



**Transport
for NSW**

TAXI TRANSPORT SUBSIDY SCHEME

**Information booklet for
Applicants and Participants**
(including Terms and Conditions of the Scheme)



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Taxi Transport Subsidy Scheme

The Taxi Transport Subsidy Scheme, also known as “the TTSS” or “the Scheme”, is administered by Transport for NSW.

The Scheme was introduced in 1981 to assist residents of New South Wales who are unable to use public transport because of a qualifying severe and permanent disability.

The Scheme subsidises the travel cost of approved applicants, allowing them to travel by taxi at half fare. From 1 July 2016 the maximum subsidy that can be claimed is \$60.00 per trip.

Participation in the NSW Scheme is not means tested however applicants must meet strict eligibility criteria.

Receipt of an aged, invalid, blind or other pension, or membership of a similar Scheme in another State or Territory, will not automatically qualify you for participation in the NSW Scheme.

1 As an applicant

Before applying for participation in the Scheme, you should understand or have someone explain to you the Terms and Conditions of the Scheme and how Transport for NSW will handle your personal and health information.

Information on the Privacy of your personal and Health information is set out in Section 2 of this booklet.

The Terms and Conditions are in Section 3.

In assessing your eligibility, we use an independent medical advisor to review your medical condition(s). We consider the recommendation of the medical advisor in conjunction with your overall application to decide whether or not you are accepted into the Scheme.

Our privacy policy is also included on the application form.

If your application is successful you will be required to comply with the Terms and Conditions applicable at the time you travel.

1.1 How the Scheme operates

If approved to the Scheme you will receive a book of travel docketts. Taxi drivers will accept a docket from you in payment of 50% of the total fare up to the maximum subsidy limit printed on the docket.

You must pay the balance of the fare, e.g. using cash or a credit facility.

The total fare charged by the taxi driver will be no greater than the fare charged to the general public.

There is no limit to how many trips you may undertake and you can use your docketts for all your taxi travel. You can go where and when you want (within NSW) such as travelling to and from work, the shops, social activities and leisure pursuits. There are also special vouchers to use if you are visiting another State or Territory.

Wheelchair accessible taxi (WAT) drivers receive a separate payment for transporting TTSS participants travelling in a wheelchair in a wheelchair accessible taxi. This payment is made by the Government and is not added to your fare.

1.2 How to apply

To apply for admittance to the Scheme:

- 1 Obtain a copy of the approved application form by phoning the toll free telephone number on the back cover of this booklet;
- 2 Complete PART A of the application form;
- 3 Take the application form to your doctor who will complete the remaining relevant questions on the form (PART B) and provide their details (PART C);
- 4 Send the completed application form to the mailing address on the form.

You and your doctor need to provide all required and requested information on your application form as specified. If your application form is missing information we will return it to you for correction and the assessment of your eligibility to participate in the Scheme will be delayed.

2 Privacy of Personal and Health Information

The information you and your doctor or treating specialist provide will be treated in accordance with the NSW Privacy and Personal Information Protection Act 1998 and the NSW Health Records and Information Privacy Act 2002.

Your personal details including your medical data given on this form are collected and held by and on behalf of Transport for NSW for the purposes of assessing your eligibility to the Taxi Transport Subsidy Scheme and also for planning and administration purposes. If you do not provide the medical data, your application will not be processed and thus your eligibility can not be assessed.

Your complete application including copies of medical reports will be electronically stored in a secure computer system with restricted access to comply with Government record keeping regulations and privacy legislation. The paper copy of your application will be disposed of securely in accordance with the Government record keeping regulations.

Your medical information will be retained in the computer system whilst you remain a participant of the Scheme after which it will be deleted in accordance with the Government record keeping regulations.

Medical information supplied will only be disclosed to our authorised medical adviser for the purpose of assessing your eligibility to the Scheme or as required by law.

Personal information supplied will only be disclosed as necessary for the planning and administration of the Scheme or as required by law.

