



**EA Private Sector**

**Transport Operator Portal**

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**User Guide**



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# Glossary of Terms

The following Glossary of Terms sets out to explain the meaning of wording used in this **User Guide** and how it relates to the operation of this **Portal**. It is generally in alphabetical order.

## Terms Used

**Approved** – This term is used to inform you that **Information** or Documents added or amended on the **Portal** have been Reviewed for Compliance and have declared acceptable by **EA Transport Compliance**.

**Change to** – This is when your existing **Information** on the **Portal** has been '**Edited**' and you wish to **Save** the changes made.

**'click'** or **'clicking'** – This means pressing the left button on a computer mouse or a Tab on a screen for an action you require to be carried out.

**'ctrl'** or **'Control' key** – This is the key usually found on the bottom left hand corner of a keyboard that is pressed and held to activate a link within this User Guide by '**clicking**' on a keyword(s).

**Company Profile Page** – This is first Page on the **Portal** that an Operator will encounter after Logging In and is used to **Add** and **Edit** Account **Information** as well as allowing access to the **Company Details Page**

**Company Details Page** – This is the central Page on the **Portal** that an Operator can find, **Add** and '**Edit**' Compliance **Information** on his/her Company, **Runs, Drivers, Vehicles** and **Escorts**.

**Compliant** – This means that a Company, **Driver, Vehicle** or an **Escort** in one or more required areas have the necessary documentation and or Training to allow them to carry out **Runs**.

This can be seen quickly in the **Current Drivers, Vehicles** or **Escorts Summaries** where a **tick ✓** shows Compliance in a particular area and a **cross ✗** shows non-Compliance in that area.

To be fully **Compliant**, all areas for a Company, **Driver, Vehicle** or **Escort** must be ticked **✓**.

**'Draft'** – This is the first version of **Information** that you have entered and **Saved** onto the **Portal** about a **Run, Driver, Vehicle** or an **Escort**. You can return to the **Draft** at any time to amend or add **Information** before you decide to **Submit to EA Transport** (Compliance) for Review.

Also **Information** or documents that has been Submitted to **EA Transport Compliance** and have been found **not** to be Compliant and has been Returned to the Operator for further amending.

**'Edit'** or **'Editing'** – This term is used for the amending, adding or removal of **Information** on the **Portal**.

**'In Moderation'** - This term refers to **Runs** that are in the process of being Reviewed for Approval or Returned for Compliance by **EA Transport Compliance**.



# Glossary of Terms

**Information** – This is the details of a Company, Run, Driver, Vehicle or Escort you wish to or have previously entered onto the **Portal**.

**Portal** – Is term used to describe the **EA Private Sector Transport Operator Portal**.

**Published** – This is the **Status** of the **Information** that have entered for a **Driver, Vehicle** or **Escort** onto the **Portal**, it does not necessarily mean that they are **Compliant** in all areas.

**Returned** - This term is used to inform you that **Information** or documents that has been Submitted to **EA Transport Compliance** have been found **not** to be Compliant and have **Saved** back to the Operator's Company Details Page as a '**Draft**'

**Review or Reviewed** - This term is used to inform you that **Information** or Documents added or amended on the **Portal** are to or have been checked for Compliance by **EA Transport Compliance**.

**Submit to EA Transport** – This the process when '**Draft**' **Information** has been completed and you wish it to be **Saved** and forwarded to **EA Transport Compliance** for Review and Approval.



# For Your Information

The screenshot shows the top navigation bar with the Education Authority logo and 'Private Sector Transport Operators Portal' text. A 'MENU' button is on the right. Below the navigation is a breadcrumb trail: 'Home > Operator > AN Other Taxi and Bus Company'. Two buttons, 'View' and 'Edit', are visible. The main content area is divided into two columns. The left column is titled 'AN Other Taxi and Bus Company' and lists contact details: 'AN Other', '100 Any Street, Anytown, Any County, BT01 10TB', phone numbers '028 1111 1111' and '0777777777', and email 'ANOther@gmail.com'. The right column is titled 'Compliance Dashboard' and lists three items, each with a download icon: 'BOL0001 Expires on: 30/09/2021', 'TOL00001 Expires on: 30/09/2021', and 'We have Public Liability Insurance Expires on: 30/09/2021'. The last item also includes 'We have Employer Liability insurance Expires on: 30/09/2021'.

In this **User Guide** you will find areas on each Page that are surrounded by a blue border, within these are Screenshots showing exactly what you should see on the **Portal** either a whole or part of a Page.



At the bottom of most Pages within the **Portal** you will see the '**View PDF**' icon, '**clicking**' on this icon downloads a pdf document that contains all the Information on that Page.



## Getting started

Welcome to this **User Guide** for the **EA Private Sector Transport Operator Portal** which has been compiled to assist you when using the **Portal**.

The **EA Private Sector Transport Operator Portal** is designed to allow you to maintain and update the relevant **Information** about your Company.

It will allow you to track **Runs** you have been awarded as well as to assign the appropriate **Drivers, Vehicles** and **Escorts** to those **Runs**.

**Please Note:** This **User Guide** uses Screen Shots to show Pages on the **Portal**, please be aware that when using the **Portal** you may find that the layout on your computer or other devices e.g. mobile phone or tablet may differ.

## Logging In

The web based **Portal** is available on any device or browser. You can Log In by going to:

<https://privateoperatorportal.eani.org.uk/user/login>

Once you arrive on the site you will need to enter your Username and Password to enter the Portal.

If you don't have a Password then you can reset it to gain access (see below).

Fill in your Username and Password as per below and click **Log In**

**ea** Education Authority | Private Sector Transport Operators Portal

≡ MENU

### Welcome to the Private Sector Transport Operators Portal

This portal is only for the use of operators who have been awarded a contract through eTendersNI. If you feel that there has been a mistake and you should have an account on the portal then please [contact us](#).

**Username or email address.** \*

Enter your username or email address

**Password** \*

Enter the password that accompanies your username.

**Log in**

We use cookies on this site to enhance your user experience  
By clicking the Accept button, you agree to us doing so. [More info](#)

Accept **No, thanks**



## Reset your Password

To reset your Password to gain access go to:

<https://privateoperatorportal.eani.org.uk/user/password>

Enter either the Username or Email address that is associated with your Account. The system will then send out an email allowing you to reset your Password.

If you do not know your Username or the Email address associated with your Account then contact the Transport Compliance staff on:

E: [transport-compliance@eani.org.uk](mailto:transport-compliance@eani.org.uk)

T: 028 8241 1488

## General Data Protection Regulation (GDPR) Confirmation

You can only use the **Portal** if you have agreed and signed the current **Terms and Conditions**.

We would encourage you to read these carefully before accepting.

Once you have read and accepted the **Terms and Conditions**, 'click' in both boxes and then 'click' on **Confirm** to continue

The screenshot displays the 'Terms and Conditions of Use' page. At the top, the EA Education Authority logo and 'Private Sector Transport Operators Portal' are visible. A 'MENU' button is on the right. The page content includes a 'Glossary' section with the text: 'In this statement, the following words will have the following meanings:'. Below this, a definition for 'Contract' is provided: 'Means the contract for the provision of transport services by the Operator which the Education Authority and the Operator have entered into'. Two checkboxes are present: the first is 'I have read the Data Protection Assurance Statement. I declare that I am (an authorised person/a Data Protection Officer) on behalf of the Contractor. I confirm that this Data Protection Assurance Statement is true and accurate to the best of my knowledge and belief.' and the second is 'Accept Terms & Conditions of Use'. A 'Confirm' button is located at the bottom of the form area.



## Your Profile

Once you have Logged In, you will be taken to your Company Profile Page where you find all your Company details.

The screenshot shows the user profile page for 'AN Other Tax and Bus Company'. The header includes the EA logo, 'Education Authority', and 'Private Sector Transport Operators Portal'. A breadcrumb trail reads 'Home > User > AN Other'. The main content area is divided into two columns. The left column contains company details: 'AN Other', address '100 Any Street Anytown Any County BT01 10TB', phone '028 1111 1111', fax '0777777777', and email 'ANOther@gmail.com'. The right column lists licenses: 'Taxi Operator Licence: TOL00001' (expiry 30/09/2021), 'Bus Operator Licence: BOL0001' (expiry 30/09/2021), and 'Public Liability Insurance Expiry Date: 30/09/2021'. A note states 'We are GDPR compliant'. To the right of these details is a 'Last Password Reset' section showing '27 October 2020' and 'Valid password', with an 'Edit your account details' button.

From here you can update your Company Account details.

## Update your Account Details

Keeping your Account Details up to date is vital as this is the main way for EA staff to keep in contact with you about your **Information** on the Portal.

'Click' on **Edit your account details** to make any changes.

This screenshot is identical to the one above, but features a blue arrow pointing from the 'Edit your account details' button in the 'Last Password Reset' section to the text 'Click' on 'Edit your account details' in the preceding paragraph.





## Change your email address

Please ensure you keep your email address up to date.

You can change your email address by **'clicking'** in the **Email address** box:

**Email address** \*

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Password**

Password strength: **Strong**

**Confirm password**

Passwords match: **yes**

To change the current user password, enter the new password in both fields.

Policy	Status	Constraint
General	Pass	Password character length of at least 8 characters

**First Name**

**Surname**

## Change your Password

Your new Password must be at least eight characters in length.

You can change your Password by **'clicking'** here and confirm the new Password below.

**Email address** \*

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Password**

Password strength: **Strong**

**Confirm password**

Passwords match: **yes**

To change the current user password, enter the new password in both fields.



## View your Company

A Summary of your Company will be displayed on your Company Profile Page.

You can view these details by **'clicking'** your Company name highlighted in **blue** and underlined.

ea Education Authority | Private Sector Transport Operators Portal

Home > User > AN Other

**AN Other Taxi and Bus Company**

AN Other  
100 Any Street Anytown Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

Taxi Operator Licence: TOL00001  
Taxi Operator Licence Expiry Date: 30/09/2021  
Bus Operator Licence: BOL0001  
Bus Operator Licence Expiry Date: 30/09/2021  
Public Liability Insurance Expiry Date: 30/09/2021  
We are GDPR compliant

Last Password Reset: 27 October 2020  
Password status: Valid password  
[Edit your account details](#)

You can get back to your Company Profile Page at any time by selecting **'Home'**

ea Education Authority | Private Sector Transport Operators Portal

Home > Operator > AN Other Taxi and Bus Company

[View](#) [Edit](#)

**AN Other Taxi and Bus Company**

AN Other  
100 Any Street  
Anytown  
Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

**Compliance Dashboard**

**BOL0001**  
Expires on: 30/09/2021

**TOL00001**  
Expires on: 30/09/2021

**We have Public Liability Insurance**  
Expires on: 30/09/2021

**We have Employer Liability insurance**

**We have fleet insurance**  
Expires on: 30/09/2021



# Your Company Details

**Private Sector Transport Operators Portal**

MENU

Home > Operator > AN Other Taxi and Bus Company

View

Edit

## AN Other Taxi and Bus Company

[AN Other](#)

100 Any Street  
Anytown  
Any County  
BT01 10TB

[028 1111 1111](#)

[0777777777](#)

[ANOther@gmail.com](mailto:ANOther@gmail.com)

### Compliance Dashboard

**BOL0001**  
Expires on: **30/09/2021**

**TOL00001**  
Expires on: **30/09/2021**

**We have Public Liability Insurance**  
Expires on: **30/09/2021**

**We have Employer Liability insurance**

**We have fleet insurance**  
Expires on: **30/09/2021**

**We are GDPR compliant**

**Runs**

---

Drivers

---

Vehicles

---

Escorts

### Current Runs

Show 25 entries
Search

Run ID	Driver	Vehicle	Escort	Status	
<a href="#">1213</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR_003</a>	<a href="#">Sarah Doe</a>	Approved	<a href="#">Edit</a>
<a href="#">Test Run</a>	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR_1</a>	<a href="#">Jo Jones</a>	Approved	<a href="#">Edit</a>
<a href="#">1-2345</a>				Approved	<a href="#">Edit</a>
<a href="#">AN-0001</a>				Approved	<a href="#">Edit</a>

Start 1 to 4 of 4 entries ◀ Previous Next ▶

Your **Company Details Page** is the way to keep track of all **Runs, Drivers, Vehicles** and **Escorts** linked to your Account.

It also allows you to easily check your contact details and the status of;

- Bus Operator Licence (BOL) (if applicable)
- Taxi Operator Licence (TOL) (if applicable)
- Public Liability Insurance
- Employer Liability Insurance
- Fleet Insurance
- GDPR compliance



## Update your Company Details


You can update your Operator Information by clicking on the **Edit** Tab at the top of the Company Details Page.

