Using SPSV Online Services Vehicle Rentals

Contents

1. Introduction

As the holder of an SPSV vehicle licence, if you have entered into a rental, leasing or similar agreement with another person, you are required to submit to the National Transport Authority ('the Authority') the details of the rental agreement.

The Vehicle Rentals module of SPSV Online Services, described in this document, provides an easy and quick way of submitting and updating vehicle rentals. You can use the vehicle rentals module to:

- Check that the details of any vehicle rentals in place are correct
- Submit notification of new vehicle rentals
- Update details of current vehicle rentals
- Send notification when a vehicle rental ends
- See details of past rentals

Note: As an alternative, you can manage your vehicle rentals using the Authority's smartphone app (SPSV Industry App).

2. Logging In

To log in to SPSV Online Services Vehicle Rentals:

1. Open a web browser (such as Internet Explorer, Safari, Mozilla Firefox, or Chrome) on your computer or other device connected to the internet.

    In the address bar, type https://taxi.nationaltransport.ie. Alternatively, visit https://www.nationaltransport.ie/taxi/operating-an-spsv/ and refer to the 'Rental Agreements' section.

    The login screen is displayed.

    SPSV Online Services Vehicle Rentals

    SPSV Online Services is an online module allowing industry members to complete a variety of SPSV-related activity.

Vehicle Licence Number:	41505
Email Address:	test@email.com
Password:	••••••••••

    ☑ I accept the Terms and Conditions
    You must tick box to proceed.

    Forgot My Password   **LOGIN >**

2. Enter your vehicle licence number, your email address and your password. Select the check box to declare that you accept the Terms and Conditions. Click *Login*. The vehicle rentals home screen is displayed. If you have more than one vehicle licence, you can enter any of these into this field.

    If you have forgotten your password, click *Forgot my password* and follow the instructions on screen.

If your email address has changed since you last provided it to the Authority, enter here the last email address you provided. To update this, contact the SPSV information line on 0818 064 000.

> Note: Before you can login, you must first register an account with SPSV Online Services. For details on how to do this, see the Registrations user guide on the Forms & Guides section of NTA's website.

3. Managing an Active Rental

When you log in to the Vehicle Rentals module, you are brought to the main home screen.
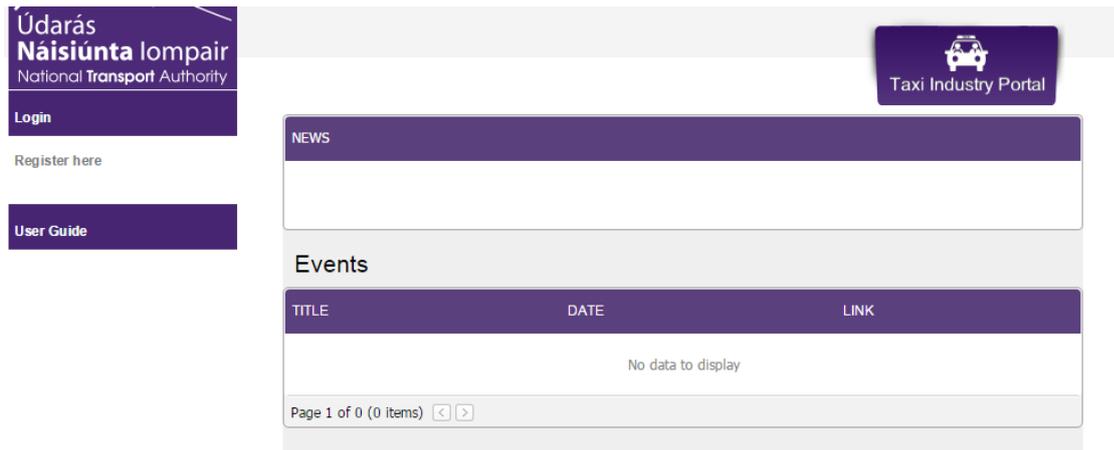
To manage an active rental …

If you have an active vehicle rental in place and wish to view it, choose the *Existing Agreements* option from the menu.

You can edit the rental (to change the scheduled end date/time) or break the rental with immediate effect.

You may submit multiple rental agreements with overlapping start and end dates, to the same or multiple vehicles. Each rental will be listed on the *Existing Agreements* screen.

All rentals with an end date in the future (i.e. not a historical rental) are listed on the *Existing Agreements* screen. This is true for both active rentals, i.e. where the start date is the past, and for future rentals, i.e. where the start date is in the future.

