



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. 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).

About this document

This document refers to the operation of the Driver and Vehicle Industry Dashboard (DVID or dashboard). The DVID will give 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, 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.

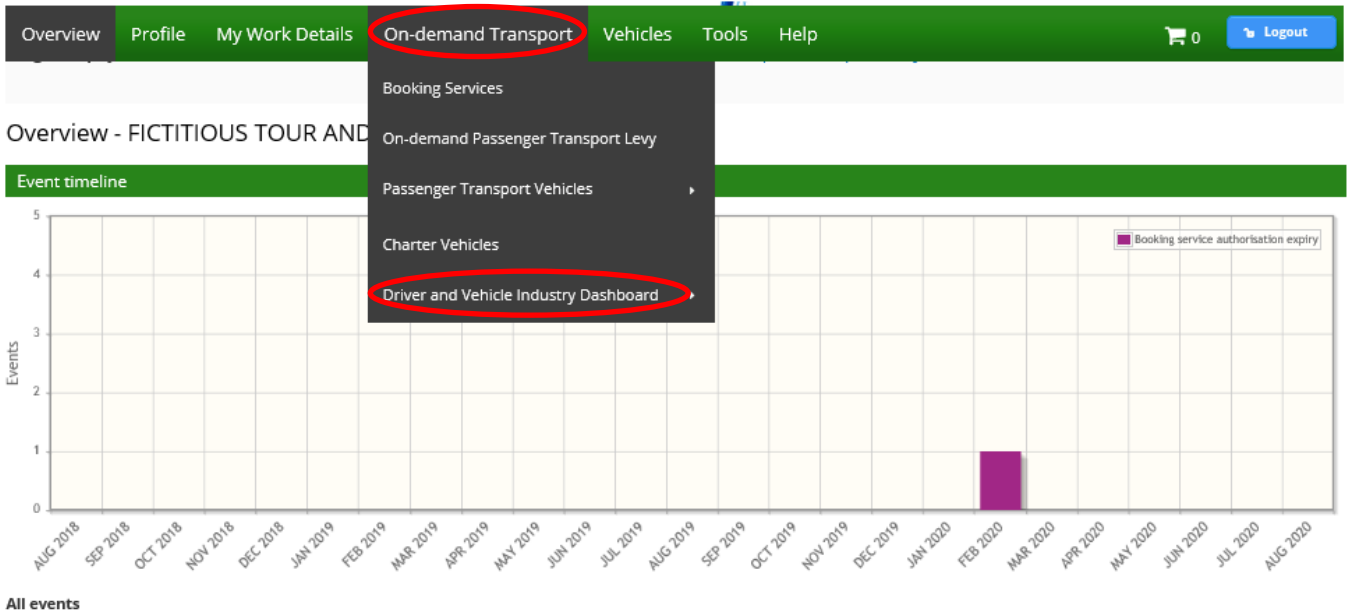
Users must take care to ensure the information is accurate and complete. Changes in circumstances after information is uploaded may impact on the accuracy or currency of the information.

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.