The screenshot shows the Education Authority Private Sector Transport Operators Portal. At the top, there is a header with the Education Authority logo and the text 'Private Sector Transport Operators Portal'. A 'MENU' button is located in the top right corner. Below the header, a breadcrumb trail reads 'Home > Operator > AN Other Taxi and Bus Company'. A navigation bar contains two tabs: 'View' and 'Edit', with the 'Edit' tab highlighted and a blue arrow pointing to it from the text above. The main content area is divided into two columns. The left column is titled 'AN Other Taxi and Bus Company' and lists contact information: a link to 'AN Other', an address '100 Any Street, Anytown, Any County, BT01 10TB', two phone numbers '028 1111 1111' and '0777777777', and an email address 'ANOther@gmail.com'. The right column is titled 'Compliance Dashboard' and lists several compliance items, each with a download icon: 'BOL0001 Expires on: 30/09/2021', 'TOL00001 Expires on: 30/09/2021', 'We have Public Liability Insurance Expires on: 30/09/2021', 'We have Employer Liability insurance', 'We have fleet insurance Expires on: 30/09/2021', and 'We are GDPR compliant'.



# Update your Company Details (continued – 1)

The following screens show where you can change the **Information** relating to your Company such as Operator Licence details etc.

**Private Sector Transport Operators Portal**MENU

View Edit

**Company Information**

**Name\***  
AN Other Taxi and Bus Company

**Owner(s)\***  
× AN Other

Drag to re-order users.

We are GDPR Compliant

**Contact Details**

**Address**  
100 Any Street  
Anytown  
Any County

**Post code**  
BT01 10TB

**Business Phone**  
028 1111 1111

**Add another number**

**Mobile Number**  
0777777777

**Add another number**

**Business Email**  
ANOther@gmail.com

**Published**

**Last saved:** 29/10/2020 - 09:46

**Author:** edelle.mcivor@eani.org.uk

Create new revision  
Revisions are required.

▶ **Revision log message**



## Update your Company Details (continued – 2)

**Add another email address**

**Website**

- Your link must start with <http://> or <https://>
- This must be an external URL such as <http://example.com>.

**Taxi Licence**

**Bus Operator Licence**

**Taxi Operator Licence**

Enter your taxi operator licence reference

**Taxi Operator Licence Expiry Date**

**Taxi Operator Licence Document**  
Copy of Taxi Operator Licence and/or Copy of Bus Operator Licence to include list of vehicle registrations covered.

**File information**      **Operations**

[AN Other TOL exp 30.09.2021.pdf](#) (30.84 KB)     

No file chosen

Unlimited number of files can be uploaded to this field.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

**Taxi Licence**

**Bus Operator Licence**

**Bus Operator Licence**

**Bus Operator Licence Expiry Date**

**Bus Operator Licence Document**

**File information**      **Operations**

[AN Other BOL exp 30.09.2021.pdf](#) (51.12 KB)     

No file chosen

Unlimited number of files can be uploaded to this field.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

**Please Note**

On the actual Page you can only 'Open' at any one time either; Taxi Operator Licence Section or The Bus Operator Licence Section



## Update your Company Details (continued – 3)

**Insurance**

Public Liability Insurance

**Public Liability Insurance Expiry Date**  
30/09/2021

**Public Liability Insurance Document**

Copy must include page(s) which confirm £1,000,000 public liability insurance cover and expiry date of policy.

Show row weights

File information	Operations
<a href="#">AN Other PL ins exp 30.09.2021.pdf</a> (88.58 KB)	<a href="#">Remove</a>

No file chosen

Unlimited number of files can be uploaded to this field.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

Employer Liability Insurance

**Employer Liability Insurance Document**

Required for employees if applicable. Copy must include page(s) which confirm £5,000,000 employer liability insurance cover and expiry date of policy.

Show row weights

File information	Operations
<a href="#">AN Other EL ins exp 30.09.2021.pdf</a> (90.79 KB)	<a href="#">Remove</a>

No file chosen

Unlimited number of files can be uploaded to this field.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

**Employers Liability Insurance Expiry Date**  
30/09/2021


If you have a combined Public Liability and Employer Liability Policy document(s) please Download into both areas from your Saved Documents



## Update your Company Details (continued – 4)

We have fleet insurance


**Fleet Insurance Expiry Date**

30/09/2021 

**▼ Fleet Insurance Documentation**

Copy of Policy including schedule of vehicles covered and expiry date.

Show row weights

File information	Operations
 <a href="#">FLEET INSURANCE exp 30.09.2021.pdf</a> (89.89 KB)	<input type="button" value="Remove"/>

No file chosen

Unlimited number of files can be uploaded to this field.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.





## Update your Company Details (continued – 5)

Once the Company's **Information** has been entered or updated you can either;  
Select **Change to 'Draft'** and **Save**, which allows you to come back to Information to amend or add further

The screenshot shows a user interface with the text "Current state: Published" at the top. Below it is a "Change to:" dropdown menu. The dropdown is open, showing four options: "Draft", "Submit to EA Transport", and "Remove". The "Draft" option is highlighted in blue. To the left of the dropdown is a blue "Save" button.

Or

When you are satisfied that you have entered all the relevant up to date Information, you can then Select **Change to 'Submit to EA Transport'** and **Save**, for Review and Approval.

The screenshot shows a user interface with the text "Current state: Published" at the top. Below it is a "Change to:" dropdown menu. The dropdown is open, showing four options: "Submit to EA Transport", "Draft", "Submit to EA Transport", and "Remove". The "Submit to EA Transport" option is highlighted in blue. To the left of the dropdown is a blue "Save" button.

Or

If you wish to remove your Company details you can;  
Select **Change to 'Remove'** and **Save**, for Review and Approval.

The screenshot shows a user interface with the text "Current state: Published" at the top. Below it is a "Change to:" dropdown menu. The dropdown is open, showing four options: "Remove", "Draft", "Submit to EA Transport", and "Remove". The "Remove" option is highlighted in blue. To the left of the dropdown is a blue "Save" button.



# Update your Company Details (continued – 6)

To view or change **Information** about **Runs, Drivers, Vehicles** or **Escorts** you need to use the Tabbed Sections below on your Company Details Page.

**Private Sector Transport Operators Portal**

☰ MENU

Home > Operator > AN Other Taxi and Bus Company

View

Edit

## AN Other Taxi and Bus Company

📍 [AN Other](#)

📍 100 Any Street  
Anytown  
Any County  
BT01 10TB

☎ [028 1111 1111](#)

☎ [0777777777](#)

✉ [ANOther@gmail.com](mailto:ANOther@gmail.com)

### Compliance Dashboard

**BOL0001** Expires on: **30/09/2021** 📄

**TOL00001** Expires on: **30/09/2021** 📄

**We have Public Liability Insurance** Expires on: **30/09/2021** 📄

**We have Employer Liability insurance** Expires on: **30/09/2021** 📄

**We have fleet insurance** Expires on: **30/09/2021** 📄

**We are GDPR compliant**

Runs

Drivers

Vehicles

Escorts

### Current Runs

Show 25 entries Search

Run ID	Driver	Vehicle	Escort	Status	Edit
<a href="#">1243</a>				Draft	<a href="#">Edit</a>
<a href="#">1213</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR_003</a>	<a href="#">Sarah Doe</a>	Approved	<a href="#">Edit</a>
<a href="#">Test Run</a>	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved	<a href="#">Edit</a>
<a href="#">1-2345</a>				Approved	<a href="#">Edit</a>
<a href="#">AN-0001</a>				Approved	<a href="#">Edit</a>

Start 1 to 5 of 5 entries ◀ Previous Next ▶



## Runs

The **Runs** Tab is open by default and allows you to check those **Runs** you have been awarded.

### Adding a Run

Only EA staff can Add **Runs** to your **Current Runs** Summary part of the **Portal**.

However if you believe a **Run** has been omitted or details are incorrect please contact **EA Procurement** or **EA Transport Compliance**.

**Current Runs**

Show 25 entries Search

Run ID	Driver	Vehicle	Escort	Status	
<a href="#">1243</a>				Draft	<a href="#">Edit</a>
<a href="#">1213</a>	<a href="#">Aaron Robert</a> <a href="#">Other</a>	<a href="#">CAR 003</a>	<a href="#">Sarah Doe</a>	Approved	<a href="#">Edit</a>
<a href="#">Test Run</a>	<a href="#">Aaron Robert</a> <a href="#">Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved	<a href="#">Edit</a>
<a href="#">1-2345</a>				Approved	<a href="#">Edit</a>
<a href="#">AN-0001</a>				Approved	<a href="#">Edit</a>

Start 1 to 5 of 5 entries Previous Next

[View PDF](#)

You **CANNOT** Add a new **Run**, but you can **Edit** an existing one that has been awarded to you and assigned to your **Current Runs** Summary.



## Editing a Run

To 'Edit' a Run go to your Company Profile Page, 'click' on the Company name highlighted in blue and underlined.

ea Education Authority | Private Sector Transport Operators Portal

Home > User > AN Other

**AN Other Tax and Bus Company**

AN Other  
100 Any Street Anytown Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

Taxi Operator Licence: TOL00001  
Taxi Operator Licence Expiry Date: 30/09/2021  
Bus Operator Licence: BOL0001  
Bus Operator Licence Expiry Date: 30/09/2021  
Public Liability Insurance Expiry Date: 30/09/2021  
We are GDPR compliant

Last Password Reset: 27 October 2020  
Password status: Valid password  
[Edit your account details](#)

This will bring you to your Company Details Page, where the **Runs** Tab will be open by default.

ea Education Authority | Private Sector Transport Operators Portal

Home > Operator > AN Other Tax and Bus Company

View Edit

### AN Other Tax and Bus Company

AN Other  
100 Any Street  
Anytown  
Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

#### Compliance Dashboard

- BOL0001**  
Expires on: 30/09/2021
- TOL00001**  
Expires on: 30/09/2021
- We have Public Liability Insurance**  
Expires on: 30/09/2021
- We have Employer Liability insurance**  
Expires on: 30/09/2021
- We have fleet insurance**  
Expires on: 30/09/2021
- We are GDPR compliant**

#### Current Runs

Show 25 entries Search

Run ID	Driver	Vehicle	Escort	Status	
<a href="#">1243</a>				Draft	<a href="#">Edit</a>
<a href="#">1213</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR 003</a>	<a href="#">Sarah Doe</a>	Approved	<a href="#">Edit</a>
<a href="#">Test Run</a>	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved	<a href="#">Edit</a>

Select the **Edit** button for the Run you want to update, see the next Pages for 'Run Editing'



## Editing a Run (continued)

'Run Editing' Page is where you can add or amend Information.

**ea** Education Authority | Private Sector Transport Operators Portal MENU

**View** **Edit**

**Operator\***  
AN Other Taxi and Bus Company (38310)

**Vehicle(s)**

**Add another item**

**Driver**

**Escort**  
- None -

**Draft**  
Last saved: 18/11/2020 - 11:15  
Author: Georgina Phair  
 Create new revision  
Revisions are required.  
▶ Revision log message

As can be seen in the previous Page this Run (1243) is a **Draft** and has no **Driver**, **Vehicle** or **Escort** (if applicable) assigned to it.

When you 'click' the **Edit** Tab you are brought to the 'Run Editing' Page (above) which also has blank areas for **Vehicle**, **Driver** and **Escort** (if applicable).to be Added or amended

**Vehicle(s)**  
 c  
CAR 003 | Taxi | VW  
Test CAR 1 | Taxi | Vauxhall  
Test CAR 2 | Taxi | Ford

**Vehicle(s)**  
 CAR 003 | Taxi | VW (41263)

**Driver**  
 A  
Aaron Robert Other | AN000000A

**Driver**  
 Aaron Robert Other | AN000000A (41252)

**Escort**  
 Jo Jones | JJ112233D  
Test Escort | hj887898b  
- None -

**Escort**  
 Jo Jones | JJ112233D



## Editing a Run (continued – 1)

**ea** Education Authority | Private Sector Transport Operators Portal

View Edit

Operator\*  
AN Other Taxi and Bus Company (38310)

Vehicle(s)  
CAR 003 | Taxi | VW (41263)

Add another item

Driver  
Aaron Robert Other | AN000000A (41252)

Escort  
Escort  
Jo Jones | JJ112233D

**Draft**  
Last saved: 18/11/2020 - 11:15  
Author: Georgina Phair  
 Create new revision  
Revisions are required.  
Revision log message

As part of the **Editing** process the first to be Added to the **Run** is a Compliant **Vehicle** with main details included, these are;

<u>Registration Number</u>	<u>Vehicle Type(Taxi, Taxibus or Bus)</u>	<u>Make</u>	<u>Portal ID No</u>
----------------------------	---	-------------	---------------------

Vehicle(s)  
CAR 003 | Taxi | VW (41263)

Next a Compliant **Driver** is Added to the **Run** with main details included, these are:

<u>Name</u>	<u>National Insurance Number</u>	<u>Portal ID No</u>
-------------	----------------------------------	---------------------

Driver  
Aaron Robert Other | AN000000A (41252)

Also if required an **Escort** is Added to the **Run** with main details included, these are:

<u>Name</u>	<u>National Insurance Number</u>
-------------	----------------------------------

Escort  
Escort  
Jo Jones | JJ112233D

You can edit a **Run** at any time, however any changes made must be Approved by **EA Transport Compliance**.



