



# How to complete TUSS vouchers: a guide for taxi drivers

Taxi User Subsidy Scheme (TUSS) vouchers have been updated to help drivers complete voucher details more accurately – this ensures timely payments to drivers. The new voucher books will be in circulation from August 2021. Previous voucher books will not be replaced, so drivers may see both types of vouchers on the road. TUSS vouchers must be accepted as a contribution to the fare. Learn more at [www.transport.wa.gov.au/TUSSGuidelines](http://www.transport.wa.gov.au/TUSSGuidelines)

## What to fill out before the trip starts

The date the trip occurs

Street address that the trip starts and ends at

The Participant Number (as it appears on the holder's TUSS card)

The TUSS expiry date (as it appears on the holder's TUSS card)

Time the trip starts (24 hours)

Odometer reading at start of trip

Tick this box if Tariff 3 is applicable (more than 5 passengers)

Date 01 / 07 / 2021 From 123 Example St, Perth To 500 Sample Rd, Fremantle Fare paid by passenger \$ Driver Signature ID No. 2345678 50000000	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Taxi User Subsidy Scheme</b></td> <td style="text-align: center; font-size: 2em;"><b>50%</b></td> <td style="text-align: right; font-size: 0.8em;">Government of Western Australia Department of Transport</td> </tr> <tr> <td style="width: 25%;">Participant Number 1234567</td> <td colspan="2" style="width: 40%;">Trip Details</td> <td style="width: 10%;">Tariff 3 Yes <input type="checkbox"/></td> </tr> <tr> <td>Expiry Date 10 / 07 / 2022</td> <td style="width: 15%;">Start time (24hr) 13:00</td> <td style="width: 15%;">Finish time (24hr)</td> <td style="width: 10%;">Total Kms</td> </tr> <tr> <td>Driver ID Number 2345678</td> <td>Odometer Start 80,000</td> <td>Odometer End</td> <td>Total Fare \$</td> </tr> <tr> <td>Plate Number TAXI123</td> <td>From Street 123 Example St</td> <td>From Suburb Perth</td> <td>Paid by Passenger \$</td> </tr> <tr> <td>Date of Trip 01 / 07 / 2021</td> <td>To Street 500 Sample Rd</td> <td>To Suburb Fremantle</td> <td>Subsidy Value \$</td> </tr> <tr> <td></td> <td></td> <td>Booking Service Authorisation Number 1000000</td> <td rowspan="2">This voucher is valid for up to 50% of the total fare charged to a maximum subsidy of \$25.00</td> </tr> <tr> <td></td> <td></td> <td>Job Number 000123</td> </tr> </table>	<b>Taxi User Subsidy Scheme</b>		<b>50%</b>	Government of Western Australia Department of Transport	Participant Number 1234567	Trip Details		Tariff 3 Yes <input type="checkbox"/>	Expiry Date 10 / 07 / 2022	Start time (24hr) 13:00	Finish time (24hr)	Total Kms	Driver ID Number 2345678	Odometer Start 80,000	Odometer End	Total Fare \$	Plate Number TAXI123	From Street 123 Example St	From Suburb Perth	Paid by Passenger \$	Date of Trip 01 / 07 / 2021	To Street 500 Sample Rd	To Suburb Fremantle	Subsidy Value \$			Booking Service Authorisation Number 1000000	This voucher is valid for up to 50% of the total fare charged to a maximum subsidy of \$25.00			Job Number 000123
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Driver declaration on the back of this voucher must be completed.

The driver's PTD authorisation / Driver ID number

The date the trip occurs

The taxi vehicle licence plate number

Street address and suburb that the trip starts and ends at

On-demand booking service authorisation number

Job number

# What to fill out after the trip ends

The cost of the trip

Date 01 / 07 / 2021

From 123 Example St, Perth

To 500 Sample Rd, Fremantle

Fare paid by passenger  
\$ 25.00

Driver Signature  
*Example Signature*

ID No. 2345678

50000000

Time the trip ends (24 hours)

