



Department of  
Transport

# User Guide

## Driver and Vehicle Industry Dashboard (DVID)

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# Background

The *Transport (Road Passenger Services) Act 2018* (the Act) and subsidiary legislation, regulates the road passenger transport service industry, including on-demand transport services and the On-demand Passenger Transport Levy. From 1 April 2019, it is a requirement for all on-demand transport services providers to be authorised, or enter into an association arrangement with an authorised on-demand booking service (ODBS). There is also a requirement for applicable on-demand booking service providers to register for the on-demand passenger transport levy.

## About this document

This document refers to the operation of the Driver and Vehicle Industry Dashboard (DVID or dashboard). The DVID gives ODBS providers access to information regarding drivers and vehicles to assist them with meeting their safety duty requirements.

The DVID is accessed through DoTDirect, which allows ODBS providers to apply for authorisation, manage their on-demand passenger transport levy obligations, and monitor the eligibility of current drivers and/or vehicles.

## What is the DVID?

The DVID is a useful tool that can assist an ODBS with meeting their safety duties. The DVID allows an ODBS to run near real-time checks on drivers and vehicles, with the outcomes of those checks displayed as check result indicators. You can run checks on drivers and vehicle as often as you like, however it important to note that vehicle statuses are updated twice daily, and drivers are updated on a bi-hourly basis. The DVID only contains information relating to vehicles and drivers licenced in Western Australia.

# Accessing the DVID

## Terms and conditions

By accessing the DVID you are deemed to have read and agreed to the terms and conditions. If you disagree with any part of the terms and conditions you may not access the DVID.

## Confidentiality

Information obtained via this dashboard is only to be used:

1. For the purposes of the performance of the recipient's functions under the *Transport (Road Passenger Services) Act 2018*; or
2. In the performance of a function by the recipient under the *Transport Co-ordination Act 1966* that relates to passenger transport vehicles; or
3. If authorised under the *Transport (Road Passenger Services) Act 2018* or the *Transport Co-ordination Act 1966* in relation to a function under those Acts.

Information is not to be disclosed to third parties, published, or used for any other purposes. There are penalties that may apply for non-compliance of up to 12 months imprisonment or a fine of \$12,000.

## Disclaimer

The Director General of the Department of Transport (the Department) makes the information available via this Dashboard on the understanding that although the Department makes every reasonable effort to ensure the accuracy of the information, the Department cannot guarantee the accuracy.

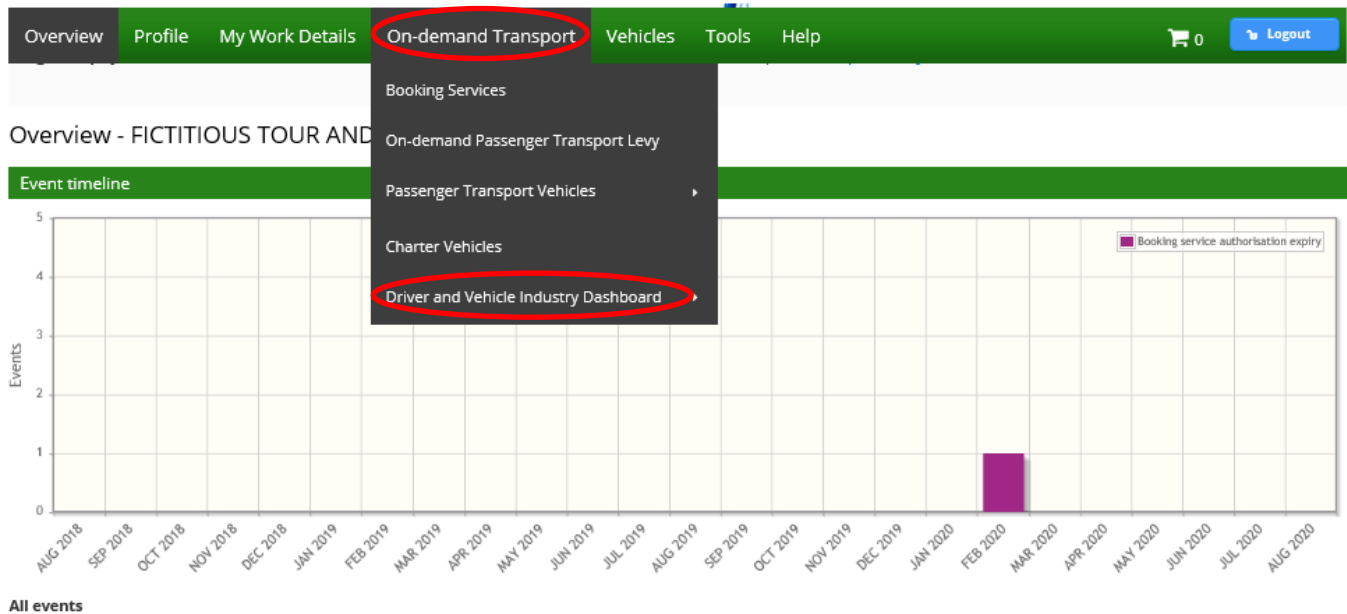
Users must take care to ensure the information is accurate and complete. Changes in circumstances after information is uploaded may impact on the accuracy or currency of the information.

The Director General accepts no responsibility for the completeness, reliability or accuracy of any of the information contained on or accessed through this dashboard.

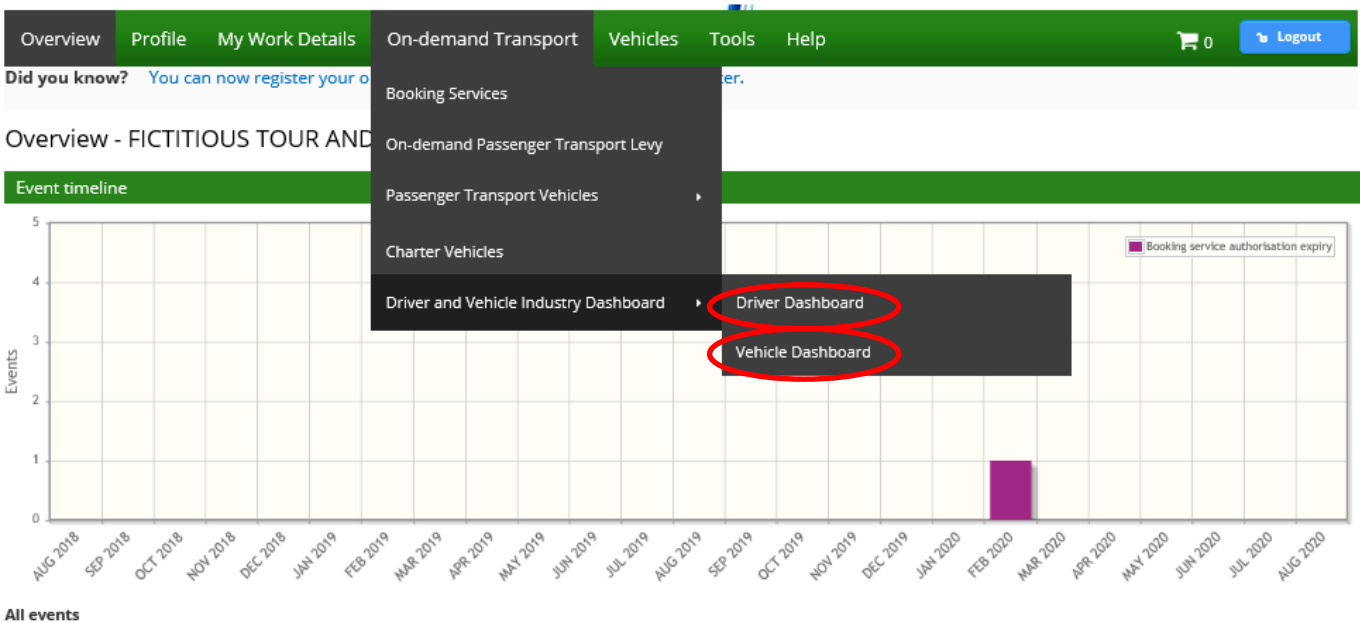
You waive, release, forgive, discharge and relinquish any and all claims that you may have against the State of Western Australia, the Department, its officers, employees, contractors, agents and representatives, in connection with, or arising out of, or incidental to, your access or use of information from this dashboard.

# Using the DVID

1. Log into your DoTDirect account. Select the DoTDirect profile for your authorised ODBS. Once the account profile has opened, select the “On-demand Transport” menu and select Driver and Vehicle Industry Dashboard from the drop-down menu.



2. You can now either select the “Driver Dashboard” or the “Vehicle Dashboard”



# Using the driver dashboard

## Terms and conditions

When you first enter the driver dashboard, the “Terms and conditions” for using the DVID will be displayed in full each time you log into DoTDirect and enter the dashboard. After reading the terms and conditions, you can collapse the displayed information by selecting the arrow on the “Terms and conditions” collapsible menu bar. Once this information has been collapsed, the information will remain hidden unless the arrow is selected again.



