

## Taxi Driver Guidelines – Completing TUSS Vouchers

Changes have been made to the processing arrangements for TUSS vouchers whereby vouchers will be processed on-line in the TUSS database. In order to ensure your vouchers are accepted for payment, they need to be completed correctly. Vouchers that have missing or incorrect information will be rejected.

When filling out vouchers, drivers must ensure they do the following:

- fill out **all** sections of the voucher (as shown). This includes:
  - Member's number
  - Expiry date
  - Driver ID number
  - Taxi plate number
  - Date of trip
  - Time trip started and finished
  - Pick up point and destination
  - Tariff (1,2 or 3)
  - Trip length (in kilometres)
  - Tick box (yes or no) for wheelchair use
  - Total fare
  - Amount paid by passenger
  - Voucher value
  - Signature of driver
- write in a **clear, legible** manner
- fill in the various numbers required correctly, for example:
  - the TUSS member number is on the membership card and is a 7 digit number
  - the Driver ID number is the 4 digit number on your ID card
  - the taxi plate number is the 3 or 4 digits on your taxi's plates
- fill in the yellow, green and purple vouchers correctly, for example:
  - apply the correct subsidy, 50% for yellow vouchers, 75% or 50% for green vouchers depending on whether a wheelchair/scooter is carried and 75% or 50% for purple vouchers depending on whether the member travels in a wheelchair in a Multi Purpose Taxi.
  - on green and purple vouchers, remember to tick the appropriate box (yes or no) to indicate whether a wheelchair was used
  - correctly calculate 75%. A 75% TUSS Ready Reckoner has previously been provided to all drivers to assist you to quickly and accurately work out the 75% subsidy and the 25% paid by the passenger. If you have lost your ready reckoner, a new one can be obtained from the Department for Planning and Infrastructure, Passenger Services.

### Yellow TUSS Vouchers

These are *always* for a 50% subsidy (even if passengers travel with or in a wheelchair, they are still only entitled to a 50% subsidy). An example of a yellow voucher and how it should be completed is shown below

50%		<b>TAXI USERS' SUBSIDY SCHEME</b>				50%	
<small>This voucher including bill must be fully completed by the driver or payment may be refused</small>							
Date <u>1/6/04</u>		Member's Number <u>1000001</u>		Tariff <u>3</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		Fare Details	
From <u>Fremantle</u>		Start <u>9.00 a.m.</u>		From <u>Fremantle</u>		Total kms	
To <u>Perth</u>		Finish <u>9.25 p.m.</u>		To <u>Perth</u>		Total Fare \$ <u>28.20</u>	
Fare paid by passenger \$ <u>14.10</u>		Driver's ID Number <u>0001</u>		Tariff <u>18.5</u>		Paid by passenger 50% \$ <u>14.10</u>	
DRIVER'S SIGNATURE <u>A. Driver</u>		Taxi Plate Number <u>999</u>		I certify that all details are correct		Voucher Subsidy Value 50% \$ <u>14.10</u>	
ID No. <u>0001</u>		Date of Trip <u>01.06.04</u>		Driver's Signature <u>A. Driver</u>		This voucher is valid for up to 50% of the total fare charged to a maximum subsidy of \$25.00	
10027801		Department for Planning & Infrastructure (W.A.) <b>Entering false or misleading information on a voucher is an offence, and liable to a penalty of \$1000</b>				10027801	



**Green TUSS Vouchers**

These are for a 50% or 75% subsidy. If passengers bring a wheelchair/scooter with them, they are entitled to a 75% subsidy and if they do not bring a wheelchair/scooter with them they are only entitled to a 50% subsidy.

**Purple TUSS Vouchers**

These are for a 50% or 75% subsidy. If passengers travel in a wheelchair or with a scooter in an MPT, they are entitled to a 75% subsidy. If passengers travel in a conventional taxi with their wheelchair they are only entitled to a 50% subsidy.

An example of a green and/or purple voucher and how it should be completed is shown below.

<b>50% or 75%</b>		<b>TAXI USERS' SUBSIDY SCHEME</b>				<b>50% or 75%</b>	
<small>This voucher including butt must be fully completed by the driver or payment may be refused</small>							
Date <b>1 6 04</b>		Member's Number <b>1000001</b>		Trip Details		Fare Details	
From <b>Fremantle</b>		Start <b>9.00</b> (in) <b>Fremantle</b>		From		Total kms <b>18.5</b>	
To <b>Perth</b>		Expiry Date <b>1.06.08</b>		Finish <b>9.25</b> (in) <b>Perth</b>		Total Fare <b>\$ 28.20</b>	
Fare paid by passenger <b>\$ 7.05</b>		Driver's ID Number <b>0001</b>		To		Wheelchair or scooter used <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
DRIVER'S SIGNATURE <b>A. Driver</b>		Taxi Plate Number <b>999</b>		I certify that all details are correct		Paid by passenger 25% or 50% <b>\$ 7.05</b>	
ID No. <b>0001</b>		Date of Trip <b>1.06.04</b>		Driver's Signature <b>A. Driver</b>		Voucher Subsidy Value 75% (if wheelchair or scooter used) otherwise 50% <b>\$ 21.15</b>	
<b>10531451</b>		Department for Planning & Infrastructure (W.A.) <b>Entering false or misleading information on a voucher is an offence, and liable to a penalty of \$1000</b>				<b>10531451</b>	
<small>This voucher is valid for up to 50% or 75% of the total fare charged to a maximum subsidy of \$25.00</small>							

**Interstate TUSS Vouchers**

Subsidy scheme members from other states may produce vouchers similar to the voucher shown below. This is the voucher issued to WA subsidy scheme members.

<b>Interstate Taxi Subsidy Voucher</b>					
<small>Note: Photographic membership card must be produced at the start of hiring</small>					
ISSUED IN WESTERN AUSTRALIA					
TAXI REGISTRATION NUMBER	DRIVER ID NUMBER	Start	Finish	Fare	
		AM PM	AM PM	\$	c
Passenger Membership Expiry Date		Level of Subsidy <b>75%</b>		Total Metered Fare (inc) Extras	
Total Metered Fare in words		Member's Number		Amount Paid by Passenger	
Date		Driver's Signature		* Subsidy Value	
State of Travel		I certify that all the details are correct			
From					
To					
<b>* Subsidy must not exceed \$25</b>					
<small>Fraudulent use of travel vouchers or obtaining a benefit by deception is a criminal offence and will result in Police prosecution.</small>					
<b>600034641</b>					

You must NOT accept interstate vouchers issued to WA TUSS members!

Examine these vouchers carefully when completing them.

The levels of subsidy allowed and the details required on the voucher vary from state to state.

You can only accept vouchers issued from other states, with a large number 1, 2, 3, 4, 5, 7 or 8

Complete all sections to ensure payment.

