Tick Sheet Reports

Objectives

By the end of this session you will be able to:

- Complete a 'tick sheet' report

- Give examples of 'tick sheet' reports

How to complete a Tick Sheet Report

- Follow guidelines for 'Principals of report writing'

- Strikethrough

- Penalty fare

- eTIRA

- Passenger details

Transport for London

Transport Policing & Enforcement Directorate
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**REVENUE PROTECTION OFFICIAL'S REPORT
(REVENUE IRREGULARITIES)**

DAY & DATE OF INCIDENT _____

*DRIVER/OPERATOR _____ NO. _____

CONDUCTOR _____ NO. _____

STAFF DETAILS CONFIRMED (Yes/No)

ROUTE NO. _____ VEHICLE NO. _____ RUNNING NO. _____ LOCATION _____

DESTINATION _____ PASSENGERS LOWER _____ UPPER _____

BOARDED AT _____ F/S ( ) TIME _____

ALIGHTED AT _____ F/S ( ) TIME _____

REPORT TITLE _____

_____

PASSENGER DETAILS: MALE/FEMALE : STANDING/SEATED : UPPER/LOWER DECK

BOARDED AT: _____ F/S( ) TRAVELLING TO: _____ F/S ( )

CORRECT FARE _____ AMOUNT PAID _____ TICKET PRODUCED NO. _____ VALUE _____

PASS PRODUCED NO. _____ EXPIRY DATE _____ COUNTY _____

PASSENGER'S COMMENTS: _____

_____

_____

PASS/TICKET SHOWN TO MEMBER OF STAFF : YES/NO

STAFF COMMENTS: _____

PENALTY FARE ISSUED : YES/NO NO: _____

ADDITIONAL/PENALTY/FARE COLLECTED : YES/NO AMOUNT: _____

TICKETS ISSUED ON INSTRUCTION : YES/NO NO: _____

TOTAL VALUE OF TICKET(S) ISSUED : _____

TICKET ISSUED WITHOUT PAYMENT : YES/NO

CREDIT NOTE ISSUED : YES/NO VALUE: _____

PASSENGER DETAILS SENT TO IPS : YES/NO

STAFF INFORMED OF REPORT : YES/NO

STAFF COMMENTS: _____

_____

_____

FIRST TICKET NUMBER _____ **NEXT TICKET NUMBER** _____ **M/C NO.** _____

PASSENGER DETAILS ATTACHED TO THIS REPORT : YES/NO

_____

ADDITIONAL COMMENTS: _____

_____

SIGNED _____ **NUMBER** _____

TPED08

No carbon required:— Place writing shield under the number of copies required
*Delete where appropriate

Summary

- Tick sheet reports are used when an incorrect ticket has been issued or D/Op/Cdr has accepted an invalid pass

- Tick sheets must be accurate and contain relevant information

- Inspectors ticket and evidence must be attached to report.

Question?