

# Data keeping and reporting requirements for the personalised transport industry

## Taxi, limousine and ride-booking industries

### Data to report to the Department of Transport and Main Roads

Category of data	Reporter	Description of data to be reported	How to report data
<b>Quarterly reports</b>			
Affiliated drivers and vehicles	Authorised booking entities	<ul style="list-style-type: none"> <li>For each affiliated driver (including the booking entity if they are a driver), their:               <ul style="list-style-type: none"> <li>– driver authorisation number</li> <li>– start and end date of their affiliation.</li> </ul> </li> <li>For each vehicle available to be used to provide a booked hire service, its:               <ul style="list-style-type: none"> <li>– registration number</li> <li>– service licence number</li> <li>– start and end dates of its availability.</li> </ul> </li> <li>A list of the taxi service areas in which booked hire services were provided.</li> </ul>	Standard electronic template or the data warehouse (for current taxi data warehouse users)
Booked hire trip information	Authorised booking entities	<p>For booked hire trips requiring a Wheelchair Accessible Taxi because a passenger is in a wheelchair and for Taxi Subsidy Scheme members trips:</p> <ul style="list-style-type: none"> <li>• average wait time for all trips, and</li> <li>• percentage of trips with a wait time of more than 20 minutes.</li> </ul> <p>For all other booked hire trips:</p>	Standard electronic template or the data warehouse (for current taxi data warehouse users)

Fleet capacity		<ul style="list-style-type: none"> <li>• average wait time for all other trips, and</li> <li>• percentage of trips with a wait time of more than 20 minutes.</li> </ul>	
	<b>Annual reports</b>		
	Authorised booking entities	<ul style="list-style-type: none"> <li>• Number of booked hire trips provided, by post code in which the trip commenced.</li> </ul>	Standard electronic template or the data warehouse (for current taxi data warehouse users)
	Taxi service operators	<ul style="list-style-type: none"> <li>• Number of taxi service trips provided, by taxi service area in which the trip commenced.</li> </ul>	Standard electronic template or the data warehouse (for current taxi data warehouse users)
All other data	<b>Upon request</b>		
	Authorised booking entities Taxi operators	<ul style="list-style-type: none"> <li>• All other kept data, except for passenger identification information</li> </ul>	In the requested way