You may at any time request access to your computer stored personal and medical data and if necessary, have it amended. If an amendment impacts on your eligibility to the Scheme, generally your doctor will need to endorse the correction(s). A minimum of 5 working days notice must be provided and you will need to attend the then current offices of the Taxi Transport Subsidy Scheme administration.

If you are assessed as being eligible for the Scheme you will be issued with a book of travel docketts containing your name and account number. You must present one docket to the taxi driver when you are claiming the taxi transport subsidy.

Information about your use of the Scheme including details of all journeys, will be collected and held by Transport for NSW and/or the payment processing provider or their contractors. This information will be used in the administration of the Scheme.

The information will also be used to identify abnormal travel patterns which may result in you being requested to provide further information about your travel and circumstances.

Should you require any further information about our privacy policy you should contact:

The Privacy Officer
Transport for NSW
PO Box K659
Haymarket NSW 1240
Tel: 02 8202 3768
Email: privacy@transport.nsw.gov.au

3 Terms and Conditions

The Terms and Conditions of the Taxi Transport Subsidy Scheme comprise the terms detailed here together with any other text in this document or in the application form or printed on a travel docket which is relevant to or necessary to give effect to these specified provisions.

The terms “**Scheme**” and “**TTSS**” refer to the NSW Taxi Transport Subsidy Scheme.

“**Transport for NSW**” refers to the agency of the New South Wales government which administers the NSW Taxi Transport Subsidy Scheme.

“**You**” refers to a person who is an applicant for the Scheme or who is an approved Scheme participant, as the context requires.

“**Your delegate**” refers to a person whom you approve in writing to act on your behalf in relation to your application for, your participation in, or use of the Scheme.

“**Participant**” refers to a person who has applied for and been approved to receive the benefit of subsidised taxi travel under the provisions of the Scheme.

“**Secretary**” refers to the Secretary, Transport for NSW.

“**Us**”, “**we**” or “**our**” refer to the Secretary or, as the context requires, to officers of Transport for NSW acting in accordance with administrative arrangements and/or delegations approved by the Secretary.

“**Taxi**” means a taxi-cab as defined in the Passenger Transport Act 1990 and its successors. The Act excludes private hire vehicles (hire cars) from being classed a taxi.

“**Travel docket**” refers to the printed docket issued to a Scheme participant for his or her use to pay the subsidy component of a taxi fare.

“**Breach**” refers to an act which contravenes the Terms and Conditions or a failure to act which constitutes non-compliance with the Terms and Conditions.

3.1 Participant responsibilities

The benefit available to you as a participant of the Scheme is subsidised taxi travel which is provided strictly in accordance with the Terms and Conditions of the Scheme as determined by the Secretary from time to time.

By applying for admittance to the Scheme and by using the travel docket, you agree to observe the Terms and Conditions of the Scheme applicable at the time of docket use.

You acknowledge that you may be suspended or removed from participation in the Scheme and/or be prosecuted if you breach these Terms and Conditions.

You are responsible for remaining aware of the provisions of the Terms and Conditions, as they apply at the time of travel, as published on the Transport for NSW website or provided to you.

3.2 Use of the Scheme

- 1 A travel docket may only be used in a taxi within NSW. A travel docket can not be used in a Hire Car, Bus or any other type of vehicle that is not a taxi.
- 2 A travel docket may be used only by the participant whose name and account number appears on the docket.
- 3 You must not sell, exchange, lend or give away your travel dockets.
- 4 You are responsible for the safe keeping of your book of travel dockets and you must not leave your blank travel dockets with a taxi driver.
- 5 You must provide proof of your identity if requested by a taxi driver and the taxi driver may refuse to provide you with subsidised travel if you are unable to do so.
- 6 Both NSW travel dockets and interstate travel vouchers must be fully completed. Wherever possible, you must complete the relevant sections such as date, time, trip details, total fare, the proportion of the fare you pay, the amount of the subsidy (up to the maximum subsidy limit printed on the docket) and signature. On interstate travel vouchers, the State or

Territory in which the voucher has been used must also be completed:

- If you are unable to complete a travel docket or interstate travel voucher, an accompanying person can complete it and sign on your behalf. The person's relationship to you should also be recorded.
- A taxi driver should only complete your travel docket or interstate travel voucher if you are unable to do so and you do not have a carer or other person accompanying you. The driver should indicate P.U.T.S. (Passenger Unable To Sign) in the passenger's signature box.