## Editing a Run (continued – 2)

Once the **Run's Information** has been Added to or amended you can either;

Select **Change to 'Draft'** and **Save**, which allows you to come back to the **Information** to amend or add further.

The screenshot shows a form with the following elements:

- Current state:** Draft
- Change to:** A dropdown menu with 'Draft' selected. The dropdown is open, showing 'Draft' and 'Submit to EA Transport' as options.
- Save:** A blue button highlighted with a green border.

Or

When you are satisfied that you have entered all the relevant up to date Information, you can then Select **Change to 'Submit to EA Transport'** and **Save**, for Review and Approval.

The screenshot shows a form with the following elements:

- Current state:** Draft
- Change to:** A dropdown menu with 'Submit to EA Transport' selected. The dropdown is open, showing 'Draft' and 'Submit to EA Transport' as options.
- Save:** A blue button highlighted with a green border.



## Editing a Run (continued – 3)

Once **Saved** as ‘**Submit to EA Transport**’ you will be brought back to the Company Details Page where the amended **Run** will be shown

**Private Sector Transport Operators Portal**

☰ MENU

✓ **Status message**

Your content has been submitted to EA Transport for review.

Run 1243 has been updated.

Home > Operator > AN Other Taxi and Bus Company

View

Edit

### AN Other Taxi and Bus Company

[AN Other](#)

100 Any Street  
Anytown  
Any County  
BT01 10TB

028 1111 1111  
0777777777

[ANOther@gmail.com](mailto:ANOther@gmail.com)

### Compliance Dashboard

**BOL0001**  
Expires on: 30/09/2021 ⬇

**TOL00001**  
Expires on: 30/09/2021 ⬇

**We have Public Liability Insurance**  
Expires on: 30/09/2021 ⬇

**We have Employer Liability insurance**  
Expires on: 30/09/2021 ⬇

**We have fleet insurance**  
Expires on: 30/09/2021 ⬇

**We are GDPR compliant**

**Runs**

Drivers

Vehicles

Escorts

### Current Runs

Show 25 entries      Search

Run ID	Driver	Vehicle	Escort	Status
<a href="#">1243</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR_003</a>	<a href="#">Jo Jones</a>	Submit to EA Transport <span style="float: right;">In moderation</span>
<a href="#">1213</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR_003</a>	<a href="#">Sarah Doe</a>	Approved <span style="float: right;">Edit</span>
<a href="#">Test Run</a>	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved <span style="float: right;">Edit</span>
<a href="#">1-2345</a>				Approved <span style="float: right;">Edit</span>
<a href="#">AN-0001</a>				Approved <span style="float: right;">Edit</span>

Start 1 to 5 of 5 entries ◀ Previous Next ▶

**Please Note:** The term ‘**In Moderation**’ means the amendments are to be Reviewed for Approval by **EA Transport Compliance** before the amended **Run** can be undertaken.

User Guide

Page 23 of 80





## Drivers

The **Drivers** Tab when 'clicked' shows a Summary of all your **Drivers** along with key Compliance **Information** about them.

A **Driver** who is Compliant will have tick ✓ in that category (see below)

A **Driver** who is non-Compliant will have a cross ✗ (See above).

You can **Edit** a Driver's details if you need to update their **Information**.

Clicking on a Driver's name will open up a new page showing information currently held (see an example in the follow Pages).

You can also **Add a Driver** to your **Current Drivers** list, see how to do this by pressing and holding the 'ctrl' key and 'clicking' this link - ['Adding a Driver'](#)

You can also **Edit a Driver** in your **Current Drivers** list, see how to do this by pressing and holding the 'ctrl' key and 'clicking' this link - ['Editing a Driver'](#)



# Drivers

## Driver's Information



Home > Other taxi and bus company > Aaron Neville Other

View

Edit

### Aaron Neville Other

#### Driver Details

Forename	Aaron Neville
Surname	Other
Date of Birth	10/10/1996
National Insurance Number	AN000000A
Operator	<a href="#">AN Other Taxi and Bus Company</a>
Has Access NI Certificate	Yes
Access NI Number	200000000001
Access NI Dates	01 Oct 2020 - 01 Dec 2021
Child Protection Training Completed	Yes
Child Protection Training dates	14/10/2020
Driving Licence Number	25996789
Driving Licence Expiry	27/04/2025
Driving Licence Category	D1
Category Expiry Date	25/05/2021
Do you have a Driver Qualification Card?	Yes
CPC Expiry Date	31/12/2023
Taxi Drivers Licence Number	TDL012605
Taxi Licence Expiry Date	25/05/2021



## Drivers

### Driver's Information (continued)

#### Compliance

Driving Licence Compliant	Yes
CPC Compliance	Yes
Taxi Licence Compliant	Yes
Taxi Compliant	Yes
Bus Compliant	Yes
Access NI Compliant	Yes

#### Documentation

Driving Licence - Front	<a href="#">Aaron Neville Other Driving Licence Card Front exp 27-04-2025.pdf</a> (304.17 KB)
Driver License - Back	<a href="#">Aaron Neville Other Driving Licence Card Rear exp 27-04-2025.pdf</a> (235.86 KB)
Taxi Licence Document	<a href="#">Aaron Neville Other Taxi Drivers Licence exp 25-05-2021.pdf</a> (237.8 KB)
CPC Documentation	<a href="#">Catherine Joan Doe CPC Card exp 18-09-2025.pdf</a> (201.67 KB)

#### Current runs

Run ID	Escort required	Operator	Type of Run	Vehicle
<a href="#">Test Run</a>	Yes	<a href="#">AN Other Taxi and Bus Company</a>		Test CAR



## Adding a Driver

You can add a **Driver** at any time to be Approved by **EA Transport Compliance**.

You Add a **Driver** by going to your Company Profile Page, 'click' on the Company name highlighted in **blue** and underlined.

ea Education Authority | Private Sector Transport Operators Portal

Home > User > AN Other

### AN Other Tax and Bus Company

- AN Other
- 100 Any Street Anytown Any County  
BT01 10TB
- 028 1111 1111
- 0777777777
- ANOther@gmail.com

Taxi Operator Licence: TOL00001  
Taxi Operator Licence Expiry Date: 30/09/2021  
Bus Operator Licence: BOL0001  
Bus Operator Licence Expiry Date: 30/09/2021  
Public Liability Insurance Expiry Date: 30/09/2021  
We are GDPR compliant

Last Password Reset: 27 October 2020  
Password status: Valid password  
[Edit your account details](#)

This will bring you to your Company Details Page where you will see the **Drivers Tab**

ea Education Authority | Private Sector Transport Operators Portal

Home > Operator > AN Other Tax and Bus Company

[View](#) [Edit](#)

## AN Other Tax and Bus Company

- AN Other
- 100 Any Street  
Anytown  
Any County  
BT01 10TB
- 028 1111 1111
- 0777777777
- ANOther@gmail.com

### Compliance Dashboard

- BOL0001**  
Expires on: 30/09/2021
- TOL00001**  
Expires on: 30/09/2021
- We have Public Liability Insurance**  
Expires on: 30/09/2021
- We have Employer Liability insurance**  
Expires on: 30/09/2021
- We have fleet insurance**  
Expires on: 30/09/2021
- We are GDPR compliant**

### Current Runs

Show 25 entries

Run ID	Driver	Vehicle	Escort	Status	
<a href="#">1243</a>				Draft	<a href="#">Edit</a>
<a href="#">1213</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR 003</a>	<a href="#">Sarah Doe</a>	Approved	<a href="#">Edit</a>
<a href="#">Test Run</a>	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved	<a href="#">Edit</a>
<a href="#">1-2345</a>				Approved	<a href="#">Edit</a>
<a href="#">AN-0001</a>				Approved	<a href="#">Edit</a>



## [Adding a Driver \(continued - 1\)](#)

Open the **Drivers** Tab and you will see the **Current Drivers** Summary and in the top right corner you will see **Add new driver +** button, 'click' on this to start Adding a new **Driver**.

The screenshot shows a sidebar on the left with navigation options: **Runs**, **Drivers** (highlighted), **Vehicles**, and **Escorts**. The main content area is titled **Current Drivers** and features a search bar and a table of driver records. The table has columns for Name, Licence, Taxi, Bus, Bus CPC, Access NI, Child Protector, and Status. There are two main rows of data, one for 'Aaron' and one for 'Robert', with a 'Test Test' entry below. An 'Add new driver +' button is located in the top right corner of the main content area.

Name	Licence	Taxi	Bus	Bus CPC	Access NI	Child Protector	Status
<a href="#">Aaron</a>	✓	✓	✓	✓	✓	✓	Published
<a href="#">Robert</a>	25996789	TDL012605	D1	31/12/2023	01/10/2020	14/10/2020	<a href="#">Edit</a>
<a href="#">Other</a>	27/04/2025	25/05/2021	25/05/2021	-	01/12/2021	14/08/2019	
<a href="#">Test Test</a>	×				×	×	Remove
	123						

Start 1 to 2 of 2 entries ◀ Previous Next ▶



## [Adding a Driver \(continued - 2\)](#)

The following guideline **Information** will be required when adding a new **Driver**. Before starting this process, you will need to have a copy of each document saved to your device (for example scanned image or photograph).

### Personal Details

- Forename
- Surname
- Date of Birth
- National Insurance Number

### Compliance Details

#### Driving Licence

- Driving Licence Number
- Driving Licence Card – Front
- Driving Licence Card – Back
- Driving Licence Expiry (date)

#### Driving Licence Category

- N/A
- D
- D1
- Category Expiry Date

#### Taxi Drivers Licence

- Taxi Drivers Licence Number
- Taxi Drivers Licence Document
- Taxi Drivers Licence Expiry Date

#### Certificate of Professional Competence (CPC) (Bus Drivers Only)

- CPC Documentation – Front of CPC Card
- CPC Expiry Date

#### Access NI

- Access NI Number

#### Access NI Dates

- Award Date
- Expiry Date

The following example Pages show how the **Information** looks when entered.



## Adding a Driver (continued - 3)



### Private Sector Operator Name

Operator \*

AN Other Taxi and Bus Company (38310)



The driver is being added as part of this company

Last saved: Not saved yet

Author: AN Other

Revision log message

### Personal Details

Forename \*

Andrew Neil

Surname \*

Other

Date of Birth \*

01/10/1988



National Insurance Number

AN198810A

### Compliance Details

#### Driving Licence

Driving Licence Number

259969990

Driving Licence - Front

Choose File No file chosen

One file only.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

Driver License - Back

Choose File No file chosen

One file only.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

Driving Licence Expiry

27/04/2024



'Click' on **Choose File** to select the Front and Back of the Driving Licence Card from your Saved Documents.



## Adding a Driver (continued - 4)

### Driving Licence

Driving Licence Number

259969990

#### Driving Licence - Front

 [Andrew Neil Other Driving Licence Card Front exp 27-04-2024.pdf](#) (203.71 KB) Remove

#### Driver Licence - Back

 [Andrew Neil Other Driving Licence Card Rear exp 27-04-2024.pdf](#) (236.1 KB) Remove

Driving Licence Expiry

27/04/2024 

### Driving Licence Category

N/A

D

D1

Please indicate the categories on your driving licence which have been completed by test (ignore 'not for hire or reward' categories)

Category Expiry Date

27/04/2024 

### Taxi Drivers Licence

Taxi Drivers Licence Number

TDL012900

#### Taxi Licence Document

Choose File No file chosen

Copy of Taxi Drivers Licence  
One file only.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

#### Taxi Licence Document

 [Andrew Neil Other Taxi Drivers Licence exp 25-06-2021.pdf](#) (238.72 KB) Remove

Copy of Taxi Drivers Licence

Taxi Licence Expiry Date

25/06/2021 

Once the files have been downloaded onto the Portal they will be shown in a similar format as these examples

'Click' on Choose File to select the Taxi Drivers Licence from your Saved Documents

Once the file has been downloaded onto the Portal it will be shown in a similar format as this example





## Adding a Driver (continued - 5)

### Certificate of Professional Competence

Do you have a Driver Qualification Card?  
(issued to bus drivers only following 5 days of training)

#### ▼ CPC Documentation

No file chosen

Copy of front of CPC Card  
One file only.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.