PLEASE FIND EXISTING AGREEMENT BELOW

ID	DRIVER NAME	DRIVER LICENCE NO.	VEHICLE LICENCE NO.	START DATE	END DATE	#	#
27150	JOHN MURPHY	Z1115	T41505	23/11/2015 13:05:00	30/11/2016 00:00:00	View	Edit

View Rental

To view the details of a vehicle rental, click *View*. The confirmation screen allows you to check the details of the rental. You can also print these details, by selecting the *PDF* option. To close the screen, select *Ok*.

CONFIRMATION PAGE.

YOUR DETAILS	Name:		Vehicle Registration No:	10PP54322
	Address:	1 TEST ROAD	Make:	TOYOTA
	SPS Vehicle Licence No:	T41505	Model:	COROLLA

PERSON RENTING VEHICLE	Name:	JOHN MURPHY
	Address:	3 EXAMPLE ROAD

RENTAL	Start Date And Time:	23/11/2015 13:05:00	End Date And Time:	30/11/2016 00:00:00

INSURANCE   Do you have insurance in place covering the driving of the vehicle by the person renting the vehicle for the carriage of passengers for reward for the period of the rental?

Yes

ADDITIONAL COMMENTS

If the details above are not correct, please contact our portal helpdesk on 0761 064 000.

Ok   **PDF**

Edit Rental

To change the scheduled start and end date/time of the rental, click *Edit*.

You can then click into the date field to open a calendar icon. To choose a date, click left or right to find the month, and then click on the chosen date. To choose a time, use the Hour and Minute scroll bars below the calendar.

If you want the rental start time to begin immediately, click the *Now* checkbox.

When the details are correct, click *Done* and then *Save*.

> Note: for vehicle rentals you must select an end date. It is not possible to save a rental without a specified end date.

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time   00:00

Hour

Minute

Now   **Done**

PLEASE CONFIRM THE FOLLOWING DETAILS.

YOUR DETAILS

Name: TAXI DRIVER

Address: 123 TEST ROAD 1 TEST TOWN DUBLIN 3 IRELAND

SPS Vehicle Licence No: T41505

Vehicle Registration No: 10PP54322

Make: VOLKSWAGEN

Model: PASSAT

PERSON RENTING VEHICLE

Name: TAXI DRIVER

SPS Driver Licence No: Z1111

PLEASE ENTER THE DETAILS IN THE REQUIRED FIELDS BELOW.

RENTAL

Start Date And Time: 10/05/2022 00:00

End Date And Time: 31/05/2022 00:00

INSURANCE

Do you have insurance in place covering the driving of the vehicle by the person renting the vehicle for the carriage of passengers for reward for the period of the rental?

◉ Yes ○ No

ADDITIONAL COMMENTS

If the details above are not correct, please contact our portal helpdesk on 0761 064 000.

< Previous **Next >**

Break Rental

To break a vehicle rental, select *Edit*. Next to the *End Date* field, click on the date to open the calendar icon and select *Now*. Select *Done* and then click *Save*.

The vehicle rental now appears under the *Historical Agreements* tab in the menu.

Taxi Rental Notification

Vehicle Rental Agreement

Existing Agreements

Historical Agreements

◀	November 2015					▶
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Time   11:56

Hour

Minute

Now   **Done**

4. Creating a New Rental

When you wish to notify the Authority of a rental agreement you have made with another party, you can create a new vehicle rental by choosing the *Vehicle Rental Agreement* option from the left-hand menu.

On the next screen, you will be requested to select the vehicle licence against which you wish to register the rental. You will be provided with a full list of all active licences held by you.

> Note that it is not possible to create a rental on an inactive vehicle licence.

Choose the relevant vehicle licence and select *Next*.

On the next screen, check the vehicle details and click *Next*. If the vehicle details are incorrect, select *Previous* and check that you selected the correct vehicle licence. If the vehicle details remain incorrect, contact the SPSV information line on 0761 064 000.

Taxi Rental Notification

Vehicle Rental Agreement

Existing Agreements

Historical Agreements

SELECT VEHICLE TO BE RENTED

T41505 ▼

Next >

PLEASE CONFIRM THE FOLLOWING DETAILS

Vehicle Licence Holder Details

VEHICLE LICENCE NUMBER: T41505

VEHICLE REGISTRATION NUMBER: 10PP54322

MAKE: TOYOTA

MODEL: COROLLA

OWNER NAME:

OWNER ADDRESS: 1 TEST ROAD

< Previous   Next >

On the next screen, select a renter type. If the person you are renting your licensed vehicle to holds an SPSV driver licence, select the radio button beside that option and click *Next*.

