
Guide to the Bus Operator's Transport Returns: Statistics for the Year 2021



1. Legal requirement

Under section 73 (Information, data and statistics) of the Dublin Transport Authority Act 2008, as amended (“DTA Act 2008”), the National Transport Authority (the “Authority”) is required to collect, compile and gather, for the purpose of exercising its functions and on a regular basis, publish information regarding public transport.

All public transport operators holding licences from this Authority to provide public bus passenger services wholly or partially within the State are required to provide the data.

The specific legal provisions state:

“section 73. (1) The Authority shall—

- (a) collect, compile, analyse and prepare information, data or statistics, including that or those gathered by ticketing systems operated by public transport operators, for the purpose of exercising its functions, and
- (b) on a regular basis, publish information, data or statistics on—
 - (i) numbers of persons using differing modes of transport,
 - (ii) satisfaction levels with public passenger transport services,
 - (iii) travel times to work, and
 - (iv) such other matters as the Authority considers appropriate in respect of its functions.

(2) The Minister may give a direction to the Authority to collect, compile, prepare and publish such information, data or statistics that he or she may specify in writing to the Authority regarding the performance of the Authority in exercising its functions.

(3) The Minister shall consult the Authority, and may consult any other person he or she considers appropriate, before giving a direction under subsection (2).

(4) The Authority may require a person who holds information, data or statistics relating to the functions of the Authority, to give to the Authority such information, data or statistics in such form (including electronic form) and at such reasonable times or intervals, as the Authority specifies.

(5) Save as otherwise provided by law, the Authority shall ensure commercially sensitive information obtained under this section is not disclosed.”

Bus services covered by this legislative provision include any service with an origin, intermediate point (including travelling through), or a destination point within the State (Ireland).

2. Usage of information

As per the DTA Act 2008, the Authority has gathered information, data, and statistics on the licenced bus services in the state for the purposes of exercising its functions for the last six years.

The Authority also publishes a number of statistical bulletins charting public transport use in the State, including trends in patronage and the characteristics of the fleet in use.

Completion of the enclosed document is a legal requirement and all parts of sections A & B on the following pages must be completed. Please see Section 73 subsection (1) and (4) of the DTA Act 2008, Section 13 of the Public Transport Regulation Act 2009, and your licence conditions.

The statistical bulletins for previous years are available to view and download from our website.

In publishing data, the Authority will be fully aware of its obligations regarding confidential information and will ensure, for all licensed operators, that patronage and revenues are presented in a consolidated and confidential fashion, see section 73 (5) of the legislation above. Should you require further clarification, please do not hesitate to contact us through the details provided at section 3.2 page 5 of this document.

We thank you for your full cooperation and compliance with returning completed forms each year.

Publishing of composite public transport data is a normal practice throughout Europe. For example, you may view the Annual bus statistics for Great Britain including consolidated operator revenue at: <https://www.gov.uk/government/statistics/annual-bus-statistics-year-ending-march-2021>

3. Guidance to completing the returns forms

Completion is a legal requirement. All parts of sections A & B on the following pages must be completed and submitted by 31 March 2022

The information required in the attached forms is for the year 2021 only

3.1 Completing Section A

These questions apply across all your **Regular Services** and so you therefore only need to answer Section A once. The Authority does **not** require information on any other service types, for example tour or concert services that you may operate.

How to answer the questions

Below is an example of and a brief explanation for completing the questions in Section A. If having read the explanations you need further clarifications, please do not hesitate to contact us through the details provided at section 3.2 page 5 of this document.

Column	A	B	C	D	E
Vehicle Registration Year	Number of Buses (used for Licensed Regular Services)	Total number of Buses Counted	Number with AVL/GPS on Board	Number of Buses (that are low floor suitable for Wheelchair access)	Number of Buses (that have Wheelchair lifts suitable for Wheelchair access)
2021	2	2	1	1	0
2020	0.5	1	0	0	0.5
2019	2.5	3	0	1	1
Total	5	6	1	2	1.5

Table 1: Bus Details Example Table

Question 1 – about the Operating Fleet is a table, to make the form easier to complete. See **Table 1: Bus Details Example Table** above for further information.