### **Confidentiality**

Information obtained via this Dashboard is only to be used:

1. for the purposes of the performance of the recipient's functions under the *Transport(Road Passenger Services) Act 2018*; or
2. in the performance of a function by the recipient under the *Transport Co-ordination Act 1966* that relates to passenger transport vehicles; or
3. if authorised under the *Transport (Road Passenger Services) Act 2018* or the *Transport Co-ordination Act 1966* in relation to a function under those Acts.

Information is not to be disclosed to third parties, published, or used for any other purposes. There are penalties that may apply for non-compliance of up to 12 months imprisonment or a fine of \$12,000.

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The Director General of the Department of Transport (the Department) makes the information available via this Dashboard on the understanding that although the Department makes every reasonable effort to ensure the accuracy of the information, the Department cannot guarantee the accuracy.

Users must take care to ensure the information is accurate and complete. Changes in circumstances after information is uploaded may impact on the accuracy or currency of the information.

The Director General accepts no responsibility for the completeness, reliability or accuracy of any of the information contained on or accessed through this dashboard.

You waive, release, forgive, discharge and relinquish any and all claims that you may have against the State of Western Australia, the Department, its officers, employees, contractors, agents and representatives, in connection with, or arising out of, or incidental to, your access to or use of information from this dashboard.

## Displayed driver information

The following driver information will display when viewing the driver dashboard:

- driver's licence number;
- surname;
- date of birth;
- PTD authorisation status;
- PTD authorisation number; and
- last checked time.

Drivers dashboard

Status:

Show all

Apply filter

Clear filter

Export results

Upload

Add

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
<input type="text"/>	<input type="text"/>			<input type="text"/>		
234567	VASARI	1/1/1901	✖	5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902	✖	5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903	✖	5005035	16/01/2022 01:32 AM	
567891	CARAVAGGIO	1/1/1904	✖	5005146	14/01/2022 12:28 PM	
678912	BOTTICELLI	1/1/1905	✖	156628	14/01/2022 16:57 PM	
789123	DONATELLO	1/1/1906	✖	5005029	17/01/2022 11:41 AM	
891234	GHIBERTI	1/1/1908	✖	5005171	17/01/2022 12:05 PM	
912345	VERONESE	1/1/1909	✖	5005128	14/01/2022 16:58 PM	

20

1

(8 driver subscriptions found)

You can view the [file upload history](#) here

Note

Check result indicators

The DVID shows the results of two categories of checks conducted on drivers. These are:

1. Driver's licence eligibility check; and
2. Passenger Transport Driver (PTD) authorisation eligibility check.

The DVID provides indicators to show the result of the completed checks. It does not provide details of the reason for ineligibility.

A GREEN indicator means that no ineligibility has been identified in running the check against the Department of Transport databases, or Western Australia Police Force charge and conviction records.

A RED indicator means that there may be an issue with the driver and that further investigation is required to determine whether safety duties are met. Service providers should take immediate action when they see a red indicator. This may include asking a driver for information or evidence about their driving record, driver's licence status, PTD authorisation status, or criminal charge and conviction history to help the service provider to determine whether they should allow the person to drive for them.

A YELLOW indicator means that the details uploaded do not match those in the Department of Transport databases or the driver does not have a Western Australia driver's licence.

## Check result indicators

Information regarding the meaning of the check result indicators that are provided to show the result of completed checks are displayed under the “Note” menu bar.

Note

Check result indicators

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A YELLOW indicator means that the details uploaded do not match those in the Department of Transport databases or the driver does not have a Western Australia driver's licence.

## Adding a driver to the DVID

There are two ways that you can add drivers to include in your driver checks – either on a single-entry basis, or uploading a file containing the details of multiple drivers.

### Adding drivers on a single-entry basis

1. To add an individual driver, select “+Add”.

Drivers dashboard

Status: 

Show all

Apply filter

Clear filter

Export results

Upload

+ Add

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903	✗	5005035	16/01/2022 01:32 AM	
567891	CARAVAGGIO	1/1/1904	✗	5005146	14/01/2022 12:28 PM	
678912	BOTTICELLI	1/1/1905	✗	156628	14/01/2022 16:57 PM	
789123	DONATELLO	1/1/1906	✗	5005029	17/01/2022 11:41 AM	
891234	GHIBERTI	1/1/1908	✗	5005171	17/01/2022 12:05 PM	
912345	VERONESE	1/1/1909	✗	5005128	14/01/2022 16:58 PM	

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1

(8 driver subscriptions found)

You can view the [file upload history](#) here

Note

Check result indicators

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1. Driver's licence eligibility check; and
2. Passenger Transport Driver (PTD) authorisation eligibility check.

The DVID provides indicators to show the result of the completed checks. It does not provide details of the reason for ineligibility.

A GREEN indicator means that no ineligibility has been identified in running the check against the Department of Transport databases, or Western Australia Police Force charge and conviction records.

A RED indicator means that there may be an issue with the driver and that further investigation is required to determine whether safety duties are met. Service providers should take immediate action when they see a red indicator. This may include asking a driver for information or evidence about their driving record, driver's licence status, PTD authorisation status, or criminal charge and conviction history to help the service provider to determine whether they should allow the person to drive for them.

A YELLOW indicator means that the details uploaded do not match those in the Department of Transport databases or the driver does not have a Western Australia driver's licence.

2. Enter the driver's details in the mandatory fields of Surname, Driver licence number and Date of birth, then select “+ Add driver”

Drivers dashboard

Add driver details

Please provide us with the following information so that we can add the driver to our records.

\* Indicates required fields.

Surname: \*

MICHELOZZO

Driver licence number \*

562984

Date of birth: \*

7/10/1992

+ Add driver

Cancel

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903	✗	5005035	16/01/2022 01:32 AM	
567891	CARAVAGGIO	1/1/1904	✗	5005146	14/01/2022 12:28 PM	
678912	BOTTICELLI	1/1/1905	✗	156628	14/01/2022 16:57 PM	
789123	DONATELLO	1/1/1906	✗	5005029	17/01/2022 11:41 AM	
891234	GHIBERTI	1/1/1908	✗	5005171	17/01/2022 12:05 PM	
912345	VERONESE	1/1/1909	✗	5005128	14/01/2022 16:58 PM	

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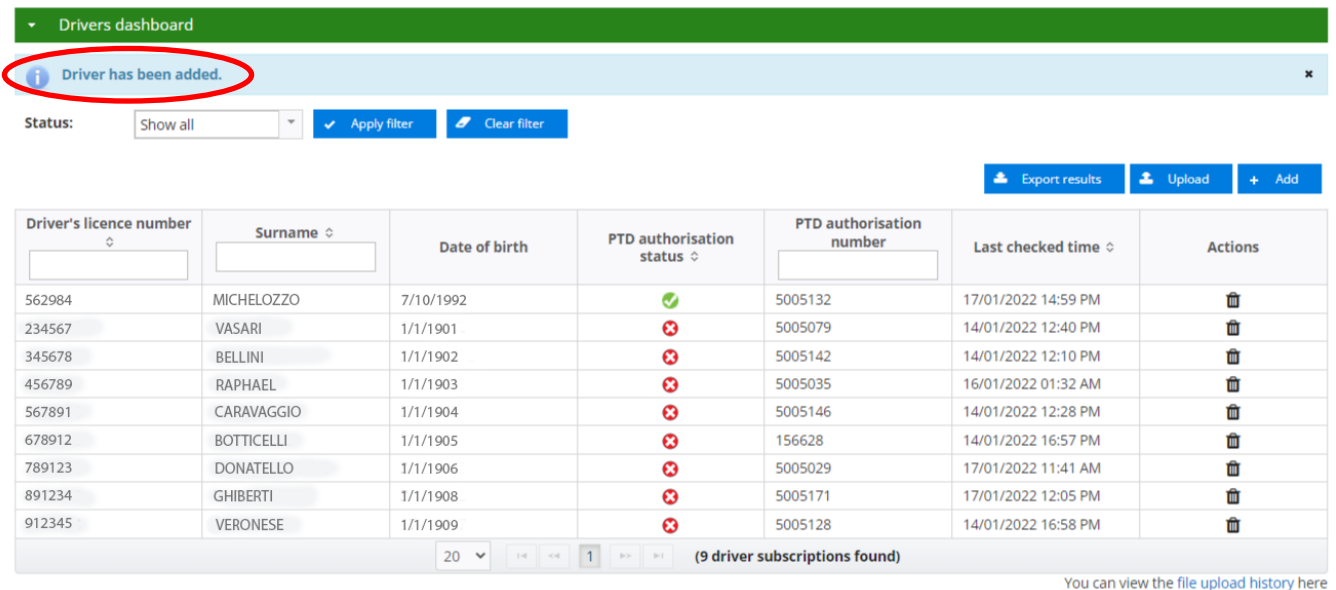
(8 driver subscriptions found)

You can view the [file upload history](#) here



- If all details are entered correctly, the message “Driver has been added” will appear (below).

If details are entered incorrectly, the message “Failed adding driver. Reason: driver not found” will display.



The screenshot shows the 'Drivers dashboard' with a green header. A light blue notification bar at the top states 'Driver has been added.' with an information icon and a close button. Below the notification, there are filter controls: 'Status: Show all', 'Apply filter', and 'Clear filter'. On the right, there are buttons for 'Export results', 'Upload', and 'Add'. The main table lists driver subscriptions with columns: Driver's licence number, Surname, Date of birth, PTD authorisation status, PTD authorisation number, Last checked time, and Actions. The table contains 9 rows of data. At the bottom, it says '(9 driver subscriptions found)' and a link to 'file upload history'.