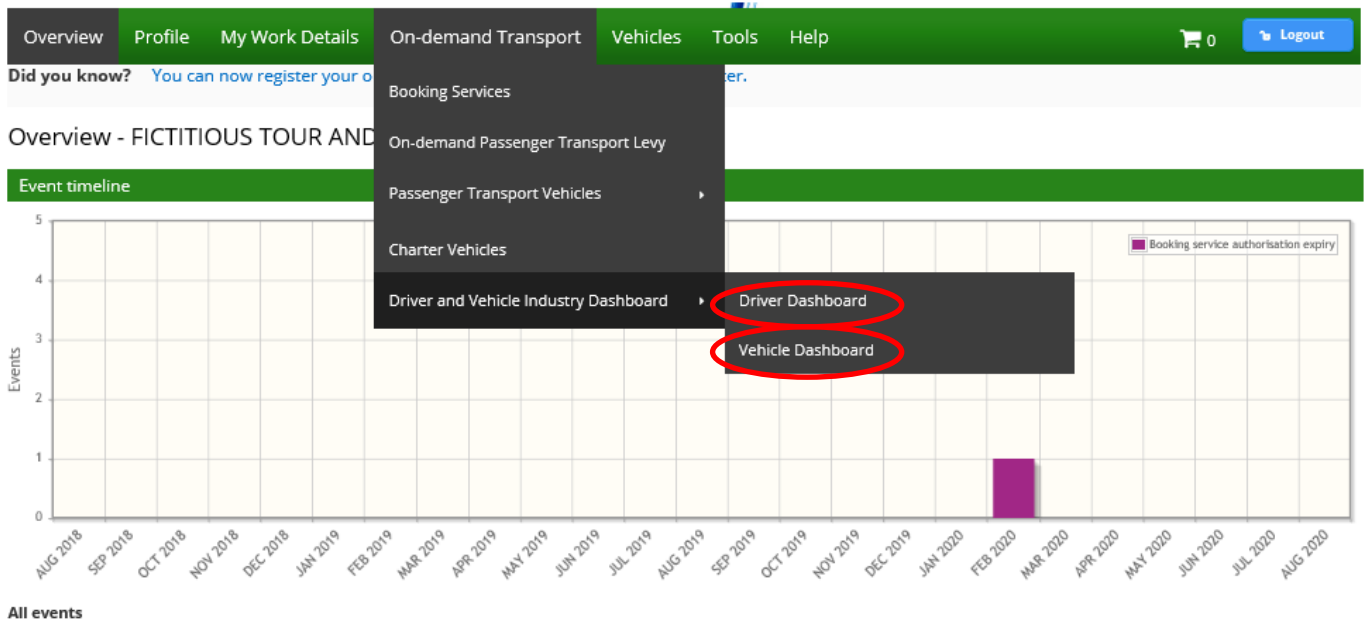
Using the DVID

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.



All events

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



All events

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.



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

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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.

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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;
- driver's licence status;
- PTD authorisation status;
- PTD authorisation number; and
- last checked time.

Some drivers may not show a PTD authorisation number, yet have the green tick for the PTD authorisation status. This means the driver has a valid F or T extension but has not applied for (or been granted) a PTD authorisation yet.

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	

20 1 (6 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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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.

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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.

Adding a driver to the DVID

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

Adding drivers on a single-entry basis

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

Drivers dashboard

Status:

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	🗑️

20 1 (6 driver subscriptions found)

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

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: *

Driver licence number:

Date of birth: *

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	🗑️

20 1 (6 driver subscriptions found)

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

3. The details of the added driver will now display. Information regarding the status of the person's driver's licence status and PTD authorisation (or F and T extension) status will also be displayed.
4. You can also view the number of drivers that you have subscribed to your driver dashboard.
5. All details must be entered correctly or a message indicating that the system “Failed adding driver. Reason: driver not found” will display.

Drivers dashboard

Driver has been added.

Status: Show all Apply filter Clear filter

Export results Upload Add

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	Last checked time	Actions
9000121	CITIZEN	16/7/1965	✓	✓	12/03/2019 06:51 AM	🗑️

(1 driver subscriptions found)

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

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.

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

Drivers dashboard

Driver has been added.

Status: Show all Apply filter Clear filter

Export results Upload Add

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️
3056085	CITIZEN	22/3/1962	✗	⚠️		24/07/2020 14:47 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	🗑️

(7 driver subscriptions found)

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

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

Process Cancel

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✔	✔	178426	15/07/2020 16:02 PM	🗑️
3056085	CITIZEN	22/3/1962	✘	⚠️		24/07/2020 14:47 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✔	✔		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✔	✔		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✔	✘		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✔	✔	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✔	✔	178427	15/07/2020 16:01 PM	🗑️

(7 driver subscriptions found)

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

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: ODT_DVID_Driver_dashboard_template.csv

Process Cancel

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✔	✔	178426	15/07/2020 16:02 PM	🗑️
3056085	CITIZEN	22/3/1962	✘	⚠️		24/07/2020 14:47 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✔	✔		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✔	✔		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✔	✘		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✔	✔	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✔	✔	178427	15/07/2020 16:01 PM	🗑️

(7 driver subscriptions found)

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

- 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: Show all [Apply filter] [Clear filter]

[Export results] [Upload] [Add]

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️
3056085	CITIZEN	22/3/1962	✗	⚠️		24/07/2020 14:47 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	🗑️

(7 driver subscriptions found)

You can view the file upload history here

- 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 [Logout]

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	20190313142222_Drivers_Error_file.csv

(1 driver subscription file uploads found)

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

- Select “Open” to view the file.

