

EBSR Help Sheet **MANAGING THE TRANSITION TO ELECTRONIC BUS SERVICE REGISTRATION IN A LOCAL AUTHORITY**

1 Background

This Help Sheet provides an overview of what is needed to introduce EBSR into the Public Transport Section of an Authority. It is aimed at providing managers with an overview of the process and some guidance on what will be needed in order to handle EBSRs.

The introduction of EBSR into the bus registration process does have implications for Local Authorities who will receive registrations in electronic form in future, rather than in the traditional paper format. This change will not only affect the format of registrations but may also have an impact on staff and resources used in the public transport section of the Authority. This note provides advice on how to prepare for EBSR and also offers some guidance on preparing for the future.

In the short term it is likely that only larger operators belonging to the major bus groups will make use of EBSR, however, these companies between them account for almost 75% of all registrations submitted to VOSA. Their switch to this new system will have impacts on Authorities. In the longer term it is anticipated that EBSR will extend into other companies and that agents and local authorities will also get involved to help introduce EBSR to smaller operators, perhaps in association with local authority tenders.

2 EBSRs and the Existing Registration Process

Everybody involved in passenger transport is familiar with the current paper registrations. These have been in existence since the start of bus registrations in the 1930s with upgrades and amendments on various occasions over the years.

Under EBSR Authorities will receive the same information as they do now, but it will come in electronic form with both a PDF copy of the basic registration details as well as the accompanying EBSR data file.

As can be seen in the extracts in Fig. 1 below, the information contained in a current paper registration will be replicated in the PDF copy of the EBSR, which will also contain a timetable at Principal Timing Point level and a copy of the route map.

It will be possible to import the data file that comes with the EBSR directly into local database systems to reduce the need to manually enter the information into these systems. That will change the way in which the information is handled and should free up resources to focus on other work.

Fig 1 Contents of an EBSR PDF Document (Operator Details and Map)

VOSA TransXChange Record

Document Summary

Creation Date	8 January 2009	Revision Number	0
Modification Date	8 January 2009 (new)	Status	active
File Name	838_STM_PC_838_20090112.xml		
Schema Version	2.1		

The TransXChange document contains the following entities:

- 1 Operator
- 1 Service
- 1 Registration
- 0 Stop Points defined in this document
- 68 References to existing Stop Points
- 1 Route
- 1 Journey Pattern
- 1 Vehicle Journey

Registration Reference	PC1033334/78
Submission Date	8 January 2009
Traffic Areas	NorthWestern
Registered Operator	Glenvale Transport Ltd
Lines	838

Operators

Stagecoach

Operator Code	STM
Name on Licence	Glenvale Transport Ltd
Trading Name	Stagecoach Merseyside
Correspondence Address	Gillmoor Bus Depot East Lancashire Road Liverpool, Lancs L11 0BB
Contact Number	0151 336 6200

Services

Service 838 for Registration PC1033334/78

Publicly known as	838
Registered for	Stagecoach
Origin	Hunts Cross Hotel
Destination	Seaforth
Operating period	From 12 January 2009 (Indefinitely)
Classified as	Normal Stopping
Description of service	Monday to Friday 1 a.m. journey

Further Information

Uses all stops	Yes
New stops	None required.
No fixed stopping places	No

Registrations

Registration PC1033334/78

Application Type	Chargeable Change
Traffic Areas	NorthWestern
Circulated Authorities	Merseytravel
Subsidy	Full
Subsidising Authorities	Merseyside PTE
Variation Number	4
Submitted by	Mr Les Burton
Position	Operations Director

Short Notice Registration

Impact

Public Availability	Yes
Change Limits Exceeded	No. Journey retimed 10 minutes earlier

Operator: Stagecoach Service: 838
Registration: PC/1033334/78 Submission Date: 2009-01-08



The EBSR will contain everything that currently appears on the registration form, but most importantly it will contain the details of the route and timetable as a data file that can be imported directly into local systems. An additional "tool" known as the EBSR Publisher is also available. This tool allows users to see the contents on the EBSR in a PDF document and to adjust the output to see, for example, the timetable at all stops, or the route map at a more detailed scale than it appears on the left. This latter function is especially important in determining the route a service will follow in a town centre.

3 The EBSR Process and Scope for Electronic Data Transfer (EDT)

Although EBSR basically converts the current paper-based system into an electronic form, the way in which these are received and processed as well as the content of the information will change significantly:-

- They will be available from VOSA, and no longer copied to the Authority by the operator.
- They can be imported directly into database systems rather than manually input.
- They are expected to contain details of all stops served and of all journeys where a frequent service operates.
- The route will be defined down to the level of the roads served.

A further major benefit will be the opportunity for electronic data exchange (EDT) outside of the registration process, which will provide the opportunity for data to be sent from the bus company to an Authority for example to update details that don't affect the registration such as changes to intermediate running times, or to supply the additional details, such as running boards, duties etc., that are needed by real time systems but which are unlikely to be available when the service is initially registered. EBSR is the formal process that will be used to submit a registration to VOSA, but EDT will then be used to transfer data directly between the Authority and the operator using a standard data exchange format known as TransXChange.

4 Further Information

If your Authority has not yet registered to receive EBSRs you need to do so by emailing VOSA (ebsr@vosa.gov.uk). You will also need to have set up a dedicated email address at your Authority in the format ebsr@localauthorityname.gov.uk. Details of any electronic registrations submitted for your area will be sent to this address. These EBSRs will not be sent to you, they will be held on the VOSA system for you to collect. When one is submitted for your area, you will be notified that it is ready for collection from your VOSA mailbox. You will then need to download both the EBSR data itself and the accompanying PDF from VOSA.

5 A Checklist for Introducing EBSR

Some things to review before you receive EBSRs from operators in your area:-

- Start a dialogue with the operator and work with them to ensure that data such as NaPTAN and NPTG is accurate and up to date
- Encourage them to send you test files as early as possible so you can test them out
- Create a mailbox on your email system in the form ebsr@localauthorityname.gov.uk. That is where VOSA will send EBSR notifications to
- Register with VOSA and supply them with your EBSR email address. Do this at ebsr@vosa.gov.uk
- Make sure that the EBSR Publisher is installed and working in your department. It can be difficult to set up because it needs access to external web services and that may not be allowed by your local IT Security policy. There are ways of dealing with this, but you will need to involve IT specialists in doing that. Test files are available at www.transxchange.org.uk for you to test the Publisher in advance of receiving files

from operators. (See the TransXChange Publisher Help notes for more information about installing and using the Publisher)

- Work closely with the operator during the period of transition to EBSR. Check their EBSRs to make sure the details of routes, times, stops served etc. are correct
- Check with your supplier that your local database system can import EBSR data
- Make sure that staff in your Department are briefed about EBSR and either arrange some training for them, or encourage them to make use of the training materials available at www.transxchange.org.uk

6 How Do I Get Further Help and Advice?

Further advice is available from Transport Direct. Email your query to ebsr@dft.gsi.gov.uk