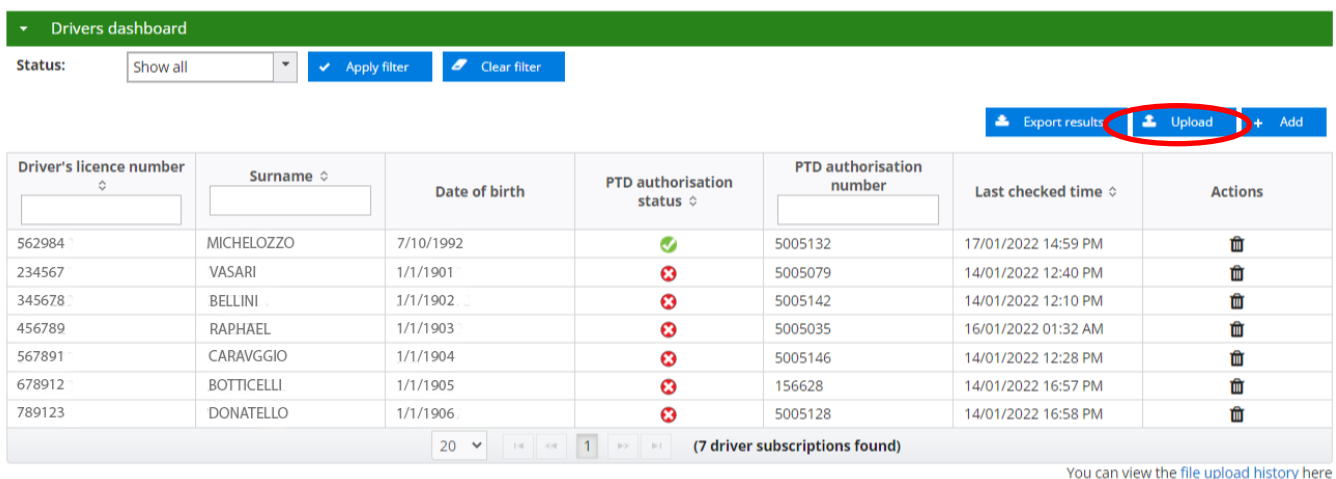
Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
562984	MICHELOZZO	7/10/1992	✓	5005132	17/01/2022 14:59 PM	🗑️
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	🗑️
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	🗑️
456789	RAPHAEL	1/1/1903	✗	5005035	16/01/2022 01:32 AM	🗑️
567891	CARAVAGGIO	1/1/1904	✗	5005146	14/01/2022 12:28 PM	🗑️
678912	BOTTICELLI	1/1/1905	✗	156628	14/01/2022 16:57 PM	🗑️
789123	DONATELLO	1/1/1906	✗	5005029	17/01/2022 11:41 AM	🗑️
891234	GHIBERTI	1/1/1908	✗	5005171	17/01/2022 12:05 PM	🗑️
912345	VERONESE	1/1/1909	✗	5005128	14/01/2022 16:58 PM	🗑️

- The details of the added driver will now display. Information regarding the status of the person's PTD authorisation status will also be displayed.
- You can also view the number of drivers that you have subscribed to your driver dashboard.

## Adding multiple drivers

To add multiple drivers to the dashboard you can choose to upload a CSV file containing the information of the drivers you wish to add. A CSV file is a comma separated values file commonly used by spreadsheet programs such as Microsoft Excel or OpenOffice Calc. The file contains plain text data sets separated by commas, with each new line in the CSV file representing a new database row and each database row consisting of one or more field separated by a comma.

- To upload a CSV file to load multiple drivers, select “Upload” from the Drivers dashboard screen.



This screenshot is similar to the previous one, but the 'Upload' button in the top right corner is highlighted with a red circle. The table now shows 7 driver subscriptions, indicating that the first driver has been successfully added and removed from the list.

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
562984	MICHELOZZO	7/10/1992	✓	5005132	17/01/2022 14:59 PM	🗑️
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	🗑️
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	🗑️
456789	RAPHAEL	1/1/1903	✗	5005035	16/01/2022 01:32 AM	🗑️
567891	CARAVAGGIO	1/1/1904	✗	5005146	14/01/2022 12:28 PM	🗑️
678912	BOTTICELLI	1/1/1905	✗	156628	14/01/2022 16:57 PM	🗑️
789123	DONATELLO	1/1/1906	✗	5005128	14/01/2022 16:58 PM	🗑️

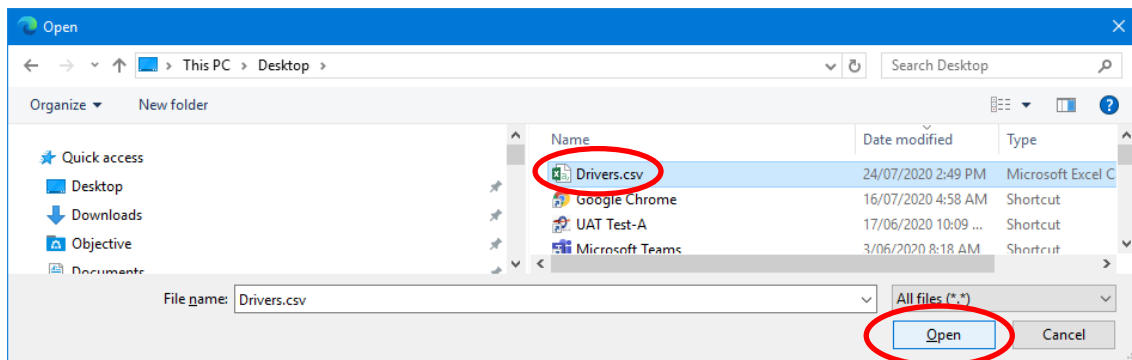
2. Your CSV file must contain the following information:
  - driver's licence number;
  - surname of the driver;
  - date of birth; and
  - action – either add or delete.
3. Your spreadsheet will also need to be properly formatted. You can download a sample spreadsheet by clicking "[here](#)" (opens Microsoft Excel template).
4. Choose the CSV file you wish to upload by selecting "+ Select a CSV file".

**Drivers dashboard**  
Upload spreadsheets to quickly add a large number of entries. Note that your spreadsheet will need to be properly formatted.  
Download a sample spreadsheet [here](#).

Please select a CSV file to upload:

+ Select a CSV file

5. Select the CSV file you have saved containing your drivers and select "Open"



6. Once the correct file has been uploaded, the uploaded CSV file will be displayed as "Selected file: (with the name of the file uploaded)" select "Process".

**Drivers dashboard**  
Upload spreadsheets to quickly add a large number of entries. Note that your spreadsheet will need to be properly formatted.  
Download a sample spreadsheet [here](#).

Please select a CSV file to upload:

+ Select a CSV file

Selected file: Drivers.csv

Process Cancel

7. A message will display showing the status of your upload request. Click the “file upload history” to view the file upload status.

**Drivers dashboard**

Your upload request has been submitted and is currently being processed. You can view the file upload status by clicking on the file upload history link.

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
562984	MICHELOZZO	07/10/1992	✓	5005132	17/01/2022 14:59 PM	
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903	✗	5005035	16/01/2022 01:32 AM	
567891	CARAVGGIO	1/1/1904	✗	5005146	14/01/2022 12:28 PM	
678912	BOTTICELLI	1/1/1905	✗	156628	14/01/2022 16:57 PM	
789123	DONATELLO	1/1/1906	✗	5005128	14/01/2022 16:58 PM	

(7 driver subscriptions found)

You can view the [file upload history](#) here.

8. The Driver subscription file upload history will display the following details:

- file name;
- record count – number of drivers in the uploaded file;
- upload date;
- upload status – pending or complete. when uploading a long list of drivers, it may take few minutes to complete the upload and it will be showing as pending;
- error count – the number of drivers that had not been uploaded; and
- error file – contains the list of drivers that had not been uploaded.

**Overview Profile My Work Details On-demand Transport Vehicles Tools Help**

Driver subscription file upload history

File name	Record count	Upload date	Upload status	Error count	Error file
Drivers.csv	8	13/03/2019 14:22 PM	Complete	1	<a href="#">20190313142222_Drivers_Error_file.csv</a>

(1 driver subscription file uploads found)

9. If an error file is displayed, select the relevant error file to download the list of drivers that have errors.

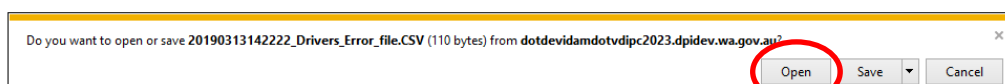
10. Select “Open” to view the file.