### BUS DRIVERS ONLY

'Click' on **Choose File** to select the Drivers CPC Card from your Saved Documents

### Certificate of Professional Competence

Do you have a Driver Qualification Card?  
(issued to bus drivers only following 5 days of training)

#### ▼ CPC Documentation

 [Andrew Neill Doe CPC Card exp 08-05-2025.pdf](#) (201.19 KB)

Copy of front of CPC Card

Once the file has been downloaded onto the Portal it will be shown in a similar format as this example

#### CPC Expiry Date

08/05/2025

### Access NI

Has Access NI Certificate

#### Access NI Number

2000111988

### Access NI Dates

#### Award date

18/11/2020

#### Expiry date

18/01/2022

The expiry date is usually 14 months after the issue date.

### Child Protection Training

Child Protection Training Completed

#### Child Protection Training dates

16/11/2020

dd/mm/yyyy



## Adding a Driver (continued - 6)

Once the **Driver's Information** has been entered you can either;  
**Save as a 'Draft'**, which allows you to come back to **Information** to amend or add further details.

Current state: Draft

Change to:  ▾

- Draft
- Submit to EA Transport

Save

Or

When you are satisfied that you have entered all the relevant up to date **Information**, you can then Select **Change to 'Submit to EA Transport'** and **Save**, for Review and Approval.

Current state: Draft

Change to:  ▾

- Submit to EA Transport
- Draft
- Submit to EA Transport

Save



## Adding a Driver (continued - 7)

Once **Saved** as 'Submit to EA Transport' a **Driver Summary Sheet** is displayed as below;

✓ **Status message**  
Your content has been submitted to EA Transport for review.  
Driver [Aaron Neville Other](#) has been created.

Home > Other taxi and bus company > Aaron Neville Other

### Aaron Neville Other

Driver Details	
Forename	Aaron Neville
Surname	Other
Date of Birth	10/10/1996
National Insurance Number	AN000000A
Operator	<a href="#">AN Other Taxi and Bus Company</a>
Has Access NI Certificate	Yes
Access NI Number	200000000001
Access NI Dates	01 Oct 2020 - 01 Dec 2021
Child Protection Training Completed	Yes
Child Protection Training dates	14/10/2020
Driving Licence Number	25996789
Driving Licence Expiry	27/04/2025
Driving Licence Category	D1
Category Expiry Date	25/05/2021
Do you have a Driver Qualification Card?	Yes
CPC Expiry Date	31/12/2023
Taxi Drivers Licence Number	TDL012605
Taxi Licence Expiry Date	25/05/2021

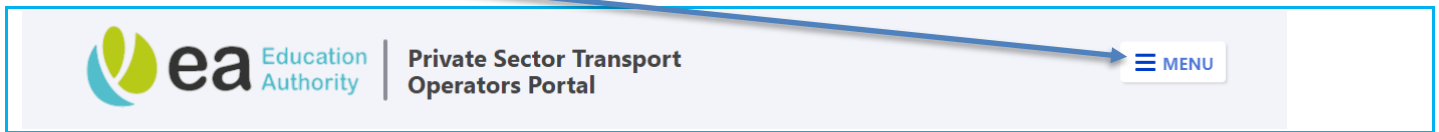
Compliance	
Driving Licence Compliant	Yes
CPC Compliance	Yes
Taxi Licence Compliant	Yes
Taxi Compliant	Yes
Bus Compliant	Yes
Access NI Compliant	Yes

Documentation	
Driving Licence - Front	<a href="#">Aaron Neville Other Driving Licence Card Front exp 27-04-2025.pdf</a> (304.17 KB)
Driver Licence - Back	<a href="#">Aaron Neville Other Driving Licence Card Rear exp 27-04-2025.pdf</a> (235.86 KB)
Taxi Licence Document	<a href="#">Aaron Neville Other Taxi Drivers Licence exp 25-05-2021.pdf</a> (237.8 KB)
CPC Documentation	<a href="#">Catherine Joan Doe CPC Card exp 18-09-2025.pdf</a> (201.67 KB)

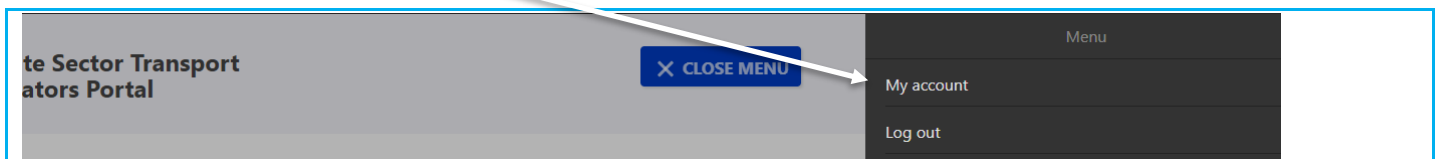


## [Adding a Driver \(continued - 8\)](#)

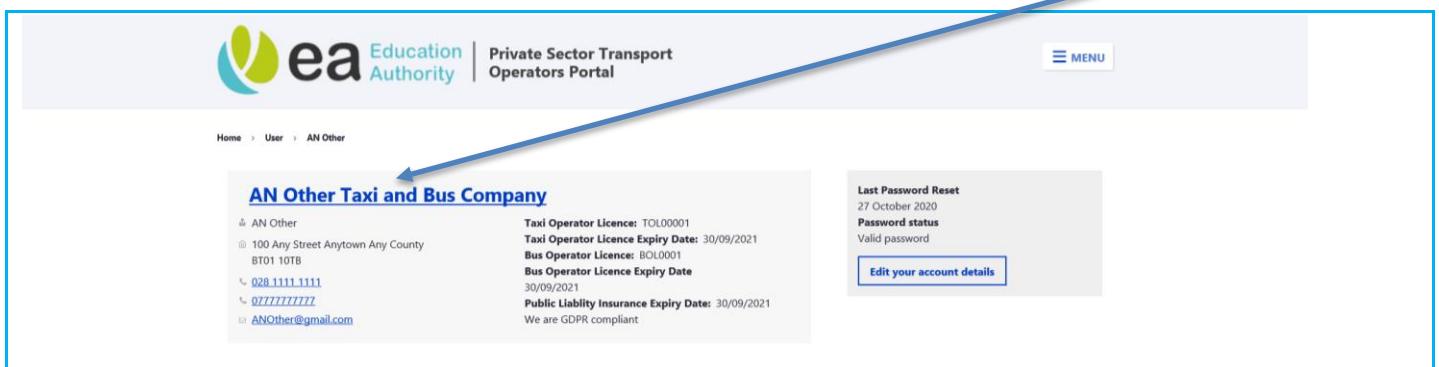
Once you have finished viewing the content you can return to your [Company Profile Page](#) by 'Clicking' on the **MENU** Tab in the Page Header to open the Operator Menu.



Then 'click' on the **My account** Tab which will return you to your [Company Profile Page](#)



Once you are back in your [Company Profile Page](#) 'click' on the Company name highlighted in **blue** and underlined.





## Adding a Driver (continued - 9)

This will bring you to your Company Details Page where you will see the **Drivers Tab**

**ea Education Authority** | Private Sector Transport Operators Portal

Home > Operator > AN Other Taxi and Bus Company

**AN Other Taxi and Bus Company**

100 Any Street  
Anytown  
Any County  
BT01 10TB

028 1111 1111  
07777777777  
ANOther@gmail.com

**Compliance Dashboard**

- BOL0001**  
Expires on: 30/09/2021
- TOL00001**  
Expires on: 30/09/2021
- We have Public Liability Insurance**  
Expires on: 30/09/2021
- We have Employer Liability insurance**
- We have fleet insurance**  
Expires on: 30/09/2021

**Current Runs**

There are currently no runs registered on the system against this company.

[View PDF](#)

'Click' on the **Drivers Tab** and once again you can see the **Current Drivers Summary** where you can view the newly added **Driver** their **Information** and **Compliances** (or non) also their **Status** on the **Portal**

**Current Drivers** [Add new driver +](#)

Show 25 entries Search

Name	Licence	Taxi	Bus	Bus CPC	Access NI	Child Protector	Status
<a href="#">Andrew</a>	✓	✓	✓	✓	✓	✓	Submit to EA Transport
<a href="#">Neil Other</a>	259969990 27/04/2024	TDL012900 25/06/2021	D1 27/04/2024	08/05/2025	18/11/2020	16/11/2020	Transport
<a href="#">Aaron</a>	✓	✓	✓	✓	✓	✓	Submit to EA Transport
<a href="#">Robert</a>	25996789 27/04/2025	TDL012605 25/05/2021	D1 25/05/2021	31/12/2023	01/10/2020	14/10/2020	Transport
<a href="#">Other</a>					01/12/2021	14/08/2019	
<a href="#">Robert</a>	✓	✓	✓	✓	✓	✓	Published <a href="#">Edit</a>
<a href="#">Peter Soap</a>	10014562 20/04/2025		D 20/04/2025	17/09/2024	02/11/2020	04/11/2020	
<a href="#">Test Test</a>	✗	✗	✗	✗	✗	✗	Remove
	123						

Start 1 to 4 of 4 entries [Previous](#) [Next](#)

**Please Note:** A **Driver** will not be fully Compliant until **all** Documents have downloaded and Expiry Dates have been entered.



## Editing a Driver

To 'Edit' an existing **Driver** go to your Company Profile Page, 'click' on the Company name highlighted in **blue** and underlined.

ea Education Authority | Private Sector Transport Operators Portal

Home > User > AN Other

### AN Other Tax and Bus Company

AN Other  
100 Any Street Anytown Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

Taxi Operator Licence: TOL00001  
Taxi Operator Licence Expiry Date: 30/09/2021  
Bus Operator Licence: BOL0001  
Bus Operator Licence Expiry Date: 30/09/2021  
Public Liability Insurance Expiry Date: 30/09/2021  
We are GDPR compliant

Last Password Reset: 27 October 2020  
Password status: Valid password  
[Edit your account details](#)

This will bring you to your Company Details Page where you will see the **Drivers** Tab.

ea Education Authority | Private Sector Transport Operators Portal

Home > Operator > AN Other Tax and Bus Company

[View](#) [Edit](#)

## AN Other Tax and Bus Company

AN Other  
100 Any Street  
Anytown  
Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

### Compliance Dashboard

**BOL0001**  
Expires on: 30/09/2021

**TOL00001**  
Expires on: 30/09/2021

**We have Public Liability Insurance**  
Expires on: 30/09/2021

**We have Employer Liability insurance**

**We have fleet insurance**  
Expires on: 30/09/2021

**Runs**  
**Drivers**  
Vehicles  
Escorts

### Current Runs

There are currently no runs registered on the system against this company.

[View PDF](#)



## Editing a Driver (continued – 1)

Open the **Drivers** Tab and you will see the **Current Drivers** Summary

The screenshot shows the 'Current Drivers' summary page. On the left, there is a navigation menu with 'Drivers' selected. The main content area has a title 'Current Drivers' and an 'Add new driver +' button. Below the title, there is a search bar and a 'Show 25 entries' dropdown. The table below lists drivers with their details and status. A blue arrow points to the 'Edit' button for the driver Robert Peter Soap.

Name	Licence	Taxi	Bus	Bus CPC	Access NI	Child Protector	Status
<a href="#">Andrew</a>	✓	✓	✓	✓	✓	✓	Submit to EA
<a href="#">Neil Other</a>	259969990 27/04/2024	TDL012900 25/06/2021	D1 27/04/2024	08/05/2025	18/11/2020 - 18/01/2022	16/11/2020	Transport
<a href="#">Aaron</a>	✓	✓	✓	✓	✓	✓	Submit to EA
<a href="#">Robert</a>	25996789 27/04/2025	TDL012605 25/05/2021	D1 25/05/2021	31/12/2023	01/10/2020 - 01/12/2021	14/10/2020	Transport
<a href="#">Other</a>						14/08/2019	
<a href="#">Robert</a>	✓		✓	✓	✓	✓	Published
<a href="#">Peter Soap</a>	10014562 20/04/2025		D 20/04/2025	17/09/2024	02/11/2020 - 02/01/2022	04/11/2020	<a href="#">Edit</a>
<a href="#">Test Test</a>	✗ 123				✗	✗	Remove


Select the **Edit** button for the **Driver's Information** you want to amend or update, see the next Pages for **'Driver Editing'**

**Please Note:** If you have **Saved** a **Driver's Information** as **'Submit to EA Transport'** the **Edit** button will **not** be available for that **Driver** until they have been Reviewed and Approved as **'Published'**.



## Editing a Driver (continued – 2)

'Driver Editing' Page where you can add or amend Information.

**Private Sector Transport Operators Portal**MENU

View Edit

**Private Sector Operator Name**  
**Operator \***  
  
The driver is being added as part of this company

**Published**  
**Last saved:** 19/11/2020 - 13:24  
**Author:** AN Other  
 Create new revision  
Revisions are required.  
▶ Revision log message

**Personal Details**  
**Forename \***  
  
**Surname \***  
  
**Date of Birth \***  
  
**National Insurance Number**

**Compliance Details**  
**Driving Licence**  
**Driving Licence Number**  
  
**Driving Licence - Front**  
Robert Peter Soap Driving Licence Card Front exp 27-04-2025.pdf (303.98 KB) Remove  
**Driver License - Back**  
Robert Peter Soap Driving Licence Card Rear exp 27-04-2025.pdf (303.98 KB) Remove  
**Driving Licence Expiry**





## Editing a Driver (continued – 3)

'Driver Editing' Page where you can add or amend Information.

### Driving Licence Category

N/A

D

D1

Please indicate the categories on your driving licence which have been completed by test (ignore 'not for hire or reward' categories)

**Category Expiry Date**

20/04/2025

### Taxi Drivers Licence

**Taxi Drivers Licence Number**

▼ **Taxi Licence Document**

No file chosen

Copy of Taxi Drivers Licence  
One file only.  
64 MB limit.  
Allowed types: doc docx ppt pptx ppsx pdf key pages jpg jpeg png gif.

### Certificate of Professional Competence

Do you have a Driver Qualification Card?  
(issued to bus drivers only following 5 days of training)

▼ **CPC Documentation**

[Robert.Peter.Soap.CPC.Card.exp.17-09-2024.pdf](#) (201.32 KB)

Copy of front of CPC Card

**CPC Expiry Date**

17/09/2024



## Editing a Driver (continued – 4)

'Driver Editing' Page where you can add or amend **Information**.

### Access NI


Has Access NI Certificate

**Access NI Number**


  

### Access NI Dates

**Award date**

**Expiry date**



   

The expiry date is usually 14 months after the issue date.

### Child Protection Training

Child Protection Training Completed

**Child Protection Training dates**

[Add more training](#)

You can '**Edit**' a **Driver's Information** at any time, however any changes made must be Approved by EA Transport Compliance.



## Editing a Driver (continued – 5)

Once a **Driver's Information** has been added to or amended you can either; Select Change to '**Draft**' and **Save**, which allows you to come back to **Information** to amend or add further details later.

The screenshot shows a user interface with the text "Current state: Published" at the top. Below it is a "Change to:" dropdown menu. The dropdown is open, showing four options: "Draft", "Submit to EA Transport", and "Remove". The "Draft" option is highlighted in blue. To the left of the dropdown is a blue "Save" button.

Or

When you are satisfied that you have entered all the relevant up to date **Information**, you can then Select Change to '**Submit to EA Transport**' and **Save**, for Review and Approval.

The screenshot shows a user interface with the text "Current state: Published" at the top. Below it is a "Change to:" dropdown menu. The dropdown is open, showing four options: "Submit to EA Transport", "Draft", "Submit to EA Transport", and "Remove". The "Submit to EA Transport" option is highlighted in blue. To the left of the dropdown is a blue "Save" button.

Or


If you wish to remove a **Driver's Information** you no longer wish to access then; Select **Change to 'Remove'** and **Save**, for Review and Approval.

The screenshot shows a user interface with the text "Current state: Published" at the top. Below it is a "Change to:" dropdown menu. The dropdown is open, showing four options: "Remove", "Draft", "Submit to EA Transport", and "Remove". The "Remove" option is highlighted in blue. To the left of the dropdown is a blue "Save" button.



## Editing a Driver (continued – 6)

Once **Saved** as ‘**Submit to EA Transport**’ you will be brought back to the **Company Details Page** where when you ‘**click**’ the **Drivers** Tab the amended **Driver** will be shown in the **Current Drivers** Summary.



Private Sector Transport Operators Portal

☰ MENU

✓ **Status message**

Your content has been submitted to EA Transport for review.

Driver [Robert Peter Soap](#) has been updated.

Home > Operator > AN Other Taxi and Bus Company

View

Edit

### AN Other Taxi and Bus Company

📍 [AN Other](#)

📍 100 Any Street  
Anytown  
Any County  
BT01 10TB

☎ [028 1111 1111](#)

☎ [0777777777](#)

✉ [ANOther@gmail.com](mailto:ANOther@gmail.com)

#### Compliance Dashboard

**BOL0001**  
Expires on: **30/09/2021**

**TOL00001**  
Expires on: **30/09/2021**

**We have Public Liability Insurance**  
Expires on: **30/09/2021**

**We have Employer Liability insurance**  
Expires on: **30/09/2021**

**We have fleet insurance**  
Expires on: **30/09/2021**

**We are GDPR compliant**

#### Current Drivers

Show  entries

Name	Licence	Taxi	Bus	Bus CPC	Access NI	Child Protector	Status
<a href="#">Andrew</a>	✓	✓	✓	✓	✓	✓	Submit to EA
<a href="#">Neil Other</a>	259969990 27/04/2024	TDL012900 25/06/2021	D1 27/04/2024	08/05/2025	18/11/2020	16/11/2020	EA Transport
<a href="#">Aaron</a>	✓	✓	✓	✓	✓	✓	Submit to EA
<a href="#">Robert</a>	25996789 27/04/2025	TDL012605 25/05/2021	D1 25/05/2021	31/12/2023	01/10/2020	14/10/2020	EA Transport
<a href="#">Other</a>	-	-	-	-	01/12/2021	14/08/2019	Transport
<a href="#">Robert</a>	✓	✓	✓	✓	✓	✓	Published
<a href="#">Peter Soap</a>	10014562 20/04/2025	-	D 20/04/2025	17/09/2024	02/11/2020	04/11/2020	EA Transport
<a href="#">Test Test</a>	✗ 123	-	-	-	✗	✗	Remove

**Please Note:** The **Edit** button will not be visible on this Summary while information is pending approval.

User Guide

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## Vehicles

The **Vehicles** Tab when **'clicked'** shows a Summary of all your **Vehicles** along with key Compliance Information about them.

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 003</a>	4	Yes	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Published <a href="#">Edit</a>
<a href="#">DFZ 1234</a>	25	No	✓ 19/08/2021	✓ 20/12/2020	✗ 30/09/2021	Published <a href="#">Edit</a>
<a href="#">Test CAR 1</a>	7	No	✗	✗	✓ 30/09/2021	Published <a href="#">Edit</a>

A **Vehicle** that is Compliant will have tick ✓ in that category (see above).

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 003</a>	4	Yes	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Published <a href="#">Edit</a>
<a href="#">DFZ 1234</a>	25	No	✓ 19/08/2021	✓ 20/12/2020	✗ 30/09/2021	Published <a href="#">Edit</a>
<a href="#">Test CAR 1</a>	7	No	✗	✗	✓ 30/09/2021	Published <a href="#">Edit</a>

A **Vehicle** that is non-Compliant will have cross ✗.

**Please Note:** A **Vehicle** will not be fully Compliant until **all** Documents have been Downloaded and Expiry Dates have been entered.

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 003</a>		Yes	✗ 05/05/2021	✗ 30/09/2021	✗ 30/09/2021	Submit to EA Transport
<a href="#">Test CAR</a>		No		✗	✓ 30/09/2021	Approved <a href="#">Edit</a>

**'Clicking'** on a Vehicle's [Registration](#) will open up a new page showing all of that **Vehicle's** Information the EA hold as well as **Current Runs** it is assigned to (see follow Pages).

You can also **Add a Vehicle** to your **Current Vehicles** list, see how to by pressing and holding the **'ctrl'** key and **'clicking'** this link - ['Adding a Vehicle'](#)

You can also **Edit a Vehicle** in your **Current Vehicles** list, see how to by pressing and holding the **'ctrl'** key and **'clicking'** this link - ['Editing a Vehicle'](#)



# Vehicles

## Vehicle's Information



Home > Other taxi and bus company > CAR 003

View

Edit

Revisions

### Vehicle Details

Registration CAR 003

Operator [AN Other Taxi and Bus Company](#)

Type of Vehicle Taxi

Make VW

Registration Year 2012

Number of Seats 4

Wheelchairs Yes

### Legal & Insurance

PSV Yes

PSV Number 0000003

PSV Expiry Date 05/05/2021

Listed on Bus Operator Licence No

Covered by Fleet Insurance No

Individual Vehicle Insurance Yes

Insurance Expiry Date 30/09/2021

### Documentation

Vehicle Insurance Documentation [CAR003 Ins exp 30.09.2021.pdf](#) (88.67 KB)

PSV Documentation [CAR003 psv exp 05.05.21.pdf](#) (108.11 KB)



# Vehicles

## Vehicle's Information

### Compliance

PSV Compliant On

Insurance Compliant On

Vehicle Compliant On

### Current runs

Run ID	Escort required	Operator	Type of Run	Driver
<a href="#">1213</a>	Yes	<a href="#">AN Other Taxi and Bus Company</a>	Bus	Aaron Robert Other



## Adding a Vehicle

You can **Add a Vehicle** at any time for Approval by EA Transport Compliance.

You **Add a Vehicle** by going to your Company Profile Page, 'click' on the Company name highlighted in **blue** and underlined.

ea Education Authority | Private Sector Transport Operators Portal

Home > User > AN Other

**AN Other Tax and Bus Company**

AN Other  
100 Any Street Anytown Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

Taxi Operator Licence: TOL00001  
Taxi Operator Licence Expiry Date: 30/09/2021  
Bus Operator Licence: BOL0001  
Bus Operator Licence Expiry Date: 30/09/2021  
Public Liability Insurance Expiry Date: 30/09/2021  
We are GDPR compliant

Last Password Reset: 27 October 2020  
Password status: Valid password  
Edit your account details

This will bring you to your Company Details Page where you will see the **Vehicles** Tab

ea Education Authority | Private Sector Transport Operators Portal

Home > Operator > AN Other Tax and Bus Company

View Edit

### AN Other Tax and Bus Company

AN Other  
100 Any Street  
Anytown  
Any County  
BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

#### Compliance Dashboard

**BOL0001**  
Expires on: 30/09/2021

**TOL00001**  
Expires on: 30/09/2021

**We have Public Liability Insurance**  
Expires on: 30/09/2021

**We have Employer Liability insurance**  
Expires on: 30/09/2021

**We have fleet insurance**  
Expires on: 30/09/2021

**We are GDPR compliant**

**Runs**

Drivers

**Vehicles**

Escorts

#### Current Runs

Show 25 entries Search

Run ID	Driver	Vehicle	Escort	Status
<a href="#">1243</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR 003</a>	<a href="#">Jo Jones</a>	Submit to EA Transport In moderation
<a href="#">1213</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR 003</a>	<a href="#">Sarah Doe</a>	Approved <a href="#">Edit</a>
<a href="#">Test Run</a>	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved <a href="#">Edit</a>
<a href="#">1-2345</a>				Approved <a href="#">Edit</a>





## Adding a Vehicle (continued – 1)

Open the **Vehicles** Tab and you will see the **Current Vehicles** Summary and in the top right corner you will see **Add new vehicle +** button, click on this to start adding a new **Vehicle**.

The screenshot shows a sidebar on the left with tabs: **Runs**, **Drivers**, **Vehicles** (selected), and **Escorts**. The main content area is titled **Current Vehicles** and features a table of vehicle records. At the top right of the main area is a blue button labeled **Add new vehicle +**. The table includes columns for registration number, seats, wheelchair access, PSV status, individual and fleet insurance, and status. Each row has an **Edit** button. At the bottom of the table, it says 'Start 1 to 6 of 6 entries' and has navigation arrows for 'Previous' and 'Next'.

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status	
<a href="#">CAR_003</a>	4	Yes	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">CAR_004</a>		No		✗	✓ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">Car_007</a>	4	No	✓ 01/01/2021	✓ 31/12/2020	✗ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">DFZ_1234</a>	25	No	✓ 19/08/2021	✓ 20/12/2020	✗ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">Test_CAR_1</a>	7	No	✗	✗	✓ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">Test_CAR_2</a>	4	No	✓ 29/01/2021	✓ 01/02/2021	✓ 30/09/2021	Published	<a href="#">Edit</a>



## Adding a Vehicle (continued - 2)

The following guideline Information will be required when adding a new Vehicle. Before starting this process, you will need to have a copy of each document saved to your device (for example scanned image or photograph).

### Vehicle Details

- Operator – This will be added automatically.
- Registration
- Type of Vehicle – Bus, Bus (Spare), Taxi, Taxibus
- Make
- Registration Year
- Number Seats
- Wheelchairs  
If Ticked;  
Details of wheelchair capacity (i.e. size, ramp etc)
- PSV  
If Ticked;  
PSV Number  
PSV Expiry Date  
PSV Documentation either PSV Certificate, Taxi Licence or Taxi Plate -

### Insurance Details

- Listed on Operator Licence
- Covered by Fleet Insurance  
If Ticked;  
Enter details of the Fleet Insurance via your Company Profile screen
- Individual Fleet Insurance  
If Ticked;  
Vehicle Insurance Documentation
- Insurance Expiry Date

The following pages shows how the Information looks when entered.