Column A – please fill in the number of vehicles that you use to operate your Regular Service licences. This should be done by filling in the number of vehicles by the year of vehicle registration. Each year is a separate row in the table. If for example you have two 2021 vehicles used 100% of the time to provide your Regular Service licences then count this as 2. If you also have a 2020 vehicle but only use this vehicle 50% of the time for your Regular Service licences, then please just count that as 0.5 of a vehicle. See above **Table 1: Bus Details Example Table**.

Column B – please fill in the total amount of vehicles counted for the registration year that you use to operate your Regular Service licences. In the example above, if you have two 2021 vehicles used 100% of the time to provide your Regular Service licences then still count this as 2 in this column. If you also have a 2020 vehicle and use this vehicle 50% of the time for your Regular Service licences then count it as 1 in this column. This provides the number of buses that are used on licensed services regardless of whether they are used full-time/part time. See above **Table 1: Bus Details Example Table**.

Column C – Automatic Vehicle Location (AVL) is the term used for automatically determining the geographic location of a vehicle. Vehicles are generally tracked by a Global Positioning System (GPS) electronic device in or on a vehicle. Please enter the number of the vehicles from Column B that have AVL or GPS systems on board that allow you to track the vehicle(s).

Column D – Low-floor wheelchair accessible buses are buses where access from the bus stop to part or all of the passenger area is direct and there are **no steps involved**. Optionally, the bus may lower to curb level and there may be an entry and exit access ramp for quick and safe wheelchair access. **This question is only looking for low-floor buses where wheelchair user(s) can access a bus without the use of a wheelchair lift.** Only enter the number of buses from Column B that you have that match this description.

Column E – This question is looking for the number of buses from Column B of any height with wheelchair lifts, so long as wheelchair users can access the bus via the lift and travel on board. If only one wheelchair user can travel on board at any one time, this is sufficient to count the vehicle for this purpose. Note, you cannot count the same vehicle as being both low-floor wheelchair accessible (Column D) and wheelchair accessible using a wheelchair lift (Column E).

Question 2 – Annual Total Passenger Revenue, section 1 ‘Legal Requirement’ on page 1 states that the Authority is legally bound to “ensure commercially sensitive information obtained under this section is not disclosed.” The Authority has already received revenue data from operators running services within or partially within the State between 2012 and 2020. All information has been treated confidentially.

The question on ‘annual total passenger revenue’ must be completed. Please contact us if you require further information or clarification.

Your answer to ‘Annual total passenger revenue’ must include:

- All fares revenue such as single, return, 10-journey, weekly, monthly, annual, and TaxSaver tickets for adults, students, children and fare-paying pensioners, et cetera;
- Leap card revenue;
- Any online or other type of pre-paid tickets; and
- Other payments such as a grant from a business park for running your service(s).

It must not include:

- Free Travel Scheme payments;
- Private hire revenues or
- NTA Grant payments.

Question 3 – The TaxSaver Commuter Ticket Scheme allows employees to avail of public transport commuter tickets if they are travelling to work by public transport. The scheme involves employers providing employees with public transport commuter tickets while saving on employer PRSI payments. Employees participating in the scheme benefit from reduced tax and PRSI payments. The scheme is generally known as the TaxSaver Scheme but other names might be used by individual public transport operators.

This question wants to know whether you offer annual, monthly or any other period **TaxSaver tickets** to your customers? Tick **Y** for Yes or **N** for No beside the Annual and Monthly spaces. If you offer other types of tickets under this scheme, please write them down beside the *Other* space e.g. 6 months or 3 months.

3.2 Contact Us

If you have any queries, please contact us by email at: bus.data@nationaltransport.ie

3.3 Return date

The information is required to be submitted by 23:59, 31 March 2022.

3.4 Return address

You may return the information (sections A and B):

by email to: bus.data@nationaltransport.ie

or

by post to: Bus Data – Public Transport Regulation
Ciarán O’Gorman
National Transport Authority
Dún Scéine
Harcourt Lane
Dublin 2
D02 WT20

Note:

Section A – to be completed once for all of your Regular Licences combined.

Section B – one to be completed for each separate Regular Licence.

Please do not provide data for any other service types, for example tour or concert services that you may operate.

3.5 Acknowledgment

We appreciate your continued assistance in completing this form and should you require any further details, please do not hesitate to contact us.