

DRIVER APPLICATION & TRAINING PROCEDURE

Driver applications are only accepted Weekdays, 09:00-12:00 - 13:00-16:00

Minimum Age Requirement: 25 years old is the minimum age.

NOTE: Completion of the courses, and obtaining a taxi permit, does not guarantee driving privileges with Greater Edmonton Taxi Service Group.

**CASH PAYMENT IS REQUIRED PRIOR TO ANY TESTS OR ATTENDANCE TO ANY COURSES.
NO PAYMENTS WILL BE ACCEPTED ON THE DAY OF THE DDC OR NEW DRIVER COURSE!**

Stage 1 – Documentation

The minimum following documentation, items 1, 2, and 3, must be provided prior to scheduling a job interview. Upon passing the interview, you may schedule the written city knowledge test, payment in advance is required. Upon passing the written city knowledge test, you may then schedule the road test, again, payment in advance.

1. **Alberta Driver's License** – Class 1, 2, or 4 required.
2. **Claims Experience Letter(s)** – Personal and/or employer insurance coverage.
NOTE: If you have driven a fleet vehicle within the last five years, bus, taxi, truck, etc, a claims experience letter from your previous work place(s) is required.
 - **MINIMUM** of Three (3) YEARS of claims history to the present application date.
 - Must show **NO MORE** than a 60-day lapse of coverage.
 - Canadian insurance coverage is the **ONLY** history that will be considered.
3. **Current Alberta Driver's Abstract** – **MINIMUM** of Five (5) YEAR driving abstract
 - **NOT** more than 30 days old.
 - **CANNOT** contain any of the following violations:
 - ❖ Driving while intoxicated / impaired
 - ❖ Driving while under the influence of drugs or alcohol
 - ❖ Driving while under suspension
 - ❖ Careless driving, or without due care and attention
 - ❖ Must **NOT** have over 5 current demerits or 4 convictions within the past 3 years.
4. **Current Criminal Abstract (Security Clearance)** - Edmonton Police Department only. This may be obtained at 14315 - 118 Ave, or at any community Police Station.
 - **NOT** more than 60 days old, city accepts 90 days, and no offences within the last 10 years
5. **Completion of Driver Application Form** - including two (2) references names and contact numbers.
6. **Social Insurance number and GST number** - If you do not yet have a GST number, an application form will be provided to you (takes 2 weeks to get it). **ONLY** Government issued documents with these numbers displayed are accepted and **REQUIRED** before driving privileges may start. A hand-written note with numbers displayed will **NOT** be accepted.

Stage 2 - Interview

An interview will be scheduled with a Driver Supervisor after all paperwork has been submitted and approved.

Stage 3 – City Knowledge Exam

Cash payment required prior to written test. **FEE: \$50.00 + GST = \$52.50 for each time test is written.**

- All applicants must complete the City Knowledge Exam.
- The exam must be completed within 2 hours. A total of **100 questions, the minimum grade is 80%.**
- You **MUST** score a minimum of **80%** to move to the next stage of verbal “direct route” questions.
- **80% or over ALSO REQUIRES** correctly answering verbal point A to B questions to actually pass. Any grade between 60%-79% allows the applicant to a rewrite of the exam after 7 days.
- There is a **MAXIMUM** of two (2) rewrