



'Notifiable occurrences' must be reported as soon as practicable after the provider of an on-demand booking service or driver of a passenger transport vehicle becomes aware of such an occurrence. Reporting is to be done by completing this form in English and in legible writing.

Not reporting a 'notifiable occurrence' is an offence under 35X of the *Transport (Road Passenger Services) Regulations 2019* (the 'Regulations').

Email completed form to ondemandtransport@transport.wa.gov.au

DETAILS OF NOTIFYING SERVICES OR DRIVER

NAME OF DRIVER

NAME OF ON-DEMAND BOOKING SERVICE

AUTHORISATION NUMBER

FORM COMPLETED BY:

FIRST NAME

FAMILY NAME

POSITION

PHONE NUMBER MOBILE NUMBER

EMAIL ADDRESS

DETAILS OF NOTIFIABLE OCCURRENCE

When did it happen?

Date and time the occurrence happened - the exact time of the event or the closest approximation.

DATE TIME
 / /

When did the on-demand booking service become aware of the notifiable occurrence?

Date and time that you became aware of the occurrence.

DATE TIME
 / /

Driver Details

DRIVER'S LICENCE NUMBER

Vehicle Details

PLATE NUMBER

MAKE MODEL

If the incident has been reported to Western Australian (WA) Police Force:

DATE REPORTED TIME REPORTED
 / /

WA POLICE FORCE REPORT NUMBER

Association Arrangement

If the occurrence involved a service provided under an association arrangement, what is the name of the associated booking service:

NAME OF BOOKING SERVICE

Booking Reference

If the occurrence involved a booking or trip what was the booking reference number:

BOOKING REFERENCE NUMBER

Video and Audio Recordings

Are there audio or visual recordings of the occurrence available?

YES NO

Where did the occurrence happen?

Be as specific as possible as to the location where the incident occurred. For example, on the corner of X Street and Y Road in Z suburb or outside XYZ address or 10 km south of XYZ townsite on ZZ Highway.

ADDRESS

SUBURB

STATE POST CODE

NATURE OF NOTIFIABLE OCCURRENCE

Select which type of notifiable occurrence you are reporting involving a vehicle being used to provide a passenger transport service (all incidents which amount a notifiable occurrence under r.35W of the Regulations are listed below):

- An incident that must be reported to the police under S.5.56 of the *Road Traffic Act 1974*.
- An accident or incident that results in an injury that is treated by an ambulance officer or an injured person being treated at a hospital.
- A collision that results in damage to the vehicle that is sufficient to prevent the completion of the journey in that vehicle.
- A mechanical or other fault in a vehicle that renders the vehicle unsuitable to be used to provide a passenger transport service without substantial or significant mechanical repairs or services.
- An incident that results in a complaint to the police involving allegations of sexual assault, indecent exposure, assault or physical threats or other intimidation:
 by the driver; or by a passenger.
- An incident involving the conduct of a driver that results in the driver being charged with a serious offence.
- An incident involving the unauthorised use, misplacement of or viewing, downloading, copying, editing or erasing of a visual, audio-visual or audio recording from a camera surveillance unit installed in a passenger transport vehicle.

Full Description of notifiable occurrence (to be provided for each occurrence)

Provide a clear and complete description of the circumstances and outcomes of the occurrence based on the information available at the time of notification.

Include a description of the chain of events and specific information appropriate to the occurrence for example, details of the driver, vehicle licence and relevant passenger details.

Detail the:

- nature of any injuries and whether anyone was treated by an ambulance officer or in a hospital;
- the extent of any damage to vehicles; and
- whether the WA Police Force called and if so, provide the WA Police Force report number or station where investigating police officers are based.

Description of factors contributing to the occurrence

Describe any factors that you believe may have contributed to the occurrence, or any other information, for example, was the driver tired or distracted or was there an extreme weather event?

Description of follow-up actions taken after occurrence

- Describe actions taken to ensure that the same type of incident doesn't happen again.
- What action has been taken with respect to the driver/vehicle/passenger?
- Has driver history been reviewed to identify any patterns which may be relevant?
- If a mechanical issue was involved, have vehicle maintenance records been reviewed?
- Have relevant parts of the SMS been reviewed to determine whether any changes are required to reduce future risks?

REFERENCE NUMBER

 Occurrence recorded in Objective Occurrence recorded in database