Odometer reading at end of trip

Total kilometres of trip

Total cost of the fare

**Taxi User Subsidy Scheme 50%** Government of Western Australia Department of Transport

Participant Number	Trip Details		Tariff 3 Yes <input type="checkbox"/>	Fare Details
1234567	Start time (24hr)	Finish time (24hr)	Total Kms	Total Fare
Expiry Date	13:00	13:35	22.0	\$ 50.00
10 / 07 / 2022	Odometer Start	Odometer End	Booking Service Authorisation Number	Paid by Passenger
Driver ID Number	80,000	80,022		\$ 25.00
2345678	From Street	123 Example St	1000000	Subsidy Value
Plate Number	From Suburb	Perth		\$ 25.00
TAXI123	To Street	500 Sample Rd	Job Number	This voucher is valid for up to 50% of the total fare charged to a maximum subsidy of \$25.00
Date of Trip	To Suburb	Fremantle	000123	
01 / 07 / 2021				

Driver declaration on the back of this voucher must be completed.

The driver's signature

Total value of the subsidy applied (depends on the type/colour of the voucher)

Amount of the fare paid by the passenger

50000000

# Driver Declaration

50000000

## Driver Declaration

I declare that:

- This voucher and stub has been completed by me and in accordance with the TUSS Guidelines.
- The details on this voucher are true and correct.
- I received payment from the TUSS participant for their portion of the total fare.
- I completed this voucher and stub at the time of the trip.
- I know I may be prosecuted if I enter any information which I know to be false or misleading.
- I know that I may be prosecuted if I accept a voucher that contains information that I know or ought to know to be false or misleading.
- I confirm the TUSS participant providing the voucher was present for the duration of the trip.
- I acknowledge that if I fail to adhere to the TUSS Guidelines:
  - I may forfeit the right to payment;
  - I may be asked to repay the value of the subsidised fare and co-payment; and/or
  - My authorisation as a passenger transport driver may be subject to a review.

The driver's PTD authorisation / Driver ID number

The driver's signature

Driver ID	Signature of Driver
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## Tips for completing TUSS vouchers

Follow the below tips so your TUSS vouchers can be processed quickly, ensuring timely payment.

- Write clearly and legibly.
- Use the correct date and time formats – 24 hour time, dates DD/MM/YYYY.
- Check that all TUSS participant and trip details are entered correctly before submitting your vouchers.
- Make sure you sign the Driver Declaration on the back of the voucher – **unsigned vouchers will not be paid.**
- If there are sections where you are writing the same answer for each trip (such as the on-demand booking service authorisation number or PTD authorisation / Driver ID number, consider making and using a stamp.

Date / /
From
To
Fare paid by passenger \$
Driver Signature
ID No.
30000000

Taxi User Subsidy Scheme 50% or 75%				Government of Western Australia Department of Transport
Participant Number	Trip Details		Tariff 3 Yes <input type="checkbox"/>	Fare Details
Expiry Date	Start time (24hr)	Finish time (24hr)	Wheelchair used	Total Fare
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Driver ID Number	Odometer Start	Odometer End	Total Kms	Voucher subsidy value 75% to a maximum subsidy of \$35.00 if travelling in a wheelchair or with a mobility device in a wheelchair accessible vehicle, otherwise 50% to a maximum subsidy of \$25.00
Plate Number	From Street	Booking Service Authorisation Number	Job Number	\$
	From Suburb			
Date of Trip	To Street			
	To Suburb			

Driver declaration on the back of this voucher must be completed. 30000000

Date / /
From
To
Fare paid by passenger \$
Driver Signature
ID No.
10000000

Taxi User Subsidy Scheme 50% or 75%				Government of Western Australia Department of Transport
Participant Number	Trip Details		Tariff 3 Yes <input type="checkbox"/>	Fare Details
Expiry Date	Start time (24hr)	Finish time (24hr)	Wheelchair used	Total Fare
			Yes <input type="checkbox"/> No <input type="checkbox"/>	\$
Driver ID Number	Odometer Start	Odometer End	Total Kms	When travelling as a WAV, voucher subsidy value 75% to a maximum subsidy of \$35.00 if travelling in a wheelchair or with a mobility device. If travelling in a conventional taxi, not a WAV, with your wheelchair, voucher subsidy value 75% to a maximum subsidy of \$25.
Plate Number	From Street	Booking Service Authorisation Number	Job Number	\$
	From Suburb			
Date of Trip	To Street			
	To Suburb			

Driver declaration on the back of this voucher must be completed. 10000000