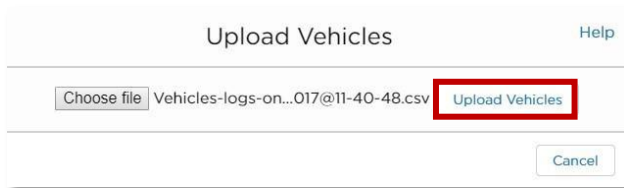
The Open window is displayed. Navigate to the location with the upload file and click to select the file.



Click “Open”



Click "Upload Vehicles"



If there have been no issues you will see a success message at the top of your screen.



14. Edit Vehicle Details

To edit a vehicle's details:

14.1. Log in to Industry Portal

See section 3.2.

14.2. Editing vehicle details

Click on "All Vehicles".

All Drivers

All Vehicles

The Vehicle Dashboard is displayed. Click the Edit icon of the vehicle to edit.

<input type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE
<input type="checkbox"/>	P2P123	O	2345				
<input type="checkbox"/>	P2P131	O	7271				
<input type="checkbox"/>	P2PTRN	O	1234				

The fields you can edit become active, so you can overwrite the text in the boxes.

<input type="checkbox"/>	P2P123	O	2345				
--------------------------	--------	---	------	--	--	--	--

Edit the record as necessary. Click the tick icon to save the changes

<input type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE
<input checked="" type="checkbox"/>	P2P456	O	2345				



15. Delete a Vehicle

When you are no longer operating one or more vehicles in your fleet this function allows you to remove its record. To delete a vehicle from the DVD:

15.1. Log in to Industry Portal

See section 3.2.

15.2. Deleting a vehicle

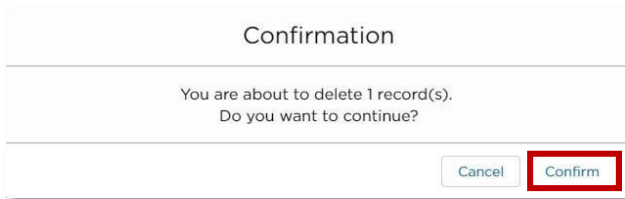
Click on “All Vehicles”



The Vehicle Dashboard is displayed. Select the vehicle(s) that you want to query either individually or select the check box in the header to select all vehicles.

<input type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE
<input checked="" type="checkbox"/>	P2P456	O	2345				
<input type="checkbox"/>	P2P131	O	7271				
<input type="checkbox"/>	P2PTRN	O	1234				

Click “Delete”. A confirmation window is displayed. Click “Confirm”.



The vehicle record is removed.

All	Red	White	Green	+ Add	▶ Run	🗑 Delete	📄 Upload Vehicles	📄 Export Results
<input type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE	
<input type="checkbox"/>	P2PI31	O	7271					
<input type="checkbox"/>	P2PTRN	O	1234					

16. Run a Vehicle Report

This function allows an ASP to run a report on multiple vehicles at one time. It may take a few minutes to complete as results are near real time. The more vehicles you check the longer it will take.

16.1. Log in to Industry Portal

See section 3.2.

16.2. Reporting on vehicles

Click on “All Vehicles”.



The Vehicle Dashboard is displayed. Select the vehicle(s) that you want to query either individually or select the check box in the header to select all vehicles.

Click run.

<input checked="" type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE
<input checked="" type="checkbox"/>	HRHNH	O	0710				
<input checked="" type="checkbox"/>	P2P131	O	7271				
<input checked="" type="checkbox"/>	P2PTRN	O	1234				

A confirmation window is displayed. Click “Confirm” to run the query.

Confirmation

You are about to run 3 vehicle(s). Do you want to continue?

The following notification should be displayed at the top of the screen.

✔ Success
Your request has been submitted.
✕

The Drivers / Vehicle Query Logs page is displayed showing your query. The most recent query is on top (if more than one is shown).

DRIVERS / VEHICLES LOGS

Query Logs

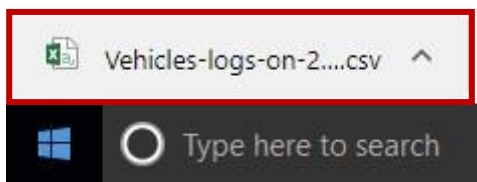
CREATED DATE	TYPE	REQUESTED BY	STATUS	GREEN	RED	WHITE	EXPORT
22/08/2017 11:38:59 AM	Vehicles	Graham Howard	3 Total: 3	0	3	0	📄
22/08/2017 10:59:53 AM	Drivers	Graham Howard	3 Total: 3	0	0	3	📄

16.3. Downloading and opening a report

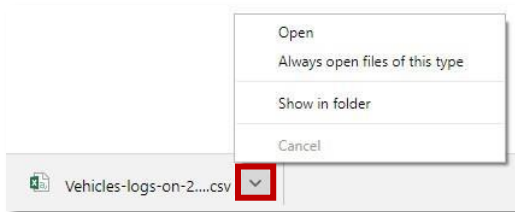
Click the Export icon to download the report in CSV format which can be read by MS Excel.



The report will be downloaded locally on your computer.



Click on the arrow to open the file in MS Excel or show in a folder.



NOTE: Once you open the file you can also rename and save the file elsewhere on your computer.

17. Search Vehicles

If you have a number of vehicles you can quickly search to find an individual vehicle.

To use the search function you must have one of the following; Vehicle Type, Plate Number, VIN (Vehicle Identification Number) or chassis number (a chassis number is the identification number attached to motor vehicles manufactured before 1 January 1989).

17.1. Log in to Industry Portal

[See section 3.2.](#)

17.2. Searching for a vehicle

Click on “All Vehicles”.



Type in the plate number or the last 4 digits of the VIN or the chassis number. Press “Enter” on your keyboard or click the search icon within the box.

The vehicle is displayed.

All	Red	White	Green	+ Add	▶ Run	🗑 Delete	📄 Upload Vehicles	📄 Export Results
<input type="checkbox"/>	PLATE NUMBER ↑	PLATE TYPE	LAST 4 DIGITS OF VIN OR CHASSIS #	REGISTRATION CHECK	TAXI LICENCE STATUS	SAFETY CHECK	CHECKED DATE	
<input type="checkbox"/>	HRHNH	O	0710					