



# Passenger Transport Subsidy Scheme (PTSS) driver payments user guide

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# Introduction

## About the Passenger Transport Subsidy Scheme (PTSS)

The Passenger Transport Subsidy Scheme (PTSS) replaces the Taxi User Subsidy Scheme (TUSS) from 1 March 2025.

There are two ways to use the digital PTSS system:

- drivers install and use the [Department of Transport \(DoT\) PTSS mobile app](#) on their mobile device; or
- ODBSs integrate their own digital systems (like dispatch software) with the PTSS application programming interface (API).

Both ways of accessing the digital PTSS system will collect journey details and send this information to DoT.

## Can I use the PTSS mobile app?

Yes, you can use the PTSS mobile app if your ODBS has registered for PTSS.

The PTSS mobile app will display your ODBS's provider name, which may be different to the business name you are used to seeing. Your ODBS should communicate their provider name with you, or you can find it by searching the ODBS authorisation number or business name in [the list of authorised on-demand booking service providers](#).

If you have downloaded the app and cannot find your ODBS listed, they are likely not registered. Talk to your ODBS to find out if they are registered.

Note: after registering, it may take up to 24 hours for your ODBS to show in the PTSS mobile app.

For more information about using the PTSS mobile app, visit the [DoT website](#) to read the Passenger Transport Subsidy Scheme mobile app user guide. It includes information on:

- how to set up the app;
- how to navigate the app; and
- how to complete a PTSS journey.

## How do PTSS payments to drivers work?

Your ODBS is responsible for submitting PTSS journey details to DoT. This will be done via:

- the PTSS mobile app; or
- dispatch equipment that your ODBS has integrated with DoT systems, to automatically capture journey details.

If the PTSS mobile app and/or API are experiencing major technological issues, your ODBS may submit PTSS journey details manually via DoTDirect.

DoT will validate all PTSS journeys and pay the subsidy and any co-payment amounts to the ODBS associated with your journey. For more information, visit [PTSS payments for drivers](#).

PTSS payments for drivers will be deposited in the bank account nominated by your ODBS. Your ODBS is responsible for paying you the correct amount. ODBSs and drivers will need to consider any financial arrangements regarding passing on subsidy payments – these are private commercial arrangements that DoT is unable to be involved with.

Your ODBS will be able to view reports in DoTDirect that outline:

- the PTSS journeys included in the payment;
- the value of the subsidy for each PTSS journey; and

the driver that completed that journey.

## More information

For more information about PTSS, visit the DoT website: [www.transport.wa.gov.au/ptss](http://www.transport.wa.gov.au/ptss)

# Log into your DoTDirect account

**Note:** The screenshots provided in this document are accurate at the time of publishing. Ongoing system development may cause minor changes to these screens.

1. In your web browser, navigate to DoTDirect: [www.transport.wa.gov.au/dotdirect](http://www.transport.wa.gov.au/dotdirect).
2. Select "Login" button.

The screenshot shows the DoTDirect homepage. At the top, there is a blue header with the Government of Western Australia Department of Transport logo, navigation links (Accessibility, Contact us), and a 'Login' button. Below the header, there is a large banner image of hands typing on a laptop. Underneath the banner, there is a row of service icons: Pay online, Account lookup, Check vehicle rego, Check driver's licence, Book a driving test (PDA), and Change address. Below these icons, there is a section titled 'Get an online account with DoTDirect' with a brief description and two buttons: 'Login' (circled in red) and 'Register'.

**Get an online account with DoTDirect**

DoTDirect makes it easier to pay your licences and manage details online. Get started with one of our popular services above, select from the online services menu or register to set up an account and access even more options.

[Login](#) [Register](#)

**How to register**

Registering for DoTDirect is easy. All you need is:

- A unique email address and your WA driver's licence; and
- A vehicle licence or a registration code

Once your individual account is created, you can register for an organisation account as well to access a range of services for business.

3. Enter your username and password and select "Login".

The screenshot shows the DoTDirect login page. At the top, there is a blue header with the Government of Western Australia Department of Transport logo, the DoTDirect logo, and a 'Login' button. Below the header, there is a section titled 'Login' with a message: 'You have been automatically logged out due to inactivity.' Below this message, there are two input fields: 'Username:' and 'Password:'. Both fields are circled in red. Below the 'Password:' field, there is a 'Login' button, also circled in red. To the right of the login form, there is a section titled 'Save time and go online.' with a list of services: Manage your licences online, Access quick and secure payment options, Transfer a vehicle, Change contact details, Go paperless, Protect your identity with a licence block, and Purchase an auxiliary plate. At the bottom of the login form, there is a link to 'Login using your Digital Identity such as myGovID'.