**Overview Profile My Work Details On-demand Transport Vehicles Tools Help**

Driver subscription file upload history

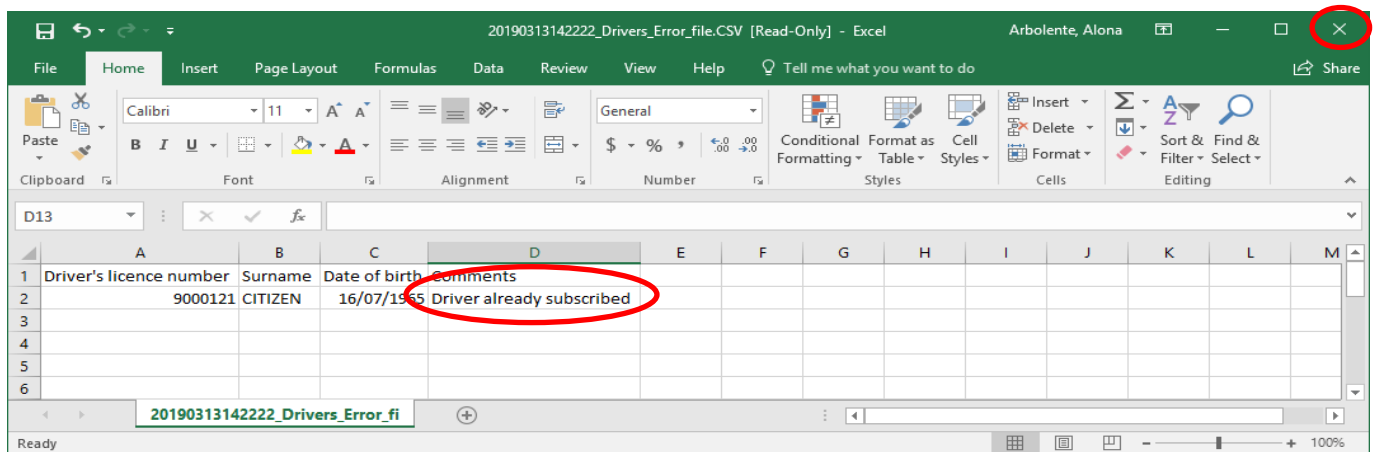
File name	Record count	Upload date	Upload status	Error count	Error file
Drivers.csv	8	13/03/2019 14:22 PM	Complete	1	<a href="#">20190313142222_Drivers_Error_file.csv</a>

(1 driver subscription file uploads found)



The “Comments” column within the spreadsheet will describe the reason why the driver was not uploaded.

11. Once you have finished viewing the file, close the spreadsheet by selecting “x”.



12. To return to the main driver dashboard, select “Return to driver subscription list”.



Driver subscription file upload history

File name	Record count	Upload date	Upload status	Error count	Error file
Drivers.csv	8	13/03/2019 14:22 PM	Complete	1	<a href="#">20190313142222_Drivers_Error_file.x</a>

(1 driver subscription file uploads found)



13. The driver dashboard will display all the drivers that had been uploaded.

Drivers dashboard

Status: Show all Apply filter Clear filter




Export results Upload Add

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
562984	MICHELOZZO	07/10/1992	✓	5005132	17/01/2022 14:59 PM	🗑️
582468	JONES	07/10/1911	✓	5005103	17/01/2022 15:03 PM	🗑️
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	🗑️
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	🗑️
456789	RAPHAEL	1/1/1903	✗	5005037	17/01/2022 15:03 PM	🗑️
567891	CARAVGGIO	1/1/1904	✗	5005035	16/01/2022 01:32 AM	🗑️
845623	HAMM	16/11/1912	✓	5005154	17/01/2022 15:03 PM	🗑️
678912	BOTTICELLI	1/1/1905	✗	5005146	14/01/2022 12:28 PM	🗑️
789123	DONATELLO	1/1/1906	✗	156628	14/01/2022 16:57 PM	🗑️
846521	ACASTER	09/2/1913	✓	5005029	17/01/2022 15:03 PM	🗑️
284657	GAMBLE	09/1/1914	✓	5005171	17/01/2022 15:03 PM	🗑️
638495	DAVIES	22/12/1915	✓	5005172	17/01/2022 15:03 PM	🗑️
264778	NOBLE	08/4/1916	✗	5005128	14/01/2022 16:58 PM	🗑️


20 1 (13 driver subscriptions found)

You can view the [file upload history](#) here

## Driver check result indicators

Check result indicator	PTD authorisation status
	A green indicator means that there have been no eligibility issues identified with the person's PTD authorisation.
	A red indicator means that there may be an issue with the person's PTD authorisation that requires further investigation.  Please note: if the holder's driver's licence is expired, suspended or cancelled, the PTD authorisation will be inactive.
	A yellow indicator means that the details entered do not match those in the Department of Transport databases or the person does not have a WA driver's licence.
Last checked time	Last checked time means the last time the Department of Transport ran a validation check against the driver. The Department will regularly run checks against all drivers subscribed to the dashboard. Each time a new driver is subscribed a validation check will be conducted against the new driver.



























## Removing drivers from the dashboard

- To remove a driver from your driver records in the dashboard, select the bin  button under the "Actions" column for the driver you want to remove.

Drivers dashboard

Status: Show all Apply filter Clear filter


Export results Upload Add

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
562984	MICHELOZZO	7/10/1992		5005132	17/01/2022 14:59 PM	
582468	JONES	7/10/1911		5005103	17/01/2022 15:03 PM	
234567	VASARI	1/1/1901		5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902		5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903		5005037	17/01/2022 15:03 PM	
567891	CARAVGGIO	1/1/1904		5005035	16/01/2022 01:32 AM	
845623	HAMM	16/11/1912		5005154	17/01/2022 15:03 PM	
678912	BOTTICELLI	1/1/1905		5005146	14/01/2022 12:28 PM	
789123	DONATELLO	1/1/1906		156628	14/01/2022 16:57 PM	
846521	ACASTER	9/2/1913		5005029	17/01/2022 15:03 PM	
284657	GAMBLE	9/1/1914		5005171	17/01/2022 15:03 PM	
638495	DAVIES	22/12/1915		5005172	17/01/2022 15:03 PM	
264778	NOBLE	8/4/1916		5005128	14/01/2022 16:58 PM	

20 1 (13 driver subscriptions found)

You can view the [file upload history](#) here

- Confirm your action by selecting "Yes" or select "No" to cancel the action.

 Driver will be removed. Are you sure?

No Yes

### 3. The updated list of drivers will display

Drivers dashboard

Driver has been removed.

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
582468	JONES	7/10/1911	✓	5005103	17/01/2022 15:03 PM	
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903	✗	5005037	17/01/2022 15:03 PM	
567891	CARAVGGIO	1/1/1904	✗	5005035	16/01/2022 01:32 AM	
845623	HAMM	16/11/1912	✓	5005154	17/01/2022 15:03 PM	
678912	BOTTICELLI	1/1/1905	✗	5005146	14/01/2022 12:28 PM	
789123	DONATELLO	1/1/1906	✗	156628	14/01/2022 16:57 PM	
846521	ACASTER	9/2/1913	✓	5005029	17/01/2022 15:03 PM	
284657	GAMBLE	9/1/1914	✓	5005171	17/01/2022 15:03 PM	
638495	DAVIES	22/12/1915	✓	5005172	17/01/2022 15:03 PM	
264778	NOBLE	8/4/1916	✗	5005128	14/01/2022 16:58 PM	

20 1 (12 driver subscriptions found)

You can view the [file upload history](#) here

## Filtering driver information

1. Select the dropdown arrow in the "Status" field and select the filter category from the list that you want to display the drivers by and select "Apply Filter".

Drivers dashboard

Driver has been removed.

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
-------------------------	---------	---------------	--------------------------	--------------------------	-------------------	---------

2. The list of drivers by the filtered category will be displayed. If you have selected the filter category of invalid, the applicable check result indicator will identify the reason why the driver has been recognised as invalid.

Drivers dashboard

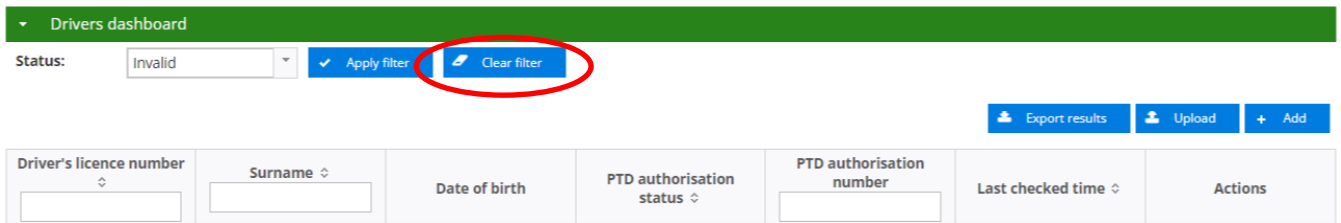
Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903	✗	5005037	17/01/2022 15:03 PM	
567891	CARAVGGIO	1/1/1904	✗	5005035	16/01/2022 01:32 AM	
678912	BOTTICELLI	1/1/1905	✗	5005146	14/01/2022 12:28 PM	
789123	DONATELLO	1/1/1906	✗	156628	14/01/2022 16:57 PM	
891234	GHIBERTI	1/1/1908	✗	5005128	14/01/2022 16:58 PM	

20 1 (7 driver subscriptions found)

