



NSW Transport and Infrastructure Registering / Amending User Details Form

STUDENT MISBEHAVIOUR DATABASE

Operators are obliged to report instances of student misbehaviour to NSW Transport and Infrastructure (NSWTI), as per the Guidelines for Managing School Student Behaviour on Buses, when issuing warnings or withdrawing a student's pass.

NSWTI records the details of misbehaviour and the action taken by the operator and may pass on details of the student's behaviour record to another operator, if the student relocates or intends to travel with that operator.

This database is accessed via a website and will enable operators carrying students to report incidents of student's misbehaviour. Operators will be able to run reports on their own data. NSWTI staff will have access to all records.

HOW TO REGISTER

How do I Register a User?

Attached is the registration form for the databases containing information on privacy, security and the general conditions of use of the website. Once we have received and verified your application, we can register and activate your account.

For assistance with registration, please contact the Online Applications Support Officer on 02 8836 3145 or via email at misbehaviour@transport.nsw.gov.au for the Misbehaviour Website.

How do I Inactivate a User?

Email the name of the user to be inactivated to the email address above. Alternatively, when registering a new user's details include the name of the user to be inactivated.



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Return completed form by fax on (02) 9891 8985 or post to:
Transport Operations Online Support Officer, Locked Bag 5085, Parramatta, NSW 2124

Please provide the details requested below (USE BLOCK LETTERS).

Accredited Operator	
Accreditation Number	
Telephone	
Address (street)	
Address (postal) <i>if different to above</i>	

All users must be registered before they can access the system.

Name of User to be Added	Email Address

All users no longer requiring access should be inactivated on the system.

Name of User to be Inactivated:	
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Certification

I certify that the above persons are authorised to access the nominated databases on behalf of _____ (operator name).

I have read and understood the Privacy, Confidentiality and Security Policies and the General Operation and Conditions of Use of the database that govern the use of the website. I have informed the nominated users accordingly. I agree to abide by them and oversee compliance by nominated users.

This form is to be signed by the Designated Manager

Signature	Name (USE BLOCK LETTERS)	Position title (USE BLOCK LETTERS)	Date



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PRIVACY POLICY

NSW Transport and Infrastructure (NSWTI) collects and stores information about you and your organisation through this registration process solely to enable the proper and secure functioning of the Student Misbehaviour website. Users of the websites are entitled to expect that any information gathered as a result of that use will be treated within the terms of the NSW government's privacy responsibilities, obligations and practices as regulated by the New South Wales Privacy and Personal Information Protection Act 1988. Details on how your information may be managed or used are available on the website itself.

The nominated users are required to maintain the confidentiality of the data they enter. Should the user work for another operator they will not share the information they have access to.

SECURITY POLICY

The websites use the highest standard of encryption technology currently available for use on the Internet. This is based on 128 bit encryption and Internet security (SSL) certificates issued by a trusted online security authority (Verisign). The websites are best used with the latest browser versions. Using earlier browser versions (Internet Explorer v5.01 or earlier, or Netscape v4.6 or earlier) will cause security warnings and error pages to display because older browsers do not automatically recognise the certifying authority.

For security purposes if the account is not used for 6 months the password will automatically expire. If you lose or forget your password, you should call the telephone help line on 02 8836 3145. Provided that NSWTI is satisfied that you are the authorised account holder, we will issue a new password. When a user leaves the organisation it is the operator's responsibility to advise the NSWTI the user name to be inactivated, to prevent unauthorised use.

The website has a range of security features including automatic log off after a specified idle time and lock out after repeated failed log in attempts.