**Login**

You have been automatically logged out due to inactivity.

Username:

[Forgot username?](#)

Password:

[Forgot password?](#)

[Login](#)

Don't have an account? [Register now.](#)

or

[Login using your Digital Identity such as myGovID](#)

[Find out if this option is for you.](#)

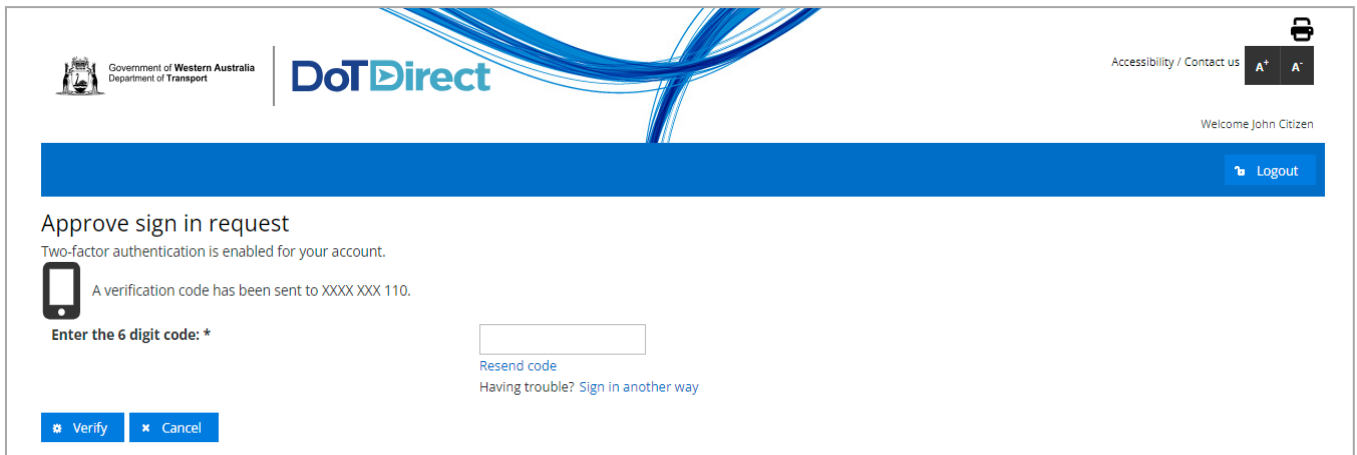
**Save time and go online.**

With DoTDirect you can go online for a range of transactions.

- ✓ Manage your licences online
- ✓ Access quick and secure payment options, including direct debit and refunds
- ✓ Transfer a vehicle
- ✓ Change contact details
- ✓ Go paperless
- ✓ Protect your identity with a licence block
- ✓ Purchase an auxiliary plate

DoTDirect online accounts are available for both individuals and businesses. [Find out more.](#)

4. A verification code will be sent to the mobile number you have registered with DoTDirect. Once received, the "Approve sign-in request" page will appear. Enter the 6-digit code and click "Verify" to proceed.



The screenshot shows the 'Approve sign in request' page on the DoTDirect website. The page header includes the Government of Western Australia Department of Transport logo, the DoTDirect logo, and a 'Logout' button. The main content area displays the title 'Approve sign in request' and a message: 'Two-factor authentication is enabled for your account.' Below this, a mobile phone icon is shown next to the text 'A verification code has been sent to XXXX XXX 110.' The user is prompted to 'Enter the 6 digit code: \*' with a text input field. Below the input field are links for 'Resend code' and 'Having trouble? Sign in another way'. At the bottom left, there are two buttons: 'Verify' and 'Cancel'.

Government of Western Australia  
Department of Transport

DoTDirect


Accessibility / Contact us A+ A-

Welcome John Citizen

Logout

### Approve sign in request

Two-factor authentication is enabled for your account.

 A verification code has been sent to XXXX XXX 110.

Enter the 6 digit code: \*

[Resend code](#)

Having trouble? [Sign in another way](#)

# View driver PTSS payments

1. Log into your DoTDirect account.
2. Select "On-demand Transport" from the top menu bar, then select "Passenger Transport Subsidy Scheme" from the dropdown menu.

