

## **TRANSPORT FOR NSW REGISTRATION FORM – BUS INCIDENT MANAGEMENT DATABASE**

### **How to Register**

Complete the attached registration form and send it to the specified address.

If you are already a registered user for Transport for NSW's Student Misbehaviour Database you can use the same log-in details but you must register separately to use the Bus Incident Management Database.

Once Transport for NSW has received your application, you will be registered and your account activated.

For assistance with registration, please contact the Online Applications Support Officer on 02 8836 3145 or via email at [busincident@transport.nsw.gov.au](mailto:busincident@transport.nsw.gov.au).

### **How do I Change a User?**

If you wish to change the current registered user because they have left your employment or changed positions within your organisation, the process is simple. Either email the name of the user to be changed to the above email address or alternatively, complete the attached form.

### **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 email [busincident@transport.nsw.gov.au](mailto:busincident@transport.nsw.gov.au) or telephone the help line on 02 8836 3145. Provided that Transport for NSW 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 Transport for NSW 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.



## REGISTERING / AMENDING USER DETAILS FORM

Return completed form by fax on (02) 9891 8985,  
email to [busincident@transport.nsw.gov.au](mailto:busincident@transport.nsw.gov.au) or  
post to: Transport for NSW, Strategy and Reporting, Online Support Officer,  
Locked Bag 5085, Parramatta, NSW 2124

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

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

**All users must be registered before they can access the database.**

Name of User to be Added	Email Address

**Users no longer requiring access.**

Name of User to be Changed:	

### 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 Security Policy that governs 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