## Adding a Vehicle (continued - 3)

ea Education Authority | Private Sector Transport Operators Portal

MENU

▼ Vehicle Details

Operator\*  
AN Other Taxi and Bus Company (38310)

Registration\*  
CAR 001

Type of Vehicle  
Taxi

Make  
Toyota

Registration Year  
2016

Number of Seats  
4

Wheelchairs  
 PSV

Last saved: Not saved yet  
Author: AN Other  
▶ Revision log message

Type of Vehicle  
Taxi  
- None -  
Bus  
Bus (Spare)  
Taxi  
Taxibus

If the **Vehicle** is suitable for a Wheelchair(s) then when the Wheelchairs Box is 'Ticked' then the Details of wheelchair capacity box will open.

Number of Seats  
4

Wheelchairs

Details of wheelchair capacity  
Capacity for 1 Wheelchair

PSV

You can now enter the **Vehicle's** Wheelchair capacity.



## Adding a Vehicle (continued - 4)

PSV

**PSV Number**

0000003

**PSV Expiry Date**

05/05/2021

**PSV Documentation**

[Choose File](#) No file chosen


Copy of PSV Certificate / Copy of taxi licence or taxi plate  
One file only.  
64 MB limit.  
Allowed types: rtf doc docx ppt pptx ppsx pdf odf odg odp ods odt fodt fods fodp fodg key pages jpg png gif.

**'Click'** on **Choose File** to select either PSV Certificate, Taxi Licence or the Taxi Plate from your Saved Documents

**PSV Expiry Date**

05/05/2021

**PSV Documentation**

 [CAR 001\\_psv\\_exp\\_05.05.21.pdf](#) (106.71 KB) [Remove](#)

Copy of PSV Certificate / Copy of taxi licence or taxi plate

Once the file has been downloaded onto the Portal it will be shown in a similar format as this example



## Adding a Vehicle (continued - 5)

**Insurance**

Listed on Bus Operator Licence

Covered by Fleet Insurance  
(enter details of the Fleet Insurance on your company page)

Individual Vehicle Insurance

**Vehicle Insurance Documentation**

No file chosen

Copy of Policy including vehicle registration number and expiry date  
One file only.  
64 MB limit.  
Allowed types: txt rtf doc docx ppt pptx ppsx xls xlsx xlsx pdf odf odg odp ods odt fodr fods fodp fodg key numbers pages jpg png gif.

**Insurance Expiry Date**

dd/mm/yyyy

**FOR BUSES ONLY**

**'Tick'** this Box only if the Vehicle is listed on your Bus Operator Licence


**'Tick'** one Box only  
**Never Both**

**Individual Insurance**

**'Click'** on  to select the **Vehicle Insurance Certificate**

Individual Vehicle Insurance

**Vehicle Insurance Documentation**

 [CAR 001 Ins exp 30.09.2021.pdf](#) (88.65 KB)

Copy of Policy including vehicle registration number and expiry date

**Insurance Expiry Date**

30/09/2021

Once the file has been downloaded onto the Portal it will be shown in a similar format as this example



## Adding a Vehicle (continued - 6)

Once the **Vehicle's Information** has been entered you can either;  
**Save as a 'Draft'**, which allows you to come back to **Information** to amend or add further details

A screenshot of a web interface showing a 'Change to:' dropdown menu. The dropdown is open, displaying three options: 'Draft' (highlighted in blue), 'Draft', and 'Submit to EA Transport'. A blue 'Save' button is visible below the dropdown.

Or

When you are satisfied that you have entered all the relevant up to date **Information**, you can then Select **Change to 'Submit to EA Transport'** and **Save**, for Review and Approval.

A screenshot of a web interface showing a 'Change to:' dropdown menu. The dropdown is open, displaying three options: 'Submit to EA Transport' (highlighted in blue), 'Draft', and 'Submit to EA Transport'. A blue 'Save' button is visible below the dropdown.



## Adding a Vehicle (continued - 7)

Once **Saved** as 'Submit to EA Transport' a **Vehicle Summary Sheet** is displayed as below;

✓ **Status message**

Your content has been submitted to EA Transport for review.

Vehicle [CAR 001](#) has been created.

Home > Other taxi and bus company > CAR 001

Vehicle Details	
Registration	CAR 001
Operator	<a href="#">AN Other Taxi and Bus Company</a>
Type of Vehicle	Taxi
Make	Toyota
Registration Year	2016
Number of Seats	4
Wheelchairs	No

Legal & Insurance	
PSV	Yes
PSV Number	0000003
PSV Expiry Date	05/05/2021
Listed on Bus Operator Licence	No
Covered by Fleet Insurance	No
Individual Vehicle Insurance	Yes
Insurance Expiry Date	30/09/2021

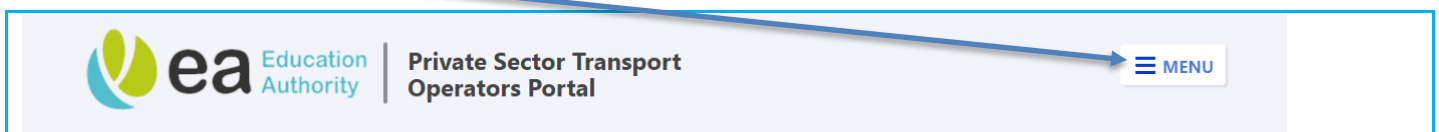
Documentation	
Vehicle Insurance Documentation	<a href="#">CAR 001 Ins exp 30.09.2021.pdf</a> (88.65 KB)
PSV Documentation	<a href="#">CAR 001 psv exp 05.05.21.pdf</a> (106.71 KB)



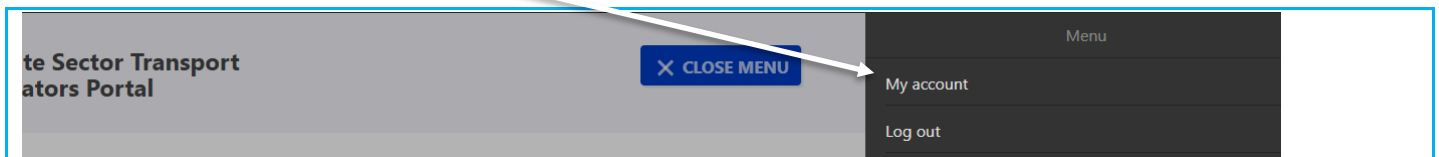
## Adding a Vehicle (continued - 8)

Compliance	
PSV Compliant	On
Insurance Compliant	On
Vehicle Compliant	On

Once you have finished viewing the content you can return to your Company Profile Page by 'Clicking' on the **MENU** Tab in the Page Header to open the Operator Menu.



Then 'Click' on the **My account** Tab which will return you to your Company Profile Page



Once you are back in your Company Profile Page, 'click' on the Company name highlighted in **blue** and underlined.





# Adding a Vehicle (continued - 9)

This will bring you to your [Company Details Page](#) where you will see the **Vehicles** Tab

**Private Sector Transport Operators Portal**

≡ MENU

Home > Operator > AN Other Taxi and Bus Company

View
Edit

## AN Other Taxi and Bus Company

[AN Other](#)

100 Any Street  
Anytown  
Any County  
BT01 10TB

☎ [028 1111 1111](tel:02811111111)

☎ [07777777777](tel:07777777777)

✉ [ANOther@gmail.com](mailto:ANOther@gmail.com)

### Compliance Dashboard

**BOL0001**  
Expires on: **30/09/2021** ↓

**TOL00001**  
Expires on: **30/09/2021** ↓

**We have Public Liability Insurance**  
Expires on: **30/09/2021** ↓

**We have Employer Liability insurance**  
Expires on: **30/09/2021** ↓

**We have fleet insurance**  
Expires on: **30/09/2021** ↓

**We are GDPR compliant**

Runs

Drivers

Vehicles

Escorts

### Current Runs

Show 25 entries
Search

Run ID	Driver	Vehicle	Escort	Status
<a href="#">1243</a>	<a href="#">Aaron Robert</a> <a href="#">Other</a>	<a href="#">CAR 003</a>	<a href="#">Jo Jones</a>	Submit to EA Transport In moderation
<a href="#">1213</a>	<a href="#">Aaron Robert</a> <a href="#">Other</a>	<a href="#">CAR 003</a>	<a href="#">Sarah Doe</a>	Approved <span style="float: right;"><a href="#">Edit</a></span>
<a href="#">Test Run</a>	<a href="#">Aaron Robert</a> <a href="#">Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved <span style="float: right;"><a href="#">Edit</a></span>
<a href="#">1-2345</a>				Approved <span style="float: right;"><a href="#">Edit</a></span>
<a href="#">AN-0001</a>				Approved <span style="float: right;"><a href="#">Edit</a></span>

User Guide

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## Adding a Vehicle (continued - 10)

'Click' on the **Vehicles** Tab and you can view your recently added **Vehicles, Compliance Information** and its **Status** on the **Portal**.

**Current Vehicles** Add new vehicle +

Show 25 entries Search

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 001</a>	4	No	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Submit to EA Transport
<a href="#">CAR 003</a>	4	Yes	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Published <span>Edit</span>
<a href="#">CAR 004</a>		No		✗	✓ 30/09/2021	Published <span>Edit</span>
<a href="#">Car 007</a>	4	No	✓ 01/01/2021	✓ 31/12/2020	✗ 30/09/2021	Published <span>Edit</span>
<a href="#">DFZ 1234</a>	25	No	✓ 19/08/2021	✓ 20/12/2020	✗ 30/09/2021	Published <span>Edit</span>
<a href="#">Test CAR 1</a>	7	No	✗	✗	✓ 30/09/2021	Published <span>Edit</span>

**Please Note:** A **Vehicle** will not be fully Compliant until **all** Documents have been Downloaded and Expiry Dates have been entered.



## Adding a Vehicle (continued - 11)

### Important

Please read the information on the following 2 pages carefully.

#### **All Vehicles with Individual Insurance**

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 001</a>				✓ 30/09/2021	✗	Submit to EA Transport

If you are an Operator whose **Drivers** have Individual Insurance then the Insurances areas of your **Current Vehicles** Summary should look like this (see above), there will be a **cross ✗** in the Fleet Insurance area and a **tick ✓** and an Expiry Date in the Individual Insurance area.

This **does not** mean that this **Vehicle** is non-Compliant in the Fleet Insurance area it only indicates to yourself and **EA Transport Compliance** that you **do not** have Fleet Insurance for your **Vehicles**.

#### **All Vehicles on a Fleet Insurance Policy**

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 004</a>				✗	✓ 30/09/2021	Published <a href="#">Edit</a>

If you are an Operator who has Fleet Insurance then the Insurances areas of your **Current Vehicles** Summary should look like this (see above), there will be a **cross ✗** in the Individual Insurance area and a **tick ✓** and an Expiry Date in the Fleet Insurance area.

This **does not** mean that this **Vehicle** is non-Compliant in the Individual Insurance area it only indicates to yourself and **EA Transport Compliance** that your **Drivers do not** have Individual Insurance.



## Adding a Vehicle (continued - 12)

### Important

Please read the information on this page carefully.

#### **Operator having both Fleet and Individual Insurance**

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status	
<a href="#">CAR 004</a>				×	✓ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">Car 007</a>				✓ 31/12/2020	×	Published	<a href="#">Edit</a>

If you are an Operator who has both Fleet Insurance and some **Drivers** with Individual Insurance then the Insurances areas of your **Current Vehicles** Summary should look like this (see above).

**Car 004** - There will be a **cross X** in the Individual Insurance area and a **tick ✓** and an Expiry Date in the Fleet Insurance area.

This **does not** mean that this **Vehicle** is non-Complaint in the Individual Insurance area it only indicates to yourself and **EA Transport Compliance** that this **Vehicle** is covered by Fleet Insurance.

**Car 007** - There will be a **cross X** and Expiry Date in the Fleet Insurance area and a **tick ✓** and an Expiry Date in the Individual Insurance area.

This **does not** mean that this **Vehicle** is non-Complaint in the Fleet Insurance area it only indicates to yourself and **EA Transport Compliance** that this **Vehicle** is covered by Individual Insurance.



## Editing a Vehicle

To 'Edit' an existing **Vehicle** by go to your Company Profile Page, 'click' on the Company name highlighted in **blue** and underlined.