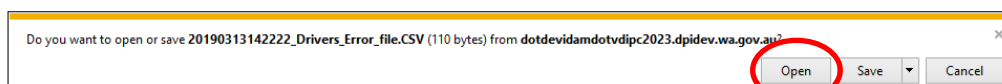
Overview Profile My Work Details On-demand Transport Vehicles Tools Help [Logout]

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	20190313142222_Drivers_Error_file.csv

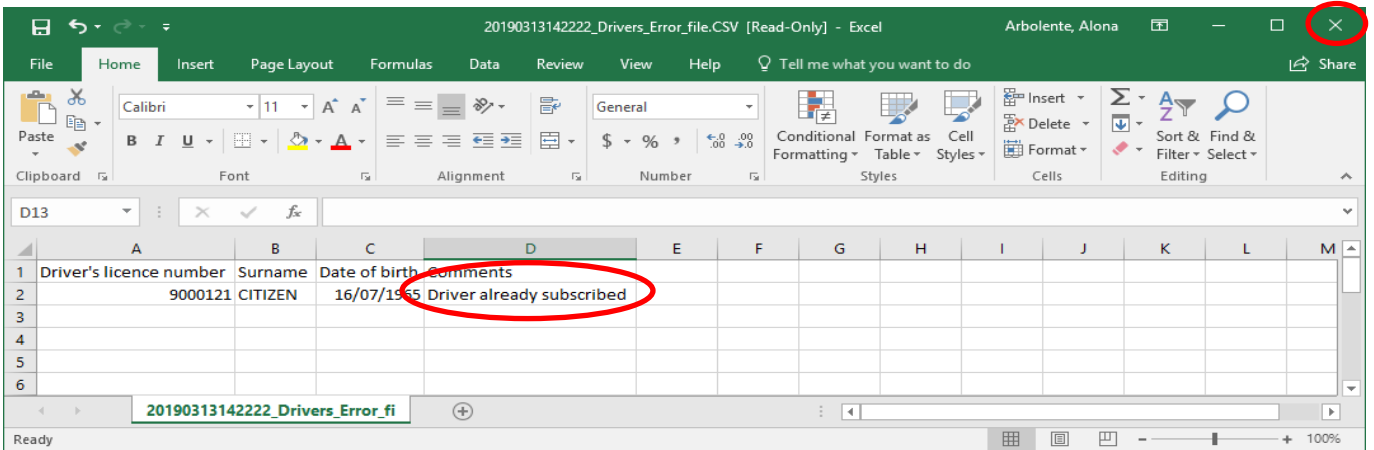
(1 driver subscription file uploads found)

[Return to driver subscription list](#)



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”.



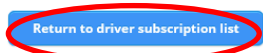
12. To return to the main driver dashboard, select “Return to driver subscription list”.



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	20190313142222_Drivers_Error_file.c

(1 driver subscription file uploads found)



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

Drivers dashboard




Status:

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️
3056085	CITIZEN	22/3/1962	✗	⚠️		24/07/2020 14:47 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	🗑️


(7 driver subscriptions found)

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

Driver check result indicators






















Check result indicator	Driver's licence status	PTD authorisation status (currently F and T Extensions)
	A green indicator means that there have been no eligibility issues identified with the person's driver's licence.	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 driver's licence that requires further investigation.	A red indicator means that there may be an issue with the person's PTD authorisation that requires further investigation.
	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

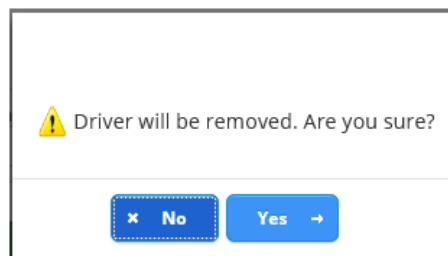
Status:

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984			178426	15/07/2020 16:02 PM	
3056085	CITIZEN	22/3/1962				24/07/2020 14:47 PM	
5419254	Fictitious-Brown	7/10/1967				29/06/2020 09:38 AM	
5420702	Fictitious-Brown	22/9/1984				29/06/2020 10:09 AM	
5417936	Fictitious-Brown	24/6/1994				29/06/2020 09:38 AM	
3665655	SINGH	31/3/1960			144758	15/07/2020 16:04 PM	
4183616	SMITH	15/9/1961			178427	15/07/2020 16:01 PM	

20 1 (7 driver subscriptions found)

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

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



3. The updated list of drivers will display

Drivers dashboard

Driver has been removed.

Status: Show all

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	<input type="button" value="Delete"/>
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	<input type="button" value="Delete"/>
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	<input type="button" value="Delete"/>
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	<input type="button" value="Delete"/>
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	<input type="button" value="Delete"/>
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	<input type="button" value="Delete"/>

20 1 (6 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: Show all

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	<input type="button" value="Delete"/>
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	<input type="button" value="Delete"/>
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	<input type="button" value="Delete"/>
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	<input type="button" value="Delete"/>
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	<input type="button" value="Delete"/>
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	<input type="button" value="Delete"/>

20 1 (6 driver subscriptions found)

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

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: Invalid

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	<input type="button" value="Delete"/>

20 1 (1 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' with a status dropdown menu set to 'Invalid'. The 'Clear filter' button is circled in red. Below the dashboard, there is a table with one driver subscription found.