- 7 If you lose or have your travel dockets stolen, you must notify us in writing indicating the circumstances surrounding the theft or loss. You may notify us by post, fax or email and we will arrange for a new book of travel dockets to be sent to you.
- 8 Transport for NSW is not responsible for reimbursing to you any taxi fare expenses under any circumstances.
- 9 If you change your name or address, you must write to us and advise us of your new details. You must include details of both your old and new name/address; date of birth; TTSS account number; and a contact telephone number.

- 10 If you change your name, you must send to us a copy of the relevant documents regarding your name change, e.g. marriage certificate, copy of deed poll. We will then issue you with a new book of travel docketts in your new name. You must return to us any unused travel docketts issued under your previous name.
- 11 If your medical condition improves so that you may no longer meet the eligibility criteria you must advise us so your participation in the Scheme can be reviewed.
- 12 If your medical condition changes so that you now travel in a wheelchair in taxis you must advise us so that your account details can be updated and you can be provided a different docket book.
- 13 If you are provided with a new book of travel docketts for use when travelling in a wheelchair accessible taxi you must return any unused travel docketts from your old book(s) to us.
- 14 You must co-operate with and respond to a request from us for an eligibility review or an independent medical eligibility assessment.
- 15 You must co-operate with and respond to a request from us to provide information to verify that your use of the Scheme is authentic, such as when subsidy payments generated on your account appear to be abnormal or to exceed reasonable use.

- 16 You must co-operate with and respond to a request from us for an update of your personal details.
- 17 Your travel dockets must not be used:
 - for trips for any purpose when you are not in the taxi; or
 - by your family or friends or any other person.
- 18 You must not collude with a taxi driver or any other person to provide false trip details in order to increase the subsidy payable or to avoid or reduce payment of your proportion of the fare.
- 19 You must not use more than one travel docket for a single continuous journey to avoid paying or to reduce the fare.
- 20 You must not use your travel dockets to pay a taxi driver a tip or gratuity.
- 21 If your participation in the Scheme is cancelled for any reason, all unused travel dockets and vouchers must be returned to us.

3.3 Managing the Scheme

- 1 The Secretary retains the right to regularly review and revise the Terms and Conditions of the Scheme as required.
- 2 We may warn you or we may suspend or remove you from the Taxi Transport Subsidy Scheme in cases, where:

- 2.1 there is evidence that you have abused the benefits available under the Scheme, or have allowed or facilitated the abuse of the benefits of the Scheme, or have defrauded or facilitated fraud of the Scheme;
- 2.2 you fail to comply with a request to undertake an eligibility review or an independent medical eligibility assessment within a stated period of time (usually 6 weeks but dependent on such matters as availability of doctors, etc);
- 2.3 you fail to respond or to respond meaningfully to a request to verify your use of travel docket within a stated period of time (usually 21 days);
- 2.4 you fail to comply with a request for updated personal details within a stated period of time (usually 4 weeks).
- 2.5 you fail to comply with a request for information within a stated period of time (usually 4 weeks)
- 2.6 we are unable to contact you because you have not informed us of your change of address or similar; or
- 2.7 you have not used a travel docket for a period of three (3) years.