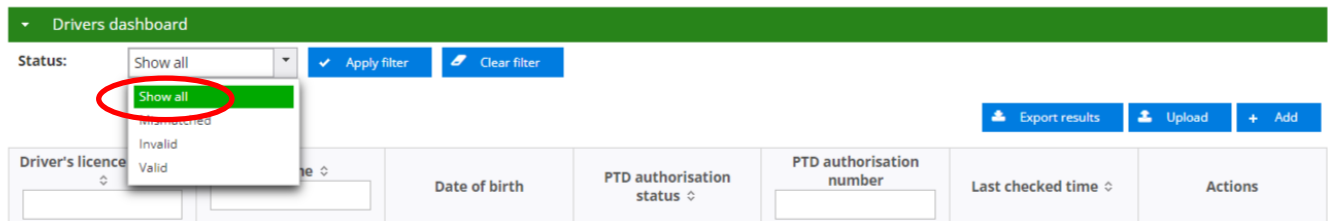
You can view the [file upload history](#) here

3. To clear the filter to display all drivers, select “Clear filter”.



The screenshot shows the 'Drivers dashboard' header. Below it, the 'Status' dropdown is set to 'Invalid'. To the right of the dropdown are two buttons: 'Apply filter' and 'Clear filter'. The 'Clear filter' button is circled in red. Below the buttons are three more buttons: 'Export results', 'Upload', and '+ Add'. Below these buttons is a table with columns: 'Driver's licence number', 'Surname', 'Date of birth', 'PTD authorisation status', 'PTD authorisation number', 'Last checked time', and 'Actions'.

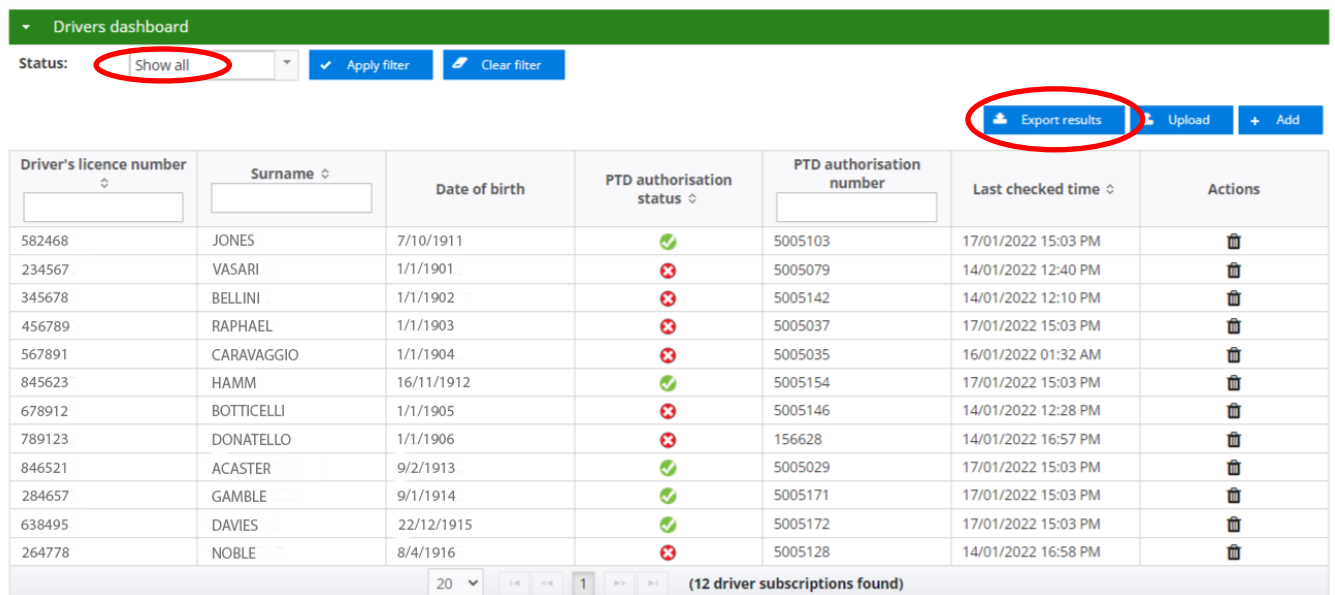
4. Alternatively, you may select “Show All” in the status dropdown list and select “Apply filter”.



The screenshot shows the 'Drivers dashboard' header. Below it, the 'Status' dropdown is open, and the 'Show all' option is selected and circled in red. To the right of the dropdown are two buttons: 'Apply filter' and 'Clear filter'. Below the buttons are three more buttons: 'Export results', 'Upload', and '+ Add'. Below these buttons is a table with columns: 'Driver's licence number', 'Surname', 'Date of birth', 'PTD authorisation status', 'PTD authorisation number', 'Last checked time', and 'Actions'.

## Exporting information from the driver dashboard

1. To export information displayed in the dashboard, select “Export results”. This will capture the information displayed in the dashboard (by the filter status) and allow it to be exported as a CSV file.
2. Select the “status” of the type of information you want to export. Select “Export results”. To open the CSV file “Open” or “Save” to save the file.



The screenshot shows the 'Drivers dashboard' header. Below it, the 'Status' dropdown is set to 'Show all'. To the right of the dropdown are two buttons: 'Apply filter' and 'Clear filter'. Below the buttons are three more buttons: 'Export results', 'Upload', and '+ Add'. The 'Export results' button is circled in red. Below these buttons is a table with columns: 'Driver's licence number', 'Surname', 'Date of birth', 'PTD authorisation status', 'PTD authorisation number', 'Last checked time', and 'Actions'. The table contains 12 rows of data. At the bottom of the table, there is a pagination bar showing '20' items per page, '1' of 1 pages, and '(12 driver subscriptions found)'. Below the pagination bar, there is a link: 'You can view the file upload history here'.

- The CSV file will open, and the spreadsheet will provide the information of the drivers that have been exported.

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Comments	Last checked time	Last status change time
582468	JONES	7/10/1911	Valid	5005103		17/01/2022 15:03	No change
234567	VASARI	1/1/1901	Invalid	5005079		14/01/2022 12:40	14/01/2022 15:30
345678	BELLINI	1/1/1902	Invalid	5005142		14/01/2022 12:10	14/01/2022 12:30
456789	RAPHAEL	1/1/1903	Invalid	5005037		17/01/2022 15:03	14/01/2022 13:04
567891	CARAVAGGIO	1/1/1904	Invalid	5005035		16/01/2022 1:32	14/01/2022 16:56
845623	HAMM	16/11/1912	Valid	5005154		17/01/2022 15:03	No change
678912	BOTTICELLI	1/1/1905	Invalid	5005146		14/01/2022 12:28	14/01/2022 12:28
789123	DONATELLO	1/1/1906	Invalid	156628		14/01/2022 16:57	14/01/2022 18:30
846521	ACASTER	9/2/1913	Valid	5005029		17/01/2022 15:03	17/01/2022 15:03
284657	GAMBLE	9/1/1914	Valid	5005171		17/01/2022 15:03	17/01/2022 15:03
638495	DAVIES	22/12/1915	Valid	5005172		17/01/2022 15:03	No change
264778	NOBLE	8/4/1916	Invalid	5005128		14/01/2022 16:58	14/01/2022 18:30

## Export result definitions

Export result	PTD authorisation Status
Valid	There have been no eligibility issues identified with the person's PTD authorisation.
Invalid	There may be an issue with the person's PTD authorisation that requires further investigation.
Not checked	The PTD authorisation details have not been checked as the driver's licence status check returned an invalid result.
Last checked time	Last checked time means the last time the Department of Transport ran a validation check against the driver. The Department will regularly run checks against all drivers subscribed to the dashboard. Each time a new driver is subscribed a validation check will be conducted against the new driver.
Last status change	Last status change time means the last time a driver's status has changed i.e. if a status has changed a date and time will be displayed. If no changes have occurred since the driver was subscribed, a status of no change will be displayed.



## Searching for a specific driver

If you want to search for a particular driver, you can search through either the “Driver’s licence number” or “Surname” fields.

1. Enter the driver’s licence number or surname and select “Apply filter”.

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
582468	JONES	7/10/1911	✓	5005103	17/01/2022 15:03 PM	
234567	VASARI	1/1/1901	✗	5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902	✗	5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903	✗	5005037	17/01/2022 15:03 PM	
567891	CARAVAGGIO	1/1/1904	✗	5005035	16/01/2022 01:32 AM	
845623	HAMM	16/11/1912	✓	5005154	17/01/2022 15:03 PM	
678912	BOTTICELLI	1/1/1905	✗	5005146	14/01/2022 12:28 PM	
789123	DONATELLO	1/1/1906	✗	156628	14/01/2022 16:57 PM	
846521	ACASTER	9/2/1913	✓	5005029	17/01/2022 15:03 PM	
284657	GAMBLE	9/1/1914	✓	5005171	17/01/2022 15:03 PM	
638495	DAVIES	22/12/1915	✓	5005172	17/01/2022 15:03 PM	
264778	NOBLE	8/4/1916	✗	5005128	14/01/2022 16:58 PM	

20  (12 driver subscriptions found)

You can view the [file upload history](#) here

2. The details of the driver’s licence or surname entered will be displayed.

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
32						
5173272	CAMERON	7/7/1990	✗	5005037	17/01/2022 15:03 PM	
242432	HALBERT	18/2/1929	✗	5005035	16/01/2022 01:32 AM	
1981328	STOCKWELL	7/3/1960	✗	156628	14/01/2022 16:57 PM	

20  (3 driver subscriptions found)

You can view the [file upload history](#) here

3. Driver information may also be searched by entering partial driver’s licence numbers or surnames. Enter the partial details and any driver that matches the details provided will be displayed.