Home > User > AN Other

### AN Other Tax and Bus Company

AN Other  
 100 Any Street Anytown Any County  
 BT01 10TB  
 028 1111 1111  
 0777777777  
 ANOther@gmail.com

**Taxi Operator Licence:** TOL00001  
**Taxi Operator Licence Expiry Date:** 30/09/2021  
**Bus Operator Licence:** BOL0001  
**Bus Operator Licence Expiry Date:** 30/09/2021  
**Public Liability Insurance Expiry Date:** 30/09/2021  
 We are GDPR compliant

**Last Password Reset:** 28 October 2020  
**Password status:** Valid password  
[Edit your account details](#)

This will bring you to your Company Details Page where you will see the **Vehicles** Tab

Home > Operator > AN Other Tax and Bus Company

View Edit

### AN Other Tax and Bus Company

AN Other  
 100 Any Street  
 Anytown  
 Any County  
 BT01 10TB  
 028 1111 1111  
 0777777777  
 ANOther@gmail.com

#### Compliance Dashboard

- BOL0001**  
Expires on: 30/09/2021
- TOL00001**  
Expires on: 30/09/2021
- We have Public Liability Insurance**  
Expires on: 30/09/2021
- We have Employer Liability insurance**  
Expires on: 30/09/2021
- We have fleet insurance**  
Expires on: 30/09/2021
- We are GDPR compliant**

#### Current Runs

Show 25 entries Search

Run ID	Driver	Vehicle	Escort	Status
<a href="#">1243</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR 003</a>	<a href="#">Jo Jones</a>	Submit to EA Transport In moderation
<a href="#">1213</a>	<a href="#">Aaron Robert Other</a>	<a href="#">CAR 003</a>	<a href="#">Sarah Doe</a>	Approved <a href="#">Edit</a>
<a href="#">Test Run</a>	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved <a href="#">Edit</a>



## Editing a Vehicle (continued – 1)

Open the **Vehicles** Tab and you will see the **Current Drivers** Summary

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status	
<a href="#">CAR 001</a>	4	No	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Submit to EA Transport	
<a href="#">CAR 003</a>	4	Yes	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">CAR 004</a>		No		✗	✓ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">Car 007</a>	4	No	✓ 01/01/2021	✓ 31/12/2020	✗ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">DFZ 1234</a>	25	No	✓ 19/08/2021	✓ 20/12/2020	✗ 30/09/2021	Published	<a href="#">Edit</a>
<a href="#">Test CAR 1</a>	7	No	✗	✗	✓ 30/09/2021	Published	<a href="#">Edit</a>

Select the **Edit** button for the **Vehicle Information** you want to amend or update, see the next Pages for **'Vehicle Editing'** in this case, entering **PSV Information**.

**Please Note:** If you have Saved a **Vehicle's Information** as **'Submit to EA Transport'** (see above) the **'Edit'** Tab will not be available for that **Vehicle** until they have been either Reviewed and Approved.



## Editing a Vehicle (continued – 2)

'Vehicle Editing' Page where you can add or amend Information.

**ea** Education Authority | Private Sector Transport Operators Portal MENU

**View** **Edit**

**Vehicle Details**

**Operator\***  
AN Other Taxi and Bus Company (38310)

**Registration\***  
CAR 004

**Type of Vehicle**  
Taxi

**Make**  
Skoda

**Registration Year**  
2014

**Number of Seats**  
4

Wheelchairs

PSV

**PSV Number**  
0000004

**PSV Expiry Date**  
15/07/2021

**Published**

**Last saved:** 19/11/2020 - 16:13

**Author:** AN Other

Create new revision  
Revisions are required.

▶ **Revision log message**

**PSV Documentation**

**Choose File** | No file chosen

Copy of PSV Certificate / Copy of taxi licence or taxi plate  
One file only.  
64 MB limit.  
Allowed types: rtf doc docx ppt pptx ppsx pdf odf odg odp ods odt fodt fods fodp fodg key pages jpg png gif.

**PSV Documentation**

[CAR004\\_psv\\_exp\\_15.07..21.pdf](#) (410.09 KB) **Remove**

Copy of PSV Certificate / Copy of taxi licence or taxi plate

**'Click'** on **Choose File** to select either PSV Certificate, Taxi Licence or the Taxi Plate from your Saved Documents.

Once the file has been downloaded onto the Portal it will be shown in a similar format as this example.



## Editing a Vehicle (continued – 3)

'Vehicle Editing' Page where you can add or amend **Information**.

▼ **Insurance**

Listed on Bus Operator Licence

Covered by Fleet Insurance  
(enter details of the Fleet Insurance on your company page)

Individual Vehicle Insurance

You can '**Edit**' a **Vehicle's Information** at any time, however any changes made must be Approved by EA Transport Compliance.





## Editing a Vehicle (continued – 4)

Once a **Vehicle's Information** has been added to or amended you can either; Select **Change to 'Draft'** and **Save**, which allows you to come back to **Information** to amend or add further.

The screenshot shows a user interface for editing a vehicle. At the top, it says "Current state: Published". Below this is a "Change to:" dropdown menu. The dropdown is open, showing four options: "Draft", "Submit to EA Transport", and "Remove". The "Draft" option is highlighted in blue. To the left of the dropdown is a blue "Save" button.

Or

If you satisfied that you have entered all the relevant up to date **Information**, you can then Select **Change to 'Submit to EA Transport'** and **Save**, for Review and Approval.

The screenshot shows the same user interface as the previous one. The "Change to:" dropdown menu is open, and the "Submit to EA Transport" option is highlighted in blue. The "Save" button is still visible to the left.

Or


If you wish to Remove a **Vehicle's Information** you no longer wish to access, you can by; Selecting **Change to 'Remove'** and **Save**, for Review and Approval.

The screenshot shows the same user interface. The "Change to:" dropdown menu is open, and the "Remove" option is highlighted in blue. The "Save" button is still visible to the left.



## Editing a Vehicle (continued – 5)

Once **Saved** as ‘**Submit to EA Transport**’ you will be brought back to the Company Details Page and when you ‘**click**’ the **Vehicles** Tab the amended **Vehicle** will be shown.



Private Sector Transport Operators Portal

☰ MENU

✓ **Status message**

Your content has been submitted to EA Transport for review.

Vehicle **CAR 004** has been updated.

Home > Operator > AN Other Taxi and Bus Company

View

Edit

### AN Other Taxi and Bus Company

📍 [AN Other](#)

📍 100 Any Street  
Anytown  
Any County  
BT01 10TB

☎ [028 1111 1111](tel:02811111111)

☎ [07777777777](tel:07777777777)

✉ [ANOther@gmail.com](mailto:ANOther@gmail.com)

#### Compliance Dashboard

**BOL0001**  
Expires on: **30/09/2021**

**TOL00001**  
Expires on: **30/09/2021**

**We have Public Liability Insurance**  
Expires on: **30/09/2021**

**We have Employer Liability insurance**  
Expires on: **30/09/2021**

**We have fleet insurance**  
Expires on: **30/09/2021**

**We are GDPR compliant**

Runs

Drivers

Vehicles

Escorts

### Current Vehicles

[Add new vehicle +](#)

Show 25 entries      Search

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 001</a>	4	No	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Submit to EA Transport
<a href="#">CAR 003</a>	4	Yes	✓ 05/05/2021	✓ 30/09/2021	✗ 30/09/2021	Published <a href="#">Edit</a>
<a href="#">CAR 004</a>	4	No	✓ 15/07/2021	✗	✓ 30/09/2021	Published

**Please Note:** Amendments made for this **Vehicle** will not be shown (see above) until they are Reviewed and Approved by **EA Transport Compliance** (see below)

Vehicles

Escorts

Show 25 entries      Search

Reg.	Seats	Wheelchair	PSV	Individual insurance	Fleet Insurance	Status
<a href="#">CAR 004</a>	4	No	✓ 15/07/2021	✗	✓ 30/09/2021	Published <a href="#">Edit</a>

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## Escorts

Open the **Escorts** Tab and you will see the **Current Escorts** Summary.

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published <a href="#">Edit</a>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published <a href="#">Edit</a>
<a href="#">Jo Jones</a>	JJ112233D	✓ 01/03/2021	✓ 01/01/2020	✓	Published <a href="#">Edit</a>

An **Escort** who is Compliant will have a tick ✓ in that category (see below).

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published <a href="#">Edit</a>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published <a href="#">Edit</a>
<a href="#">Jo Jones</a>	JJ112233D	✓ 01/03/2021	✓ 01/01/2020	✓	Published <a href="#">Edit</a>

An **Escort** who is non-compliant will have **cross** ✗ in that category (see above).

You can **Edit** an **Escort's** details if you need to update their **Information**.

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published <a href="#">Edit</a>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published <a href="#">Edit</a>

Clicking on an **Escort's name** will open up a new page showing all that **Escort's Information** on the **Portal** (see follow Pages).


You can also **Add an Escort** to your **Current Runs** list, see how to by pressing and holding 'ctrl' key and 'clicking' this link - ['Adding an Escort'](#)

You can also **Edit an Escort** in your **Current Runs** list, see how to by pressing and holding 'ctrl' key and 'clicking' this link - ['Editing an Escort'](#)



# Escorts

## Escort's Information

**Private Sector Transport Operators Portal**≡ MENU

Home > Other taxi and bus company > Test Escort

**View** Edit

<b>Forename</b>	Test
<b>Surname</b>	Escort
<b>National Insurance Number</b>	hj887898b
<b>Operator</b>	<a href="#">AN Other Taxi and Bus Company</a>
<b>Has Access NI Certificate</b>	Yes
<b>Has Access NI Certificate</b>	Yes
<b>Access NI Compliant</b>	No
<b>Access NI Dates</b>	01/10/2018 - 01/02/2020
<b>Access NI Number</b>	34542352435
<b>Child Protection Training Completed</b>	Yes
<b>Child Protection Training dates</b>	01/08/2018
<b>Escort Compliance</b>	No



## Adding an Escort

You can add an **Escort** at any time, however, they will only be available to be assigned to a **Run** once they have been approved by **EA Transport Compliance**.

You add an **Escort** by going to your Company Profile Page, 'click' on the Company name highlighted in **blue** and underlined.

ea Education Authority | Private Sector Transport Operators Portal

Home > User > AN Other

### AN Other Taxi and Bus Company

AN Other  
100 Any Street Anytown Any County BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

Taxi Operator Licence: TOL00001  
Taxi Operator Licence Expiry Date: 30/09/2021  
Bus Operator Licence: BOL00001  
Bus Operator Licence Expiry Date: 30/09/2021  
Public Liability Insurance Expiry Date: 30/09/2021  
We are GDPR compliant

Last Password Reset: 28 October 2020  
Password status: Valid password  
[Edit your account details](#)

This will bring you to your Company Details Page where you will see the **Escorts Tab**

ea Education Authority | Private Sector Transport Operators Portal

Home > Operator > AN Other Taxi and Bus Company

View Edit

## AN Other Taxi and Bus Company

AN Other  
100 Any Street Anytown Any County BT01 10TB  
028 1111 1111  
0777777777  
ANOther@gmail.com

### Compliance Dashboard

**BOL0001**  
Expires on: 30/09/2021

**TOL00001**  
Expires on: 30/09/2021

**We have Public Liability Insurance**  
Expires on: 30/09/2021

**We have Employer Liability insurance**  
Expires on: 30/09/2021

**We have fleet insurance**  
Expires on: 30/09/2021

**We are GDPR compliant**

### Current Runs

Show 25 entries Search

Run ID	Driver	Vehicle	Escort	Status	
1243				Draft	<a href="#">Edit</a>
1213	<a href="#">Aaron Robert Other</a>	<a href="#">CAR 003</a>	<a href="#">Sarah Doe</a>	Approved	<a href="#">Edit</a>
Test Run	<a href="#">Aaron Robert Other</a>	<a href="#">Test CAR 1</a>	<a href="#">Jo Jones</a>	Approved	<a href="#">Edit</a>



## Adding an Escort (Continued -1)

Open the **Escorts** Tab and you will see the **Current Escorts** Summary and in the top right corner you will see **Add new escort +** button, 'click' on this to start adding a new **Escort**.

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status	
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published	<a href="#">Edit</a>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published	<a href="#">Edit</a>
<a href="#">Jo Jones</a>	JJ112233D	✓ 01/03/2021	✓ 01/01/2020	✓	Published	<a href="#">Edit</a>

The following guideline **Information** will be required when adding a new **Escort**.

### Personal Details

- Forename
- Surname
- National Insurance Number

### Compliance Details

#### Access NI

- Access NI Number


#### Access NI Dates

- Award Date
- Expiry Date

The following pages show how the **Information** looks when entered.



## Adding an Escort (continued - 2)

**Private Sector Transport Operators Portal**MENU

**Private Sector Operator Name**

**Operator \***

The escort is being added as part of this company

**Personal Details**

**Forename \***

**Surname \***

**National Insurance Number \***

**Access NI**

Has Access NI Certificate

**Access NI Number**

**Access NI Dates**

**Award date**

**Expiry date**

The Issue and Expiry dates for Access NI checks.

**Child Protection**

Child Protection Training Completed

**Child Protection Training dates**

[Add more training](#)

**Last saved:** Not saved yet

**Author:** AN Other

▶ [Revision log message](#)



## Adding an Escort (continued - 3)

Once the **Escort's Information** has been entered you can either;  
**Save as a 'Draft'**, which allows for amendments.

A screenshot of a web form's 'Save as' dropdown menu. The dropdown is open, showing three options: 'Draft', 'Draft', and 'Submit to EA Transport'. The 'Submit to EA Transport' option is highlighted in blue. Below the dropdown are two buttons: a blue 'Save' button and a grey 'Preview' button. A green rectangular box highlights the 'Draft' option in the dropdown.

