User Guide to the Bus Delivery Capture System

Bus Industry Confederation

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Bus Australia Network

System Compliance Requirements

1. Each Chassis company must nominate one person as the primary contact and provide this to the BIC by emailing admin@bic.asn.au. Contact information required:
    Full Company Name
    Responsible Person Full Name
    Phone
    Email

    The onus is on the nominated responsible person to provide updates to the BIC on change of personnel details.

2. The BIC has sole determination of the methods and systems in which information on chassis deliveries will be collated. The system underpinning the collation of deliveries is called the Bus Delivery Capture System (BDCS).

3. The BIC has sole determination on the systems in which chassis suppliers will be able to retrieve statistical information from the data submitted to the BDCS. Non BIC Members will only have access to publicly available data as appears in ABC Magazine.

4. Only vehicles with 26 or more seats and delivered in Australia are to be inputted to the BDCS.

5. Delivery of a single vehicle unit must be a new vehicle delivered to an operator and or end user.

    It is not:
    - a delivery to a distributor
    - a delivery to a dealer from a parent company

6. All data must be inputted into the BDCS for each full calendar month. Data must be submitted by the 4th working business day of the current month, for the previous month deliveries.

7. All information inputted to the BDCS will be audited against the quarterly levy surveys as submitted by Chassis members to the BIC on a quarterly basis.

BDCS Data Entry Compliance

1. All information inputted into the BDCS are compulsory data entry fields with the exception of the "Wheel Chair Lift Make" and "Date of Registration".

2. Chassis manufacturers who are non-members of BIC may submit data to the BDCS.

3. Any company may nominate to be in the default drop-down lists for: Chassis Manufacturer, Body Manufacturer, Air Conditioning supplier and Seat supplier. In instances where the supplying company is not a BIC Member, "non member" will be suffixed to the suppliers name.

4. Should there be any discrepancies with the default data or input discrepancies, the responsible person must submit a detailed email explaining the issue to the BIC via email to admin@bic.asn.au. Requests to amend default data or input discrepancies submitted to the BIC by the 4th working business day of a month, will be examined and if required, the BDCS will be updated for the current month reporting.

BDCS Data Entry Instructions

1. Key in the **Vehicle Identification Number** (VIN) of the new vehicle. This MUST be 17 text length with a combination of numeric and alpha characters. The VIN must also be a unique identifier.

2. Select from the drop down list, the **State Garaged** which is the State in which the new vehicle is physically garaged.

3. Key in the **Post Code** of the end user to which the new vehicle was delivered.

4. Key in the **Customer Name** of the end user to which the new vehicle was delivered. This field defaults to N/A should the customer name be with-held.

5. Select from the drop down list, the **Customer Type**: G for Government or P for Private use. **Is the new vehicle going to be used by a Government or Private owned Operator?**

6. Select from the drop down list, the **Month of Registration** of the new vehicle.

7. Select from the drop down list, the **Month of Delivery** of the new vehicle.

8. Select from the drop down list, the **Application** in which the new vehicles will be in active service.
    Select the primary task of the new vehicle at the time of purchase:
    Route - Bus or Coach to operate on regular timetabled city or town passenger services
    School/Charter - Bus or Coach to operate on timetabled School Services and/or undertake Chartered services.
    Long Distance - Bus or Coach to operate on interstate or long haul passenger services.

9. Select from the drop down list, the **Type** of new vehicle (Rigid Low floor/High, Articulated Low floor/High, Double Decker).

10. Select from the drop down list, the **Chassis Manufacturer**.

11. Select from the drop down list, the **Chassis Model**.

12. Select from the drop down list, the **Body Builder**.

13. Select from the drop down list, the origin of **final body assembly** of the new vehicle.

14. Select from the drop down list, the **GVM** of the vehicle: Less than 16 Tonne or More than or equal to 16 Tonne.

15. Select from the drop down list, the number of **Axles** on the new vehicle.

16. Select from the drop down list, the **Body Length** of the new vehicle.

17. Key in the **Engine Make** of the new vehicle.

18. Key in the **Engine Litre Capacity** of the new vehicle.

19. Select from the drop down list, the engine **Horse Power** of the new vehicle.

20. Select from the drop down list, the **Emissions Standards** compliance of the new vehicle.

21. Select from the drop down list, the **Position** of the Engine in the new vehicle.

22. Select from the drop down list, the **Transmission**: Automatic; Manual; Autoshift.

23. Select from the drop down list, the **Make of Transmission** of the new vehicle.

24. Select from the drop down list, the **Hybrid Drive** of the new vehicle.

25. Select from the drop down list, the **Fuel** compatibility of the new vehicle.

26. Select from the drop down list, the **Air Condition** supplier of the new vehicle.

27. Select from the drop down list, the **Seat** supplier of the new vehicle.

28. Key in the **Seating Capacity** of the new vehicle (must not be less than 26 seating capacity)

29. Select from the drop down list, the **Type of Seat** fitted to the new vehicle: Fixed; Recliners; Metro

30. Select Yes or No from the drop down list if the new vehicle is fitted with **Seat Belts**.

31. Select Ramp, Lift or Steps (not accessible) from the drop down list if the new vehicle is fitted with a **Disability Access**.

32. Key in the make of the **Wheel Chair Lift** if Lift was inputted into previous field.