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
5						
582468	JONES	7/10/1911	✓	5005103	17/01/2022 15:03 PM	
596789	RAPHAEL	1/1/1903	✗	5005037	17/01/2022 15:03 PM	
678952	BOTTICELLI	1/1/1905	✗	5005146	14/01/2022 12:28 PM	
846521	ACASTER	9/2/1913	✓	5005029	17/01/2022 15:03 PM	
954778	NOBLE	8/4/1916	✗	5005128	14/01/2022 16:58 PM	

20  (5 driver subscriptions found)

You can view the [file upload history](#) here

- You may enter the first few letters in the surname of the driver you are searching for and all matching drivers will be displayed.

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
582468	TEKAI	4/3/1928		5005029	17/01/2022 15:03 PM	

20   1 (1 driver subscriptions found)

[You can view the file upload history here](#)

- To return to displaying all drivers, select "Clear filter".

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
582468	TEKAI	4/3/1928		5005029	17/01/2022 15:03 PM	

20   1 (1 driver subscriptions found)

[You can view the file upload history here](#)

## Information sorting

- To sort a column, select the up/down arrow "⇅" beside the column title for either driver's licence number, surname, driver's licence status, PTD authorisation status or last time checked. The driver information will then display by the selected sorted column.

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	PTD authorisation status	PTD authorisation number	Last checked time	Actions
582468	JONES	7/10/1911		5005103	17/01/2022 15:03 PM	
234567	VASARI	1/1/1901		5005079	14/01/2022 12:40 PM	
345678	BELLINI	1/1/1902		5005142	14/01/2022 12:10 PM	
456789	RAPHAEL	1/1/1903		5005037	17/01/2022 15:03 PM	
567891	CARAVAGGIO	1/1/1904		5005035	16/01/2022 01:32 AM	
845623	HAMM	16/11/1912		5005154	17/01/2022 15:03 PM	
678912	BOTTICELLI	1/1/1905		5005146	14/01/2022 12:28 PM	
789123	DONATELLO	1/1/1906		156628	14/01/2022 16:57 PM	
846521	ACASTER	9/2/1913		5005029	17/01/2022 15:03 PM	
284657	GAMBLE	9/1/1914		5005171	17/01/2022 15:03 PM	
638495	DAVIES	22/12/1915		5005172	17/01/2022 15:03 PM	
264778	NOBLE	8/4/1916		5005128	14/01/2022 16:58 PM	

20   1 (12 driver subscriptions found)

[You can view the file upload history here](#)

# Using the vehicle dashboard

## Terms and conditions

When you first enter the vehicle dashboard the “Terms and conditions” for using the DVID will be displayed in full each time you log into DoTDirect and enter the dashboard. After reading the terms and conditions, you can collapse the displayed information by selecting the arrow on the “Terms and conditions” collapsible menu bar. Once this information has been collapsed, the information will remain hidden unless the arrow is selected again.

▼ Terms and conditions

Welcome to the Driver and Vehicle Industry Dashboard (DVID)

The Driver and Vehicle Industry Dashboard (‘DVID’ or ‘Dashboard’) assists service providers manage their safety duties under the *Transport(Road Passenger Services) Act 2018* and supporting regulations by providing information on the status of the eligibility of drivers and vehicles to operate within the road passenger transport industry.

**Confidentiality**

Information obtained via this Dashboard is only to be used:

1. for the purposes of the performance of the recipient’s functions under the *Transport(Road Passenger Services) Act 2018*; or
2. in the performance of a function by the recipient under the *Transport Co-ordination Act 1966* that relates to passenger transport vehicles; or
3. if authorised under the *Transport (Road Passenger Services) Act 2018* or the *Transport Co-ordination Act 1966* in relation to a function under those Acts.

Information is not to be disclosed to third parties, published, or used for any other purposes. There are penalties that may apply for non-compliance of up to 12 months imprisonment or a fine of \$12,000.

**Disclaimer**

The Director General of the Department of Transport (the Department) makes the information available via this Dashboard on the understanding that although the Department makes every reasonable effort to ensure the accuracy of the information, the Department cannot guarantee the accuracy.

Users must take care to ensure the information is accurate and complete. Changes in circumstances after information is uploaded may impact on the accuracy or currency of the information.

The Director General accepts no responsibility for the completeness, reliability or accuracy of any of the information contained on or accessed through this dashboard.

You waive, release, forgive, discharge and relinquish any and all claims that you may have against the State of Western Australia, the Department, its officers, employees, contractors, agents and representatives, in connection with, or arising out of, or incidental to, your access to or use of information from this dashboard.

▼ Vehicles dashboard

## Displayed vehicle information

The following vehicle information will display when viewing the vehicle dashboard:

- plate number;
- vin/chassis;
- vehicle defect status;
- PTV authorisation status;
- PTV category; and
- last checked time.

▼ Vehicles dashboard

Status:

Show all

✓ Apply filter

✕ Clear filter

Export results

Upload

+ Add

View upload history

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
No records found.						
20 (0 vehicle subscriptions found)						

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

## Check result indicators

Information regarding the meaning of the check result indicators that are provided to show the result of completed checks are displayed under the “Note” menu bar.


Note


Check result indicators


The DVID shows the results of three categories of checks conducted on vehicles. These are:

1. Vehicle licence eligibility check;
2. Passenger Transport Vehicle (PTV) authorisation eligibility check; and
3. Vehicle defect notice check.

The DVID provides indicators to show the result of the completed checks. It does not provide details of the reason for ineligibility.

A GREEN  indicator means that no ineligibility has been identified in running the check against the Department of Transport databases.

A RED  indicator means that there may be an issue with the vehicle and that further investigation is required to determine whether safety duties are met. Service providers should take immediate action when they see a red indicator. This may include asking a PTV authorisation holder for information or evidence about their vehicle licence status and PTV authorisation status to help the service provider to determine whether they should allow the vehicle to operate for them.

A YELLOW  indicator means that the details uploaded do not match those in the Department of Transport databases or the vehicle does not have a Western Australia vehicle licence.

## Adding a vehicle to the DVID

There are two ways that you can add vehicles to include in your vehicle checks. Vehicles can be added either on a single-entry basis, or a file containing the details of multiple vehicles can be uploaded.

### Adding vehicles on a single-entry basis

1. To add an individual vehicle, select “+Add”.

Vehicles dashboard

Status: 

Show all

Apply filter

Clear filter

Export results

Upload

+ Add

View upload history

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
No records found.						

20 (0 vehicle subscriptions found)

\*Legend

OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

2. Enter the plate number (VIN/chassis number is an optional field), select “+Add vehicle”

Vehicles dashboard

Add vehicle details

Please provide us with the following information so that we can add the vehicle to our records.

\* Indicates required fields.

Plate number: \*

TAXI1234

VIN/Chassis number:

+ Add vehicle

Cancel

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
No records found.						

20 (0 vehicle subscriptions found)

\*Legend

OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

3. The details of the added vehicle will now display. Information regarding any defect notices, the PTV authorisation, the PTV category and the last checked time will also be displayed.
4. You can also view the number of vehicles that you have subscribed to your vehicle dashboard.

5. All details must be entered correctly or a message indicating that the system “Failed adding vehicle. Reason: vehicle not found” will display.

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1ABC132		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
2YCB654		⚠	✗		18/01/2022 10:42 AM	
W6Q5F1		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
UB99E87		⚠	✗		18/01/2022 10:34 AM	
8CTN822		✓	✓	OD-RH	18/01/2022 10:41 AM	

20   1 **(5 vehicle subscriptions found)**

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

## Adding multiple vehicles

1. To add multiple vehicles to the dashboard you can choose to upload a CSV file containing the information of the drivers you wish to add. A CSV file is a comma separated values file commonly used by spreadsheet programs such as Microsoft Excel or OpenOffice Calc. The file contains plain text data sets separated by commas, with each new line in the CSV file representing a new database row and each database row consisting of one or more field separated by a comma.
2. To upload a CSV file to load multiple vehicles, select “Upload”

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1ABC132		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
2YCB654		⚠	✗		18/01/2022 10:42 AM	
W6Q5F1		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
UB99E87		⚠	✗		18/01/2022 10:34 AM	
8CTN822		✓	✓	OD-RH	18/01/2022 10:41 AM	

20   1 **(5 vehicle subscriptions found)**

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

3. Your CSV file must contain the following information:
  - plate number;
  - VIN/chassis (optional field); and
  - action – either add or delete.
4. Your spreadsheet will also need to be properly formatted, you can download a sample spreadsheet by selecting [“here”](#) (opens Microsoft Excel template).