Passenger Transport Subsidy Scheme will display two options in the dropdown: "On-demand Booking Service" and "Driver Activity Reports." Select "Driver Activity Reports".

The screenshot shows the DoTDirect web application interface. The top navigation bar includes links for Overview, Profile, Driver's Licence, On-demand Transport, Vehicles, Infringements, Marine, NDIS, Tools, and Help. The 'On-demand Transport' menu is open, showing options like On-demand booking services, On-demand Passenger Transport Levy, Journey data submissions, Passenger transport vehicles, Passenger transport drivers, Notifiable occurrence reports, and Passenger Transport Subsidy Scheme. The 'Passenger Transport Subsidy Scheme' dropdown is further open, showing 'On-demand booking services' and 'Driver activity reports'. The 'Driver activity reports' option is highlighted.

**Overview - Personal**

**Event timeline**

CVL3439 licence expiry  
TAXI5686 licence expiry  
PTD authorisation expiry  
CVL1411 PTV authorisation expiry

**To-do list**

When	Date	To-do	Actions
12 days	9/3/2025	The passenger transport vehicle authorisation renewal account (CVL1411) is available for payment (account number 011120852784).	<a href="#">Renew authorisation</a>

**Driver's licence**

<b>Driver's licence number:</b>	5888876	<b>Issued in Western Australia:</b>	17/3/2010
<b>Status:</b>	Active	<b>Class:</b>	Car (C), Multi Combination (MC-B)
		<b>Expires:</b>	16/3/2026

**Vehicles**

<b>Total vehicles:</b>	8	<b>Motor cars:</b>	4
<b>Trailers:</b>	1	<b>Other vehicles:</b>	1
<b>Expired:</b>	0	<b>Expiring soon:</b>	0

3. This will direct you to the Passenger Transport Subsidy Scheme (PTSS) driver activity reports. Here, you can view all activity reports for the PTSS journeys you have completed as a driver. You also have the option to filter the reports by date range for a specific journey or select from the listed activity report numbers. Additionally, you can download a PDF summary of your full journey history from this page.

**Passenger Transport Subsidy Scheme driver activity reports**

The information provided is only current as at 25/02/2025 2:35 PM

This section outlines activity reports for all Passenger Transport Subsidy Scheme (PTSS) journeys you have undertaken as a driver. By default, activity reports from the previous 12 months are shown. You can also select your own date range below (maximum 12-month period).

The Department of Transport (DoT) provides payments to on-demand booking services (ODBS) for PTSS journeys. It is the ODBS's responsibility to distribute accurate and timely payments to relevant drivers - please contact your ODBS for any payment queries.

For more information, visit the [Department of Transport](#).

**Filter**

From date: \* 25/02/2024 To date: \* 25/02/2025 Filter

Activity report number	Report date	ODBS name	Number of records	Subsidy	Co-payment	Adjustments	Total	Actions
32	24/02/2025	ROADSHOW DJ'S & EVENTS PTY LTD	1	\$25.00	\$0.00	\$0.00	\$25.00	<a href="#">Download driver report</a> <a href="#">Export journeys</a>
30	24/02/2025	ASHWORTH, PETER HOWARD	1	\$20.50	\$0.00	\$0.00	\$20.50	<a href="#">Download driver report</a> <a href="#">Export journeys</a>
42	24/02/2025	STATEWIDE DISTRIBUTION (WA) PTY LTD	2	\$70.00	\$0.00	\$0.00	\$70.00	<a href="#">Download driver report</a> <a href="#">Export journeys</a>
44	24/02/2025	ROADSHOW DJ'S & EVENTS PTY LTD	3	\$60.65	\$0.00	\$0.00	\$60.65	<a href="#">Download driver report</a> <a href="#">Export journeys</a>

**Activity Report Number:** The reference number assigned by DoT for each individual driver activity report.

**Report Date:** The date on which the driver activity report was generated.

**ODBS Name:** The name of the on-demand booking service (ODBS) associated with these journeys.

**Number of Records:** The total number of paid, adjusted, and rejected journeys.

**Subsidy:** The total subsidy amount allocated for the journeys.

**Co-payment:** The co-payment amount.

**Adjustments:** The number of adjustments made to the reported journeys.

**Total:** The total amount to be paid to the ODBS, including any adjustments.

**Action:** View a PDF summary of completed journeys or export detailed records of all journeys.