

**SCHEDULE 8:**  
**ACCIDENT AND INCIDENT REPORT FORM**



**Please complete the following form to record and report an accident or incident which has occurred. For an accident that involves injuries, please detail the person and injuries. Use an additional page if more space is required.**

**This form is also used for reporting any absconder incidents.**

**Please attach a copy of the tour itinerary with the form and send it to [Chinamarket@tnz.govt.nz](mailto:Chinamarket@tnz.govt.nz)**

**Details of person making the report:**

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Company name: \_\_\_\_\_ Contact number: \_\_\_\_\_

**Accident/Incident Details:**

ADS group tour number: \_\_\_\_\_ Date of event: \_\_\_\_\_  
Time of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

**For absconder incident please fill the following details:**

Name of absconder: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Passport number: \_\_\_\_\_

**Description of Incident (Describe what occurred and the sequence of events):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHEDULE 7:

# OBLIGATIONS AND COMMITMENT OF TRANSPORT SERVICE PROVIDER TO ADS APPROVED INBOUND TOUR OPERATOR



**NAME OF TRANSPORT SERVICE PROVIDER:** \_\_\_\_\_

**NAME OF ADS APPROVED INBOUND TOUR OPERATOR:** \_\_\_\_\_

### 1. Transport Service Licence

The transport service I provide operates under Transport Service Licence number \_\_\_\_\_. The person in control of this service is \_\_\_\_\_. I undertake to advise, in writing, the ITO to whom I am contracted to provide transport services of any change to these details within 5 working days of the change occurring.

### 2. Drivers registered on TORO (Transport Register on Line)

I confirm that all of my drivers who will drive a bus/coach or any other type vehicle carrying tour passengers hold a valid driver's license and passenger endorsement and are registered on TORO and new drivers will be added to this register prior to them undertaking any driving duties.

### 3. Workplace health and safety

I recognise that any vehicle that is driven in conjunction with an approved tour is the driver's workplace and acknowledge my responsibilities under the Health and Safety at Work Act 2015 to this. This includes ensuring drivers are fit for duty including not being affected by fatigue and having an excellent health and safety record.

### 4. Work time and logbooks

I have appropriate systems in place to manage and monitor my drivers' compliance with the work time and logbooks rules as detailed in the Land Transport Act 1998 and the Land Transport Rule Work Time and Logbooks 1999.

### 5. Record keeping

I keep the records as required by section 30ZD of the Land Transport Act 1998. These records include: time records, wages records, other related employment records, accommodation records and receipts relevant to each driver and fuel records and receipts for each vehicle.

### 6. Compliant vehicles

I have systems in place to ensure that the vehicles I operate are in a roadworthy and compliant condition at all times. These systems include:

- Ensuring road user charges are current and sufficient for the weight of the vehicle.
- Requiring the driver to complete a daily vehicle per-use check prior to using the vehicle each working day, reporting any faults found during these checks with feedback to the driver as to what action was taken on each fault reported.
- I have a planned maintenance schedule in place for each vehicle together with maintenance records that are reviewed at regular intervals to identify any abnormal vehicle maintenance issues.

**7. ADS tour requirements**

I will fully comply with the following criteria in respect of all ADS tours for which I am engaged to provide transport and/or tour guiding services:

- I hold Qualmark endorsement.
- All vehicles used for **ADS tours** must have functioning seatbelts fitted and available for use.
- The vehicle must be road-worthy and carry a valid Certificate of Fitness, Registration and, not exceed the maximum age of 15 years from year of manufacture.
- If a “driver/guide” is used to convey an ADS tour group, this person must hold current ADS approved tour guide status and a current ID card.

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Position:**

\_\_\_\_\_

**Company Name:**

\_\_\_\_\_