## 5. Choose your CSV file to upload by selecting “+ Select a CSV file”

**Vehicles dashboard**

Upload spreadsheets to quickly add a large number of entries. Note that your spreadsheet will need to be properly formatted.  
Download a sample spreadsheet [here](#).

Please select a CSV file to upload:

**+ Select a CSV file**

**Process** **Cancel**

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1ABC132		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	🗑️
2YCB654		⚠️	✗		18/01/2022 10:42 AM	🗑️
W6Q5F1		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	🗑️
UB99E87		⚠️	✗		18/01/2022 10:34 AM	🗑️
8CTN822		✓	✓	OD-RH	18/01/2022 10:41 AM	🗑️

20 1 (5 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

## 6. Select the CSV file you have saved containing your vehicles and select “Open”

**Vehicles dashboard**

Upload spreadsheets to quickly add a large number of entries. Note that your spreadsheet will need to be properly formatted.  
Download a sample spreadsheet [here](#).

Please select a CSV file to upload:

**+ Select a CSV file**

**Process** **Cancel**

Plate number: TAXI001

**Choose File to Upload**

This PC > Desktop

Organize New folder

Name	Date modified	Type	Size
Vehicle.csv	15/03/2019 9:49 AM	Microsoft Excel C...	1 KB

File name: Vehicle.csv All Files (\*.\*)

**Open** **Cancel**

Last checked time: 15/03/2019 09:36 AM Actions: 🗑️

\*Legend  
OD-RH: on-demand rank or hail passenger transport service

## 7. Once the correct file has been uploaded, the uploaded CSV file will be displayed as “Select file: (with the name of the file uploaded)” select “Process”.

**Vehicles dashboard**

Upload spreadsheets to quickly add a large number of entries. Note that your spreadsheet will need to be properly formatted.  
Download a sample spreadsheet [here](#).

Please select a CSV file to upload:

**+ Select a CSV file**

Selected file: Vehicle.csv

**Process** **Cancel**

## 8. A message will display showing the status of your upload request. Click the “View upload history” to view the file upload status.

**Vehicles dashboard**

**Your upload request has been submitted and is currently being processed. You can view the file upload status by clicking on the file upload history link.**

Status: Show all **Apply filter** **Clear filter**

**Export results** **Upload** **Add** **View upload history**

9. The Vehicle subscription file upload history will display the following details:
- file name;
  - record count – number of drivers in the uploaded file;
  - upload date;
  - upload status – pending or complete. When uploading a long list of drivers, it may take several minutes to complete the upload and it will be showing as pending;
  - error count – the number of drivers that had not been uploaded; and
  - error file – contains the list of drivers that had not been uploaded.

Vehicle subscription file upload history

File name	Record count	Upload date	Upload status	Error count	Error file
Vehicle.csv	11	15/03/2019 10:58 AM	Complete	4	<a href="#">20190315105844_Vehicle_Error_file.CSV</a>

(1 vehicle subscription file uploads found)

[Return to vehicle subscription list](#)

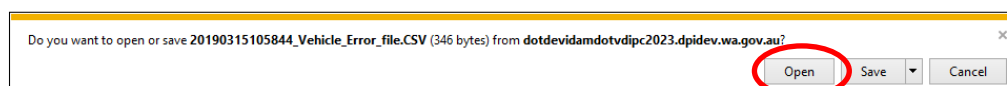
10. If an error file is displayed, select the relevant error file to download the list of vehicles that have errors.
11. Select “Open” to view the file.

Vehicle subscription file upload history

File name	Record count	Upload date	Upload status	Error count	Error file
Vehicle.csv	11	15/03/2019 10:58 AM	Complete	4	<a href="#">20190315105844_Vehicle_Error_file.CSV</a>

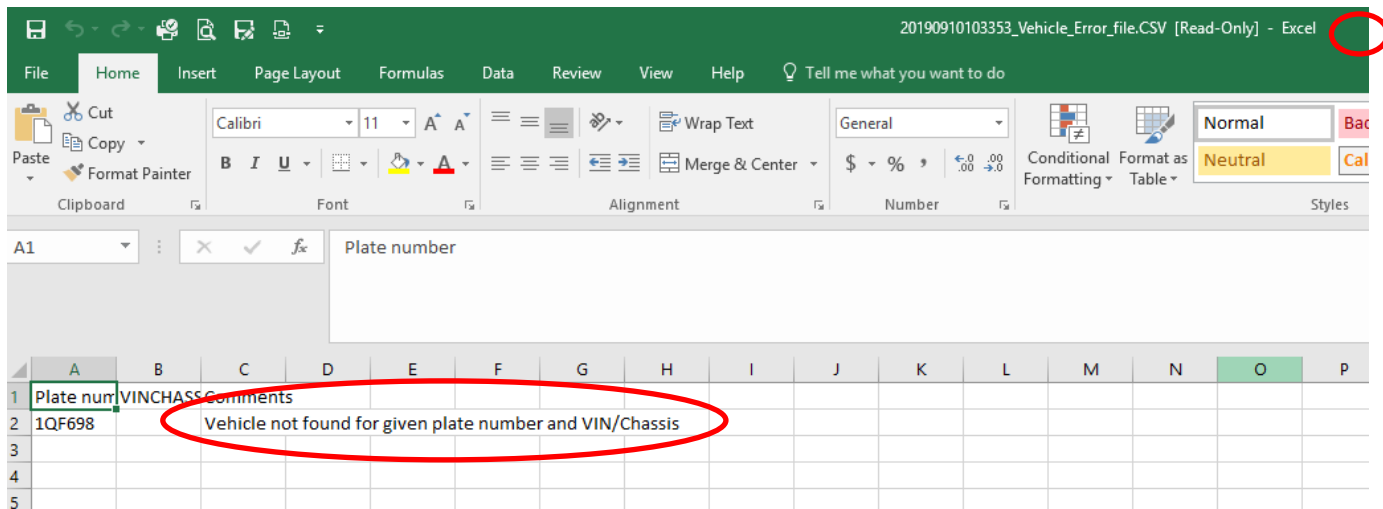
(1 vehicle subscription file uploads found)

[Return to vehicle subscription list](#)

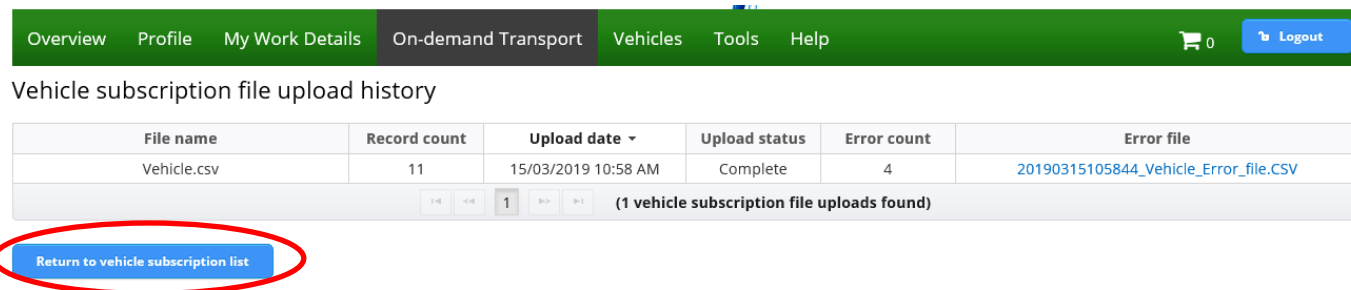


12. The “Comments” column within the spreadsheet will describe the reason why the vehicle was not uploaded.

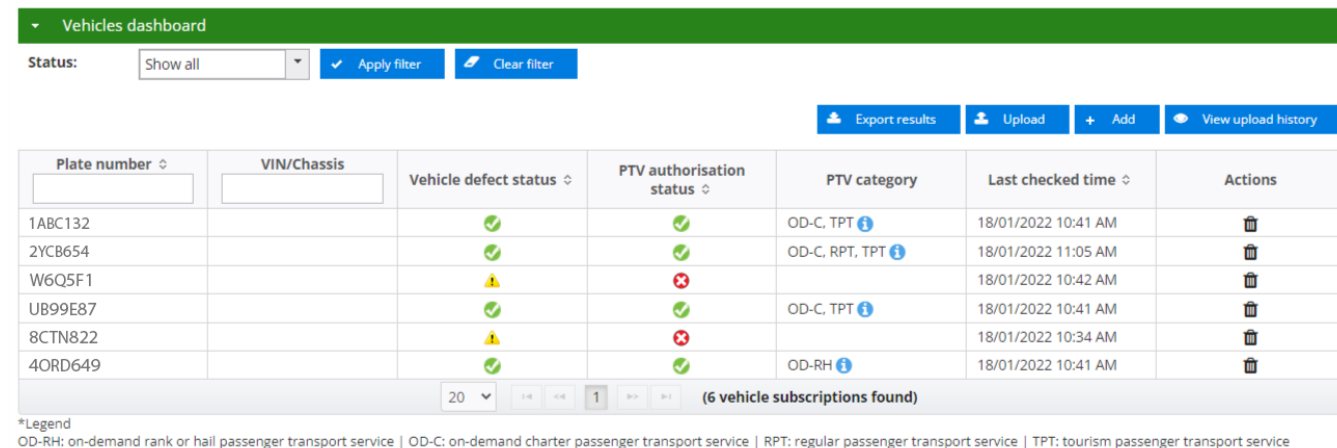
13. Once you have finished viewing the file, close the spreadsheet by selecting “x”.