If the person is not a driver but in turn rents the licensed vehicle to an SPSV driver licence holder, select the radio button next to 'Other' and click *Next*.

PLEASE SELECT RENTER TYPE BELOW

◉ SPSV DRIVER LICENCE HOLDER

○ OTHER

< Previous | Next >

To create a rental agreement with an SPSV driver…

If you opted for the *SPSV driver licence holder* option, on the next screen you will be prompted to search for them. Input their driver licence number and click *Next.*

YOU HAVE SELECTED SPSV DRIVER LICENCE HOLDER.

PLEASE ENTER THE SPSV DRIVER LICENCE NUMBER BELOW.

Z1115

< Previous | Next >

On the next screen, check that the details returned are correct before progressing to enter the rental start and end dates. You will be shown a photograph at this point to aid identification.

If the driver details are incorrect, select *Previous* and check that you inputted the correct driver licence number. If the driver details remain incorrect, contact the SPSV information line on 0761 064 000.

PLEASE CONFIRM THE FOLLOWING DETAILS.

YOUR DETAILS	Name:	TAXI DRIVER	Vehicle Registration No:	10PP54322
	Address:	123 TEST ROAD 1 TEST TOWN DUBLIN 3 IRELAND	Make:	VOLKSWAGEN
	SPS Vehicle Licence No:	T41505	Model:	PASSAT
PERSON RENTING VEHICLE	Name:	TAXI DRIVER		
	SPS Driver Licence No:	Z1111		

To create a rental agreement with a non-licence holder…

If you opted for a non-licence holder, on the next screen you will be prompted to input their full name and address. Type in these details and click *Next*.

Please be careful when inputting these details, as these will be saved exactly as you type them.

On the next screen, once you have checked that your details and the details of the person renting the vehicle are correct, enter a start and end date.

To choose a start and end date, click into the date field to open a calendar icon. Click left or right to find the month, and then click on the chosen date.

To choose a time, use the Hour and Minute scroll bars below the calendar. When you have chosen the relevant data and time, click *Done*.

If the rental start time is to begin immediately, click the *Now* checkbox.

When the details are correct, click *Save*.

> Note: for vehicle rentals you must select an end date: it is not possible to save a rental without an end date.

Next, read the question concerning insurance and select an answer.

Note that if you do not have SPSV insurance on the vehicle, it is not possible to submit a vehicle rental. If you have insurance, choose the *Yes* radio button and the *Next* button will become enabled.

5. Historical rentals

You can view all historical rentals for vehicle licences held by you by selecting the *Historical Agreements* option from the left-hand menu.

This will provide you with a list of all historical rentals, i.e. those where the end date in the past. You will be able to view the details of the person to whom you rented the licensed vehicle, along with the start and end dates.

PLEASE FIND HISTORICAL AGREEMENT BELOW

ID	DRIVER NAME	DRIVER LICENCE NO.	VEHICLE LICENCE NO.	START DATE	END DATE	#
27150		Z1115	T41505	23/11/2015 00:00:00	30/11/2015 11:56:00	View
26532		Z1115	W27103	31/03/2015 16:34:00	01/04/2015 16:31:00	View

To print a copy of a historical agreement for your records, click *View* and then *PDF*.

CONFIRMATION PAGE.

YOUR DETAILS	Name:		Vehicle Registration No:	10PP54322
	Address:	1 TEST ROAD	Make:	TOYOTA
	SPS Vehicle Licence No:	T41505	Model:	COROLLA
PERSON RENTING VEHICLE	Name:	JOHN MURPHY		
RENTAL	Start Date And Time:	23/11/2015 13:05:00	End Date And Time:	30/11/2016 00:00:00

INSURANCE Do you have insurance in place covering the driving of the vehicle by the person renting the vehicle for the carriage of passengers for reward for the period of the rental?

Yes

ADDITIONAL COMMENTS

If the details above are not correct, please contact our portal helpdesk on 0761 064 000.

Ok **PDF**

6. Logging Out

To log out of the vehicle rentals module of SPSV Online Services, click on the Logout button at the top right of the screen.

Logout