

Operator Upload Requirement

Guidance notes for operators providing driver and vehicle data

Operator Upload Information Sheet

Following amendments to the Private Hire Regulations, as a licensed private hire operator you are required to provide us details of the drivers and vehicles you have used to fulfil private hire bookings, or have had available to you to fulfil bookings on a weekly basis. We will use the information provided for data analysis.

PROCESS

Follow our simple process in order to provide the correct data to us, in the correct format, at the right times.

Why?

- ✓ **Easy to access** – Visit our website to log in or to create an account
- ✓ **Quicker** – Once logged in, your upload takes less time to complete
- ✓ **Easier** – Available user guides with templates to guide you through the process
- ✓ **Safe and secure** - Your account is only accessible via your personalised account details

Who?

- ✓ The **Nominated Representative** will need to login to their online account to upload driver and vehicle data every week, securely and on time.

Where?

- ✓ TfL Website - www.tfl.gov.uk/ph-operators

When?

- ✓ On the **Monday of every week** we require you to upload two separate reports

What information to declare?

1. **Driver** data report
 - ✓ Drivers you have used to fulfil private hire bookings **AND**
 - ✓ Drivers you have had available to you to fulfil bookings in the previous week
2. **Vehicle** data report
 - ✓ Vehicles you have used to fulfil private hire bookings **AND**
 - ✓ Vehicles you have had available to you to fulfil bookings in the previous week

For further information regarding operator upload, visit www.tfl.gov.uk/ph-operators or contact us on **0343 222 4444** (options 1-1-3-2)

More detailed information regarding Private Hire Regulations and all requirements can be found on our website at tfl.gov.uk/ph-regulations