14. To return to the main vehicle dashboard, select “Return to vehicle subscription list”.






15. The vehicle dashboard will display all the vehicles that had been uploaded.





## Vehicle check result indicators

Check result indicator	Vehicle defect status	PTV authorisation status
	A green indicator means that the vehicle does not have a current defect notice.	A green indicator means that there have been no eligibility issues identified with the PTV authorisation.
	A red indicator means that the vehicle may have a current defect notice that requires further investigation	A red indicator means that there may be an issue with the PTV authorisation that requires further investigation.  Please note: if the vehicle licence is expired, suspended or cancelled, the PTV authorisation will be inactive.
	A yellow indicator means that the details entered do not match those in the Department of Transport databases or the vehicle is not licenced in WA.	

The PTV category is the type of PTV authorisation granted to the vehicle. The following categories may display:

**OD-RH** – On-demand rank or hail      **RPT** –Regular passenger transport  
**OD-C** – On-demand charter      **TPT** – Tourism passenger transport



















Last checked time means the last time the Department of Transport ran a validation check against the vehicle. The Department will regularly run checks against all vehicles subscribed to the dashboard. Each time a new vehicle is subscribed a validation check will be conducted against the new vehicle.

## Removing vehicles from the dashboard

- To remove a vehicle from your vehicle records in the dashboard, select the bin icon under the “Actions” column for the vehicle you want to remove.

Vehicles dashboard

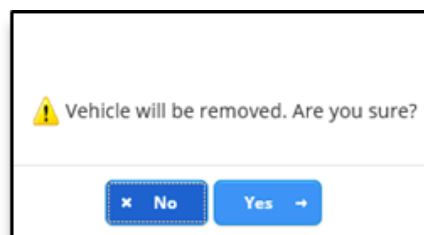
Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1ABC132				OD-C, TPT	18/01/2022 10:41 AM	
2YCB654				OD-C, RPT, TPT	18/01/2022 11:05 AM	
W6Q5F1					18/01/2022 10:42 AM	
UB99E87				OD-C, TPT	18/01/2022 10:41 AM	
8CTN822					18/01/2022 10:34 AM	
4ORD649				OD-RH	18/01/2022 10:41 AM	

20 1 (6 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

- Confirm your action by selecting “Yes” or select “No” to cancel the action.



### 3. The updated list of vehicles will display

Vehicles dashboard

Vehicle has been removed.

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
2YCB654		✓	✓	OD-C, RPT, TPT	18/01/2022 11:05 AM	
W6Q5F1		⚠	✗		18/01/2022 10:42 AM	
UB99E87		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
8CTN822		⚠	✗		18/01/2022 10:34 AM	
4ORD649		✓	✓	OD-RH	18/01/2022 10:41 AM	

20 1 (5 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

## Filtering vehicle information

1. Select the dropdown arrow in the "Status" field and select the filter category from the list that you want to display the vehicles by and select "Apply Filter".

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
2YCB654		✓	✓	OD-C, RPT, TPT	18/01/2022 11:05 AM	
W6Q5F1		⚠	✗		18/01/2022 10:42 AM	
UB99E87		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
8CTN822		⚠	✗		18/01/2022 10:34 AM	
4ORD649		✓	✓	OD-RH	18/01/2022 10:41 AM	

20 1 (5 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

2. The list of vehicles by the filtered category will be displayed. If you have selected the filter category of invalid, the applicable check result indicator will identify the reason why the driver has been recognised as invalid.

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
3KRL298		⚠	✗		18/01/2022 10:42 AM	
E3Q2F2		⚠	✗		18/01/2022 10:34 AM	

20 1 (2 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

- To clear the filter to display all vehicles, select “Clear filter”.

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
3KRL298		⚠	✗		18/01/2022 10:42 AM	🗑
E3Q2F2		⚠	✗		18/01/2022 10:34 AM	🗑

20 1 (2 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

- Alternatively, you may select “Show All” in the status dropdown list and select “Apply filter”.

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
3KRL298		⚠	✗		18/01/2022 10:42 AM	🗑
E3Q2F2		⚠	✗		18/01/2022 10:34 AM	🗑

20 1 (2 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

## Exporting information from the vehicle dashboard

- To export information displayed in the dashboard, select “Export results”. This will capture the information displayed in the dashboard (by the filter status) and allow it to be exported as a CSV file.
- Select the “status” of the type of information you want to export. Select “Export results”. To open the CSV file “Open” or “Save” to save the file.

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
2YCB654		✓	✓	OD-C, RPT, TPT	18/01/2022 11:05 AM	🗑
W6Q5F1		⚠	✗		18/01/2022 10:42 AM	🗑
UB99E87		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	🗑
8CTN822		⚠	✗		18/01/2022 10:34 AM	🗑
4ORD649		✓	✓	OD-RH	18/01/2022 10:41 AM	🗑

20 1 (5 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

- The CSV file will open, and the spreadsheet will provide the information of the vehicles that have been exported.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Plate number	VINCHASSIS number	Vehicle defect status	PTV authorisation status	Rank or hail category	Charter Category	RPT category	Tourism category	Comments	Last checked time	Last status change time		
2	2YC8654		Valid	Valid		Yes	Yes	Yes		18/01/2022 11:05	No change		
3	W6Q5F1		Not checked	Invalid						18/01/2022 10:42	4/01/2022 13:01		
4	UB99E87		Valid	Valid		Yes		Yes		18/01/2022 10:41	No change		
5	8CTN822		Not checked	Invalid						18/01/2022 10:34	4/01/2022 12:59		
6	4ORD649		Valid	Valid	Yes					18/01/2022 10:41	No change		

## Export result definitions

Export result	PTV authorisation status
Valid	There have been no eligibility issues identified with the PTV authorisation.
Invalid	There may be an issue with the person's PTV authorisation that requires further investigation.
Not checked	The PTV authorisation details have not been checked as the vehicle licence status check returned an invalid result.
Last checked time	Last checked time means the last time the Department of Transport ran a validation check against the vehicle. The Department will regularly run checks against all vehicle subscribed to the dashboard. Each time a new vehicle is subscribed a validation check will be conducted against the new vehicle.
Last status change	Last status change time means the last time a vehicle status has changed i.e. if a status has changed a date and time will be displayed. If no changes have occurred since the vehicle was subscribed, a status of no change will be displayed.

## Searching for a specific vehicle

If you want to search for a particular vehicle, you can search through either the “Plate number” or “VIN/Chassis” fields.

1. Enter the plate number or VIN/Chassis and select “Apply filter”.

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
TAXI						
2RTF123		✓	✓	OD-C, RPT, TPT	18/01/2022 11:05 AM	
TAXI456		⚠	✗		18/01/2022 10:42 AM	
TAXI789		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
LARI147		⚠	✗		18/01/2022 10:34 AM	
21XID58		✓	✓	OD-RH	18/01/2022 10:41 AM	

20  (5 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

2. The details of the plate number or VIN/Chassis entered will be displayed.

Vehicles dashboard

Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
TAXI						
TAXI456		⚠	✗		18/01/2022 10:34 AM	
TAXI789		✓	✓	OD-RH	18/01/2022 10:41 AM	

20  (2 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

3. To return to displaying all vehicles, select “Clear filter”.

Vehicles dashboard


Status:

Plate number	VIN/Chassis	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
TAXI						
2RTF123		✓	✓	OD-C, RPT, TPT	18/01/2022 11:05 AM	
TAXI456		⚠	✗		18/01/2022 10:42 AM	
TAXI789		✓	✓	OD-C, TPT	18/01/2022 10:41 AM	
LARI147		⚠	✗		18/01/2022 10:34 AM	
21XID58		✓	✓	OD-RH	18/01/2022 10:41 AM	

20  (5 vehicle subscriptions found)























\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service


## Information sorting

1. To sort a column, select the up/down arrow “” beside the column title for either plate number, VIN/Chassis, vehicle licence status, vehicle defect status PTV authorisation status or last time checked. The vehicle information will then display by the selected sorted column.

Vehicles dashboard

Status:

Plate number 	VIN/Chassis	Vehicle defect status 	PTV authorisation status 	PTV category	Last checked time 	Actions
TAXI						
2RTF123				OD-C, RPT, TPT 	18/01/2022 11:05 AM	
TAXI456					18/01/2022 10:42 AM	
TAXI789				OD-C, TPT 	18/01/2022 10:41 AM	
LARI147					18/01/2022 10:34 AM	
21XID58				OD-RH 	18/01/2022 10:41 AM	

20  1-6 <-1-6 1 >-1-6 >-1-6 (5 vehicle subscriptions found)

\*Legend  
OD-RH: on-demand rank or hail passenger transport service | OD-C: on-demand charter passenger transport service | RPT: regular passenger transport service | TPT: tourism passenger transport service

For additional user guides and information relating to the on-demand passenger transport industry including the levy and on-demand booking service authorisation, visit:  
[www.transport.wa.gov.au](http://www.transport.wa.gov.au)