- 3 You may be suspended for a period of up to 12 months or removed permanently from the Scheme depending on the circumstances which gave rise to the suspension or removal.
- 4 We reserve the right to extend a suspension for a period of up to a further 12 months or remove you from the Scheme if you continue to fail to respond completely to a request from us.
- 5 If subsequent to being suspended you do not satisfy a request from us by providing all relevant information within the period of suspension you will be removed from the Scheme without further notice.
- 6 Notwithstanding that you may meet the medical criteria for admittance to the Scheme, we may decline your application or remove you from the Scheme on the basis that you have previously been suspended or removed from the Scheme, or have been suspended or removed from an equivalent Scheme of another State or Territory, for a breach of the Terms and/or Conditions of the relevant scheme.
- 7 You or your delegate may seek a review of a decision to suspend or remove you from the Scheme or to decline your application on grounds of a previous suspension or removal from this or an equivalent scheme by writing to the Secretary, Transport for NSW.

3.4 Verification of use

We may require you to verify your use of travel docketts when subsidy payments generated on your account appear to be abnormal or exceed reasonable use.

If you require assistance in responding to a request regarding your use of travel docketts you or your delegate may contact us through the contact details on the back of this booklet. One of our Customer Service Officers will assist you or your delegate to provide the requested information.

Any information you provide is governed by the Privacy & Personal Information Protection Act 1998 and NSW Health Records and Information Privacy Act 2002 and may be used only in connection with the purpose for which it is collected or as provided by law.

3.5 Eligibility reviews and independent medical assessments

We may require you to undergo an independent medical assessment or an eligibility review to determine whether your disability meets or continues to meet the Scheme's eligibility criteria.

Your application for, or continued participation in, the Scheme is subject to your cooperation with our request for you to undergo such an assessment or review.

You are responsible for any medical fees associated with an eligibility review which involves your doctor completing a new application form.

We are responsible for any medical fees associated with an independent medical assessment by a doctor nominated by us.

4 How the subsidy is calculated

- 1 The subsidy is 50% of the total fare with a maximum subsidy per trip limited to the maximum subsidy amount printed on the docket. From 1 July 2016 the maximum subsidy that can be claimed is \$60.00 per trip.

For example:

- If the total fare is \$80, you can use a travel docket to pay \$40 of the fare and pay the remaining \$40 yourself.
 - If the total fare is \$140, you can use a travel docket to pay \$60 (maximum subsidy) of the fare and pay the remaining \$80 yourself.
- 2 The subsidy is applied to the fare after the application of and shared or multi-hire fare calculations.
 - 3 Special arrangements are in place for group travel organised by a disability group, school, or other eligible organisation. Contact us if you need to know how the subsidy is calculated in these circumstances.

5 Ordering a new docket book

Each book of travel dockets contains either 20 or 50 dockets.

A green re-order form for travel dockets is located in the middle of each book.

All orders for a book of travel dockets must include your full name, address, TTSS account number and date of birth.

If you need to order a new book of travel dockets, you may:

- complete the re-order form supplied and return it to the address shown on the book re-order form, or
- write to the Scheme's administrative office requesting a new book of travel dockets. If able, you must sign this request. If you are unable to write you can ask someone to write and sign on your behalf;
- order your book of travel dockets by faxing or emailing the Taxi Transport Subsidy Scheme at the fax number or email address on the back cover of this booklet.
- Telephone orders are only accepted from participants with a visual impairment.

6 Contact with participants

We will attempt to contact you in a manner that takes into account your disability.

If you have provided us with a TTY phone number we will contact you through the National Relay Service (www.relayservice.com.au).

If you are deaf, or have a hearing impairment or speech impairment, you may contact us through the same service:

- TTY users phone 1800 555 677 then ask for 1800 623 724
- Speak and Listen users phone 1800 555 727 then ask for 1800 623 724
- Internet relay users connect to the NRS (www.iprelay.com.au/call/index.aspx) then ask for 1800 623 724

7 Points to remember

Taxi drivers are required to be as helpful as possible by assisting you into and out of the taxi, restraining wheelchairs and offering reasonable assistance during a trip.

Taxi drivers are not required to have any first aid or personal care skills.

If you are unable to handle money or your travel dockets when paying your fare, please make sure the driver only takes cash out of your purse or wallet or uses your travel dockets with your permission.