Or

When you are satisfied that you have entered all the relevant up to date **Information**, you can then **Save as 'Submit to EA Transport'**, for Review and Approval.


A screenshot of a web form's 'Save as' dropdown menu. The dropdown is open, showing three options: 'Submit to EA Transport', 'Draft', and 'Submit to EA Transport'. The second 'Submit to EA Transport' option is highlighted in blue. Below the dropdown are two buttons: a blue 'Save' button and a grey 'Preview' button. A green rectangular box highlights the 'Submit to EA Transport' option in the dropdown.





## Adding an Escort (continued - 4)

Once Saved as 'Submit to EA Transport' an Escort Summary Sheet is displayed as below;

**Private Sector Transport Operators Portal**MENU

✓ **Status message**  
Your content has been submitted to EA Transport for review.  
Escort *Janet Soap* has been created.

[Home](#) > [Other taxi and bus company](#) > [Janet Soap](#)

Forename	Janet
Surname	Soap
National Insurance Number	JS120765D
Has Access NI Certificate	Yes
Access NI Compliant	Yes
Access NI Dates	06/11/2020 - 06/01/2022
Access NI Number	20012071965
Child Protection Training Completed	Yes
Child Protection Training dates	20/11/2020
Escort Compliance	Yes

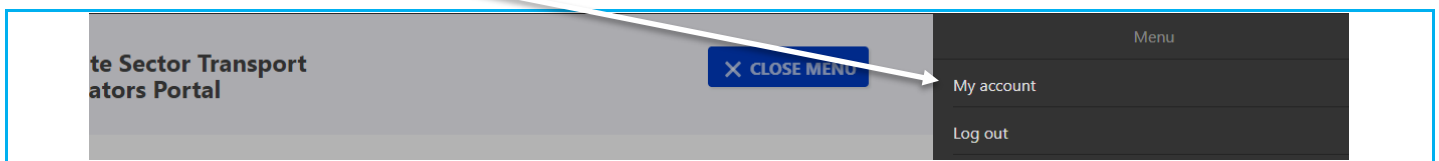


## Adding an Escort (continued - 5)

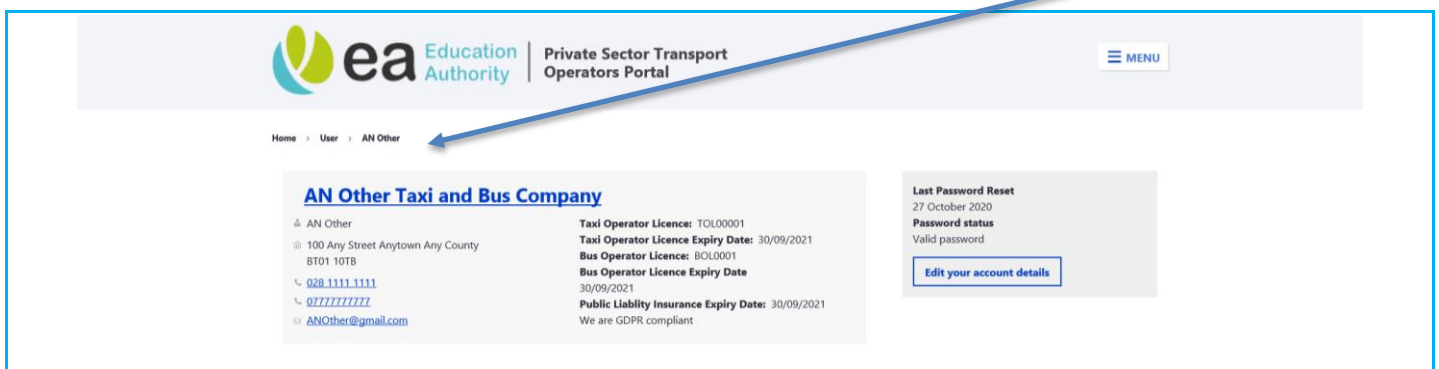
Once you have finished viewing the content you can return to your Company Profile Page by 'Clicking' on the **MENU** Tab in the Page Header to open the Operator Menu.



Then 'Click' on the **My account** Tab which will return you to your Company Profile Page



Once you are back in your Company Profile Page, 'click' on the Company name highlighted in **blue** and underlined.





## Adding an Escort (continued - 6)

This will bring you to your Company Details Page where you will see the **Escorts** Tab

**ea Education Authority** Private Sector Transport Operators Portal

Home > Operator > AN Other Taxi and Bus Company

**AN Other Taxi and Bus Company**

100 Any Street  
Anytown  
Any County  
BT01 10TB

028 1111 1111  
0777777777  
ANOther@gmail.com

**Compliance Dashboard**

- BOL0001**  
Expires on: 30/09/2021
- TOL00001**  
Expires on: 30/09/2021
- We have Public Liability Insurance**  
Expires on: 30/09/2021
- We have Employer Liability insurance**
- We have fleet insurance**  
Expires on: 30/09/2021

**Current Runs**

There are currently no runs registered on the system against this company.

‘Click’ on the **Escorts** Tab and once again you can see the **Current Escorts** Summary where you can view the newly added **Escort**, their **Information** and **Compliances** (or non) also their **Status** on the Portal

**Current Escorts** Add new escort +

Show 25 entries Search

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published <a href="#">Edit</a>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published <a href="#">Edit</a>
<a href="#">J Jones</a>	JJ112233D	✓ 01/03/2021	✓ 01/01/2020	✓	Published <a href="#">Edit</a>
<a href="#">Janet Soap</a>	JS120765D	✓ 06/01/2022	✓ 20/11/2020	✓	Submit to EA Transport

Start 1 to 4 of 4 entries Previous Next



## Editing an Escort

To 'Edit' Escort go to your Company Profile Page, 'click' on the Company name highlighted in blue and underlined.

The screenshot shows the EA Private Sector Transport Operators Portal. The header includes the EA logo and the text 'Private Sector Transport Operators Portal'. A navigation menu is visible in the top right. The breadcrumb trail reads 'Home > User > AN Other'. The main content area features a card for 'AN Other Taxi and Bus Company' with contact details and license information. A blue arrow points to the company name 'AN Other Taxi and Bus Company' which is highlighted in blue and underlined. To the right, there is a 'Last Password Reset' section with a 'Valid password' status and an 'Edit your account details' button.

This will bring you to your Company Details Page where you will see the **Escorts** Tab

The screenshot shows the EA Private Sector Transport Operators Portal. The header includes the EA logo and the text 'Private Sector Transport Operators Portal'. A navigation menu is visible in the top right. The breadcrumb trail reads 'Home > Operator > AN Other Taxi and Bus Company'. The main content area features a card for 'AN Other Taxi and Bus Company' with contact details and license information. A blue arrow points to the 'Escorts' tab in the left-hand navigation menu. The 'Escorts' tab is highlighted in blue. The main content area also features a 'Compliance Dashboard' with various license and insurance information. The 'Current Runs' section shows 'There are currently no runs registered on the system against this company.'



## Editing an Escort (continued – 1)

Open the **Escorts** Tab and you will see the Current Drivers Summary.

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status	
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published	<a href="#">Edit</a>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published	<a href="#">Edit</a>
<a href="#">Jo Jones</a>	JJ112233D	✓ 01/03/2021	✓ 01/01/2020	✓	Published	<a href="#">Edit</a>
<a href="#">Janet Soap</a>	JS120765D	✓ 08/01/2022	✓ 20/11/2020	✓	Submit to EA Transport	


Select the **Edit** button for the **Escort's Information** you want to amend or update, see the next Pages for **'Escort Editing'**

**Please Note:** If you have **Saved** an **Escort's Information** as **'Submit to EA Transport'** the **'Edit'** Tab will not be available for that **Escort** until they have been either Reviewed and Approved.



## Editing an Escort (continued – 2)

'Escort Editing' Page where you can add or amend Information.

**Private Sector Transport Operators Portal**MENU

View Edit

**Private Sector Operator Name**  
**Operator\***  
  
The escort is being added as part of this company

**Published**  
**Last saved:** 06/11/2020 - 08:27  
**Author:** AN Other  
 Create new revision  
Revisions are required.  
**Revision log message**

**Personal Details**  
**Forename\***  
  
**Surname\***  
  
**National Insurance Number\***

**Access NI**  
 Has Access NI Certificate  
**Access NI Number**  
  
**Access NI Dates**  
**Award date**  
  
**Expiry date**  
  
The Issue and Expiry dates for Access NI checks.

**Child Protection**  
 Child Protection Training Completed  
**Child Protection Training dates**



## Editing an Escort (continued – 3)

You can **'Edit'** an **Escort's Information** at any time, however any changes made must be Approved by **EA Transport Compliance**.

Once an **Escort's Information** has been added to or amended you can either; Select **Change to 'Draft'** and **Save**, which allows for further amendments.

Current state: Published

Change to: Draft

Save

Draft  
Submit to EA Transport  
Remove

This screenshot shows a user interface for editing an escort. At the top, it indicates the 'Current state' is 'Published'. Below this, there is a 'Change to:' dropdown menu. The dropdown is open, showing three options: 'Draft', 'Submit to EA Transport', and 'Remove'. The 'Draft' option is currently selected and highlighted in blue. To the left of the dropdown menu is a blue 'Save' button.

Or

If you are satisfied that you have entered all the relevant up to date **Information**, you can then Select **Change to 'Submit to EA Transport'** and **Save**, for Review and Approval.

Current state: Published

Change to: Submit to EA Transport

Save


Submit to EA Transport  
Draft  
Submit to EA Transport  
Remove

This screenshot shows the same user interface as the previous one, but with the 'Submit to EA Transport' option selected in the dropdown menu. The 'Submit to EA Transport' option is highlighted in blue. The 'Save' button remains visible to the left.



## Editing an Escort (continued - 4)

Once **Saved** as 'Submit to EA Transport' you will be brought back to the Company Details Page where the amended **Escort** will be shown. Changes will not be appear until they have been **Approved by EA Transport Compliance**.



Private Sector Transport Operators Portal

☰ MENU

✓

**Status message**

Your content has been submitted to EA Transport for review.

Escort [Josephine Jones](#) has been updated.

Home > Operator > AN Other Taxi and Bus Company

View

Edit

### AN Other Taxi and Bus Company

- [AN Other](#)
- 100 Any Street  
Anytown  
Any County  
BT01 10TB
- 028 1111 1111
- 0777777777
- ANOther@gmail.com

#### Compliance Dashboard

- BOL0001**  
Expires on: 30/09/2021 📄
- TOL00001**  
Expires on: 30/09/2021 📄
- We have Public Liability Insurance**  
Expires on: 30/09/2021 📄
- We have Employer Liability insurance** 📄
- We have fleet insurance**  
Expires on: 30/09/2021 📄
- We are GDPR compliant**

Runs

Drivers

Vehicles

Escorts

#### Current Escorts Add new escort +

Show 25 entries

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status	
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published	<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Edit</span>
<a href="#">Jo Jones</a>	JJ112233D	✓ 01/03/2021	✓ 01/01/2020	✓	Published	
<a href="#">Janet Soap</a>	JS120765D	✓ 06/01/2022	✓ 20/11/2020	✓	Submit to EA Transport	

Start 1 to 4 of 4 entries
◀ Previous Next ▶

**Please Note:** The **Status** of this **Escort** on the **Portal** is shown as '**Published**', however you will notice that there is no '**Edit**' Tab as the amended **Information** has yet to be Reviewed by **EA Transport Compliance**.

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## Editing an Escort (continued - 5)

Amended **Information** will appear once it has been Approved.

The screenshot shows a web interface for managing escorts. On the left is a sidebar with navigation options: Runs, Drivers, Vehicles, and Escorts (which is selected). The main area is titled 'Current Escorts' and includes a search bar and a table of escort records. A blue arrow points from the text 'Amended Information will appear once it has been Approved.' to the 'Test Escort' row in the table. A green oval highlights the 'Josephine Jones' row, which shows updated information.

Name	National Insurance Number	Access NI	Child Protection	Escort Compliance	Status	
<a href="#">Sarah Doe</a>	SD021120T	✓ 26/12/2021	✓ 09/11/2020	✓	Published	<a href="#">Edit</a>
<a href="#">Test Escort</a>	hj887898b	✗ 01/02/2020	✓ 01/08/2018	✗	Published	<a href="#">Edit</a>
<a href="#">Josephine Jones</a>	JJ112233D	✓ 01/03/2021	✓ 01/01/2020	✓	Published	<a href="#">Edit</a>
<a href="#">Janet Soap</a>	JS120765D	✓ 06/01/2022	✓ 20/11/2020	✓	Submit to EA Transport	

Start 1 to 4 of 4 entries ◀ Previous Next ▶