

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
Quarterly reports			
Affiliated drivers and vehicles	Authorised booking entities	<ul style="list-style-type: none"> For each affiliated driver (including the booking entity if they are a driver), their: <ul style="list-style-type: none"> driver authorisation number start and end date of their affiliation. For each vehicle available to be used to provide a booked hire service, its: <ul style="list-style-type: none"> registration number service licence number start and end dates of its availability. A list of the taxi service areas in which booked hire services were provided. 	Standard electronic template
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"> average wait time for all trips, and percentage of trips with a wait time of more than 20 minutes. <p>For all other booked hire trips:</p>	Standard electronic template

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