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️

(1 driver subscriptions found)

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

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

The screenshot shows the 'Drivers dashboard' with the status dropdown menu open and 'Show all' selected. The 'Apply filter' button is highlighted. Below the dashboard, there is a table with one driver subscription found.

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️

(1 driver subscriptions found)

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

Exporting information from the driver 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.

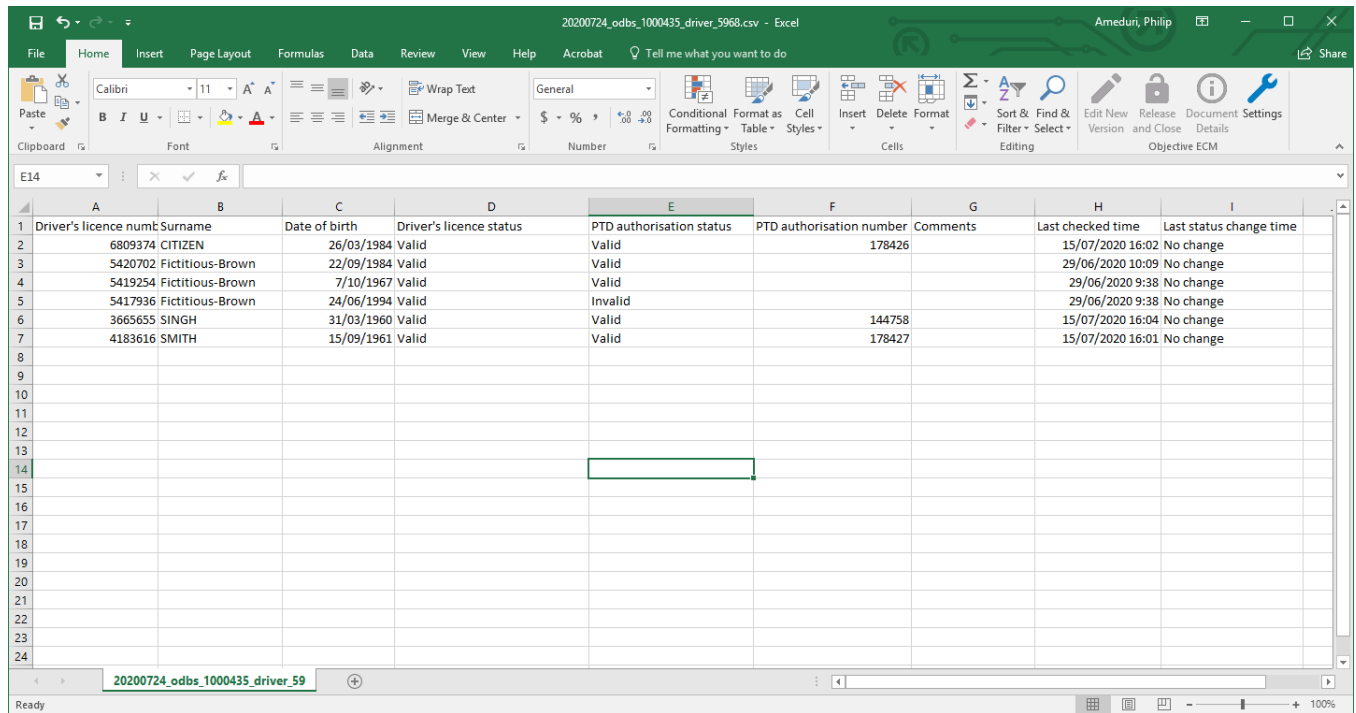
The screenshot shows the 'Drivers dashboard' with the status dropdown menu set to 'Show all'. The 'Export results' button is circled in red. Below the dashboard, there is a table with six driver subscriptions found.

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	🗑️

(6 driver subscriptions found)

[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.



Export result definitions

Export result	Driver's licence status	PTD authorisation Status (currently F and T Extension)
Valid	There have been no eligibility issues identified with the person's driver's licence.	There have been no eligibility issues identified with the person's PTD authorisation.
Invalid	There may be an issue with the person's driver's licence that requires further investigation.	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: Show all **Apply filter** Clear filter

Export results Upload Add

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️
4183616	SMITH	15/9/1961	✓	✓	178427	15/07/2020 16:01 PM	🗑️

20 1 (6 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: Show all **Apply filter** Clear filter

Export results Upload Add

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
6809374	CITIZEN	26/3/1984	✓	✓	178426	15/07/2020 16:02 PM	🗑️

20 1 (1 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: Show all **Apply filter** Clear filter