If you require a wheelchair accessible taxi you can book the taxi through the Central Booking Office in the Sydney Metropolitan area or let the taxi operator know when you make a booking in Newcastle, Wollongong or country areas.

8 Catching a taxi

You can book a standard taxis through a taxi network, hail a taxi off the street, take a taxi at a taxi rank or ring a driver direct. Wheelchair accessible taxis in the Sydney Metropolitan area may be booked through the following booking service:

Central Booking Office:
Phone (02) 8332 0200 **OR**
1800 043 187

Where possible it is advisable to book wheelchair accessible taxis in advance.

If you reside in Newcastle, Wollongong or country NSW you can book both conventional and wheelchair accessible taxis through your local operator.

While some country NSW areas may only have conventional taxis for use by TTSS participants, an increasing number of wheelchair accessible vehicles are becoming available. In country towns where a wheelchair accessible taxi has been introduced by an operator, that operator should be your first choice for all taxi transport.

9 Travelling interstate

Your NSW travel docketts cannot be used in other Australian States or Territories with the exception of the border towns of:

Albury / Wodonga,
Echuca / Moama,
Tweed Heads / Coolangatta &
Cobram / Wahgunyah.

You may however receive a taxi travel subsidy when you visit another State or Territory by requesting Interstate travel vouchers before you travel.

To request Interstate travel vouchers to be issued in your name you must write to the Taxi Transport Subsidy Scheme at the address on the back cover of this booklet.

Alternatively, the Interstate travel voucher order form can be down loaded from the following web site:

<http://www.transport.nsw.gov.au/ttss>

You should request your Interstate travel vouchers at least 10 business days prior to your expected date of departure to allow time for them to be printed and mailed to you.

NOTE: Interstate travel vouchers cannot be used for travel commencing in NSW.

10 Review of decisions

You may seek a review of any decision to decline your application for admittance to the Scheme or to suspend or remove you from the Scheme by writing to the Secretary, Transport for NSW at the address provided in this booklet.

Your request for review should specify the reasons why you believe we should not have made the decision we did and asking for the decision for want us to make and why we should make the decision in your favour.

11 How to lodge a complaint

You may submit a complaint about the administration of the Scheme by writing to the Principal Manager Passes and Schemes at the address provided in this booklet. If you are not satisfied with the response you receive, you may write to the NSW Ombudsman.

If you have a complaint about the use of travel dockets you should contact the Scheme's administrative office by telephone in the first instance.

To complain about the quality of a taxi service you can call the Taxi Hotline on 1800 648 478. For most taxi complaints you will be asked to provide:

- your details
- the date and approximate time of the incident.
- the taxi plate number.

- the taxi drivers authority number (The photo authority is normally located on the taxi's dashboard or window).
- the taxi network (usually located on the outside front doors of the taxi).

12 To Book a Taxi

Wheelchair Taxi Bookings: 8332 0200

Toll Free: 1800 043 187

Other taxis:

ABC Taxis:	13 2522
Legion Cabs:	13 1451
Lime Taxis:	13 5463
Manly Warringah Cabs:	13 1668
Premier Cabs:	13 1017
RSL Ex Servicemen's Cabs:	9581 1111
South Western Cabs:	13 2788
St. George Cabs:	13 2166
Taxis Combined Services:	13 3300
VIP Cabs:	8978 3500

NEWCASTLE

Newcastle Taxi Services	13 3300
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WOLLONGONG

Wollongong Cabs	4229 9311
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CENTRAL COAST

Central Coast Taxis	1300 665 777
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OTHER COUNTRY AREAS

Phone your local taxi operator



Transport
for NSW

Taxi Transport Subsidy Scheme

Mailing Address

Locked Bag 5067
PARRAMATTA NSW 2124

Telephone

Toll Free 1800 623 724
(Mon to Fri 8:30am to 4:30pm)

Fax

(02) 8836 3122

Internet

<http://www.transport.nsw.gov.au/ttss>

E-mail

ttss@transport.nsw.gov.au