Export results Upload Add

Driver's licence number	Surname	Date of birth	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
5							
5419254	Fictitious-Brown	7/10/1967	✓	✓		29/06/2020 09:38 AM	🗑️
5420702	Fictitious-Brown	22/9/1984	✓	✓		29/06/2020 10:09 AM	🗑️
5417936	Fictitious-Brown	24/6/1994	✓	✗		29/06/2020 09:38 AM	🗑️
3665655	SINGH	31/3/1960	✓	✓	144758	15/07/2020 16:04 PM	🗑️

20 1 (4 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	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
<input type="text" value="3665655"/>	<input type="text" value="Si"/>	<input type="text" value="31/3/1960"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="144758"/>	<input type="text" value="15/07/2020 16:04 PM"/>	<input type="button" value="🗑"/>
(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	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
<input type="text" value="3665655"/>	<input type="text" value="Si"/>	<input type="text" value="31/3/1960"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="144758"/>	<input type="text" value="15/07/2020 16:04 PM"/>	<input type="button" value="🗑"/>
(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	Driver's licence status	PTD authorisation status	PTD authorisation number	Last checked time	Actions
<input type="text" value="6809374"/>	<input type="text" value="CITIZEN"/>	<input type="text" value="26/3/1984"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="178426"/>	<input type="text" value="15/07/2020 16:02 PM"/>	<input type="button" value="🗑"/>
<input type="text" value="5419254"/>	<input type="text" value="Fictitious-Brown"/>	<input type="text" value="7/10/1967"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text" value="29/06/2020 09:38 AM"/>	<input type="button" value="🗑"/>
<input type="text" value="5420702"/>	<input type="text" value="Fictitious-Brown"/>	<input type="text" value="22/9/1984"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text" value="29/06/2020 10:09 AM"/>	<input type="button" value="🗑"/>
<input type="text" value="5417936"/>	<input type="text" value="Fictitious-Brown"/>	<input type="text" value="24/6/1994"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="text" value="29/06/2020 09:38 AM"/>	<input type="button" value="🗑"/>
<input type="text" value="3665655"/>	<input type="text" value="SINGH"/>	<input type="text" value="31/3/1960"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="144758"/>	<input type="text" value="15/07/2020 16:04 PM"/>	<input type="button" value="🗑"/>
<input type="text" value="4183616"/>	<input type="text" value="SMITH"/>	<input type="text" value="15/9/1961"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="178427"/>	<input type="text" value="15/07/2020 16:01 PM"/>	<input type="button" value="🗑"/>
(6 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.



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.



Displayed vehicle information

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

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



Status:

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
No records found.							
20 <input type="button" value="Previous"/> <input type="button" value="Next"/> (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 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.

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:

Plate number	VIN/Chassis	Vehicle licence status	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: *

VIN/Chassis number:

Plate number	VIN/Chassis	Vehicle licence status	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 the status of the vehicle's licence, 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.

- 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: Show all Apply filter Clear filter

Export results Upload Add View upload history

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF698		✓	✓	✓	OD-C, TPT	10/09/2019 09:57 AM	🗑️
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 09:58 AM	🗑️
1GQF921		✓	✓	✓	OD-C, TPT	10/09/2019 10:00 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 09:56 AM	🗑️

(4 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

- 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.
- To upload a CSV file to load multiple vehicles, select “Upload”

Vehicles dashboard

Status: Show all Apply filter Clear filter

Export results Upload Add View upload history

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF677		✓	✓	✓	OD-C, TPT	10/09/2019 10:23 AM	🗑️
1GQF698		✓	✓	✓	OD-C, TPT	10/09/2019 09:57 AM	🗑️
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 09:58 AM	🗑️
1GQF921		✓	✓	✓	OD-C, TPT	10/09/2019 10:00 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 09:56 AM	🗑️

(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

- Your CSV file must contain the following information:
 - plate number;
 - VIN/chassis (optional field); and
 - action – either add or delete.
- 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 licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF677		✓	✓	✓	OD-C, TPT	10/09/2019 10:23 AM	🗑️
1GQF698		✓	✓	✓	OD-C, TPT	10/09/2019 09:57 AM	🗑️
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 09:58 AM	🗑️
1GQF921		✓	✓	✓	OD-C, TPT	10/09/2019 10:00 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 09:56 AM	🗑️

(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

Choose File to Upload

This PC > Desktop

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

File name: Vehicle.csv

Open Cancel

Plate number: TAXI001

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

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF677		✓	✓	✓	OD-C, TPT	10/09/2019 10:23 AM	🗑️
1GQF698		✓	✓	✓	OD-C, TPT	10/09/2019 09:57 AM	🗑️
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 09:58 AM	🗑️
1GQF921		✓	✓	✓	OD-C, TPT	10/09/2019 10:00 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 09:56 AM	🗑️

(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

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

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF677		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GQF698		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GQF921		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 10:33 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

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 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

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	20190315105844_Vehicle_Error_file.CSV

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.

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

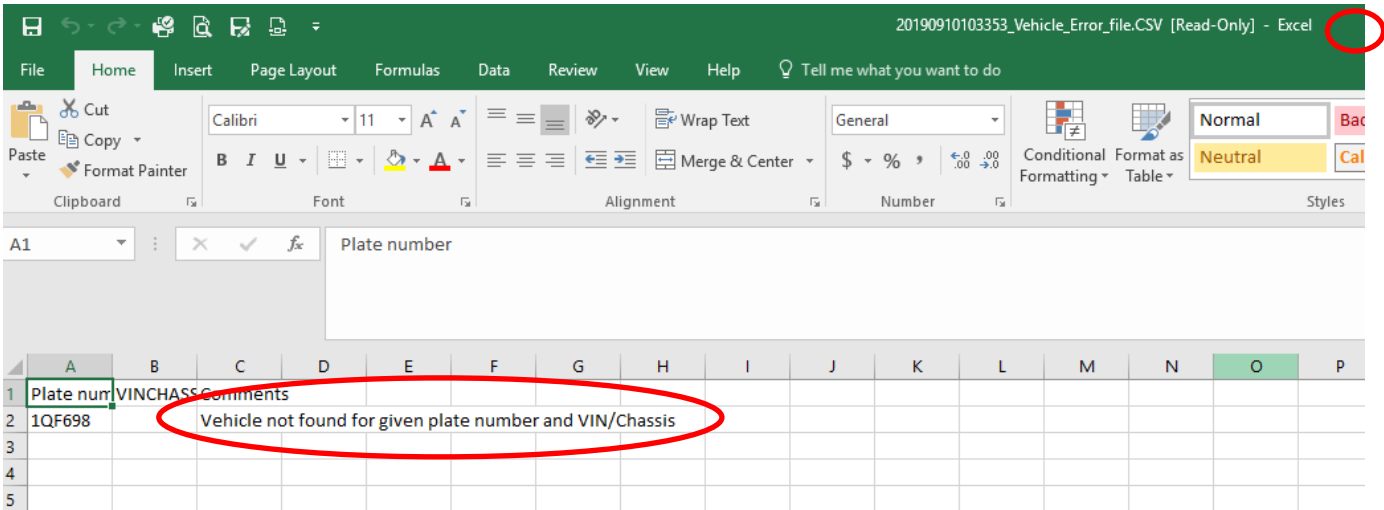
Vehicle subscription file upload history

File name	Record count	Upload date	Upload status	Error count	Error file
Vehicle.csv	11	15/03/2019 10:58 AM	Complete	4	20190315105844_Vehicle_Error_file.CSV

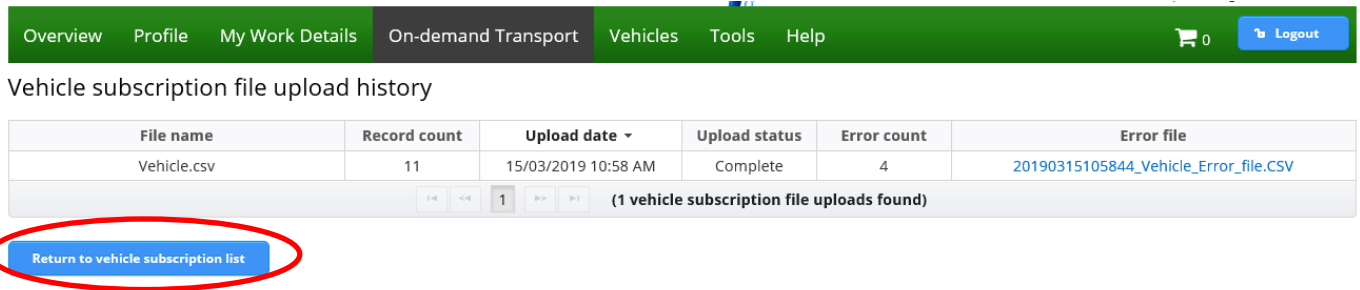
Do you want to open or save 20190315105844_Vehicle_Error_file.CSV (346 bytes) from dotdevidamdotvdipc2023.dpidev.wa.gov.au?

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

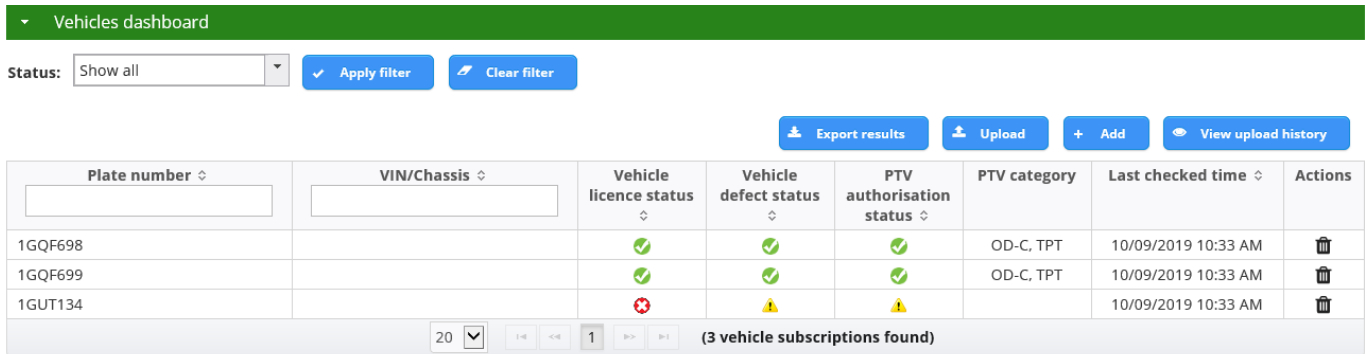
13. Once you have finished viewing the file, close the spreadsheet by selecting “x”.



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.



*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

Vehicle check result indicators

Check result indicator	Vehicle licence status	Vehicle defect status	PTV authorisation status
	A green indicator means that there have been no eligibility issues identified with the vehicle licence 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 there may be an issue with the vehicle licence that requires further investigation.	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.
	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: [Apply filter](#) [Clear filter](#)

[Export results](#) [Upload](#) [Add](#) [View upload history](#)

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF698					OD-C, TPT	10/09/2019 10:33 AM	
1GQF699					OD-C, TPT	10/09/2019 10:33 AM	
1GUT134						10/09/2019 10:33 AM	

20 (3 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

The screenshot shows the 'Vehicles dashboard' with a notification banner at the top stating 'Vehicle has been removed.' Below the notification, the 'Status' dropdown is set to 'Show all', and the 'Apply filter' button is highlighted. The table below shows two vehicle subscriptions:

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 10:33 AM	🗑️

(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

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".

The screenshot shows the 'Vehicles dashboard' with the 'Status' dropdown menu open, displaying options: 'Show all', 'Mismatched', 'Invalid', and 'Valid'. The 'Invalid' option is selected. The 'Apply filter' button is highlighted. The table below shows two vehicle subscriptions:

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 10:33 AM	🗑️

(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

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.

The screenshot shows the 'Vehicles dashboard' with the 'Status' dropdown set to 'Invalid'. The 'Apply filter' button is highlighted. The table below shows one vehicle subscription:

Plate number	VIN/Chassis	Vehicle licence status	Vehicle defect status	PTV authorisation status	PTV category	Last checked time	Actions
1GUT134		✗	⚠️	⚠️		10/09/2019 10:33 AM	🗑️

(1 vehicle subscription 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 clear the filter to display all vehicles, select “Clear filter”.

The screenshot shows the 'Vehicles dashboard' with a status dropdown set to 'Invalid'. The 'Clear filter' button is circled in red. Below the dashboard, a table displays one vehicle subscription: 1GUT134. The table has columns for Plate number, VIN/Chassis, Vehicle licence status (marked with a red 'X'), Vehicle defect status (marked with a yellow triangle), PTV authorisation status (marked with a yellow triangle), PTV category, Last checked time (10/09/2019 10:33 AM), and Actions. A legend at the bottom explains the status codes: 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.

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

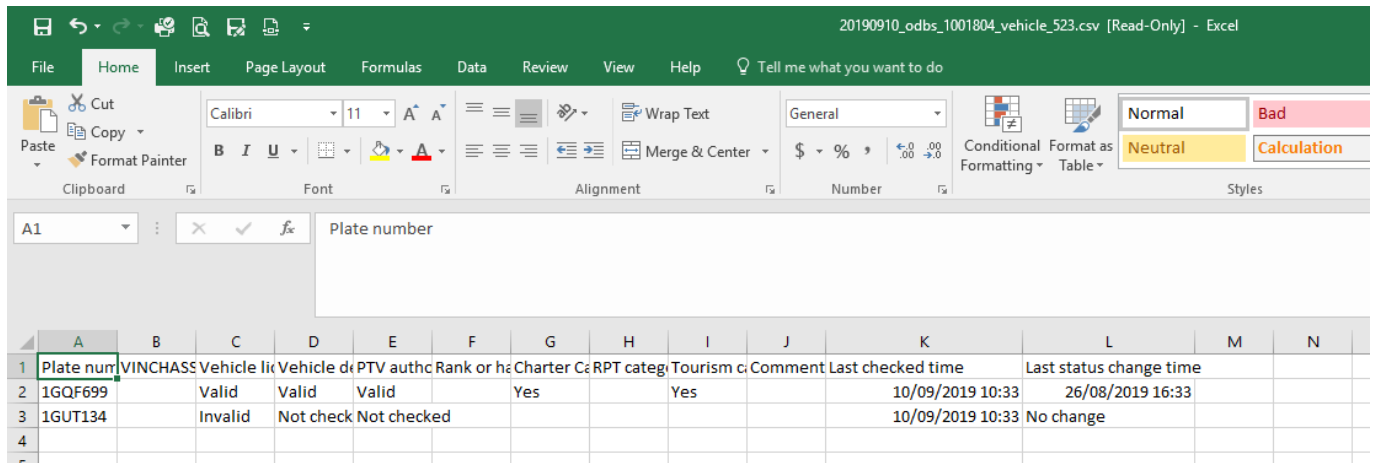
The screenshot shows the 'Vehicles dashboard' with the status dropdown menu open, highlighting 'Show all'. The 'Apply filter' button is highlighted with a blue background. Below the dashboard, a table displays two vehicle subscriptions: 1GQF699 and 1GUT134. The table has columns for Plate number, VIN/Chassis, Vehicle licence status (green checkmark), Vehicle defect status (green checkmark), PTV authorisation status (green checkmark), PTV category (OD-C, TPT), Last checked time (10/09/2019 10:33 AM), and Actions. A legend at the bottom explains the status codes: 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

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 'Vehicles dashboard' with the status dropdown set to 'Show all'. The 'Export results' button is circled in red. Below the dashboard, a table displays two vehicle subscriptions: 1GQF699 and 1GUT134. The table has columns for Plate number, VIN/Chassis, Vehicle licence status (green checkmark), Vehicle defect status (green checkmark), PTV authorisation status (green checkmark), PTV category (OD-C, TPT), Last checked time (10/09/2019 10:33 AM), and Actions. A legend at the bottom explains the status codes: 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 CSV file will open, and the spreadsheet will provide the information of the vehicles that have been exported.



Export result definitions

Export result	Driver's licence status	PTV authorisation status
Valid	There have been no eligibility issues identified with the vehicle licence.	There have been no eligibility issues identified with the PTV authorisation.
Invalid	There may be an issue with the person's driver's licence that requires further investigation.	There may be an issue with the person's PTD 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: Show all

Plate number ^	VIN/Chassis ^	Vehicle licence status ^	Vehicle defect status ^	PTV authorisation status ^	PTV category	Last checked time ^	Actions
1GUJ							
1GQF679		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GQF681		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GQF697		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GQF919		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 10:33 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

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

Vehicles dashboard

Status: Show all

Plate number ^	VIN/Chassis ^	Vehicle licence status ^	Vehicle defect status ^	PTV authorisation status ^	PTV category	Last checked time ^	Actions
1GUJ							
1GUT134		✗	⚠️	⚠️		10/09/2019 10:33 AM	🗑️

20 | 1 | (1 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: Show all


Plate number ^	VIN/Chassis ^	Vehicle licence status ^	Vehicle defect status ^	PTV authorisation status ^	PTV category	Last checked time ^	Actions
1GQF679		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GQF681		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GQF697		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GQF699		✓	✓	✓	OD-C, TPT	10/09/2019 10:33 AM	🗑️
1GQF919		✓	✓	✓	OD-C, TPT	10/09/2019 11:20 AM	🗑️
1GUT134		✗	⚠️	⚠️		10/09/2019 10:33 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




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 licence status 	Vehicle defect status 	PTV authorisation status 	PTV category	Last checked time 	Actions
1GQF679					OD-C, TPT	10/09/2019 11:20 AM	
1GQF681					OD-C, TPT	10/09/2019 11:20 AM	
1GQF697					OD-C, TPT	10/09/2019 11:20 AM	
1GQF699					OD-C, TPT	10/09/2019 10:33 AM	
1GQF919					OD-C, TPT	10/09/2019 11:20 AM	
1GUT134						10/09/2019 10:33 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

For additional user guides and information relating to the on-demand passenger transport industry including the on-demand booking service authorisation, visit:

www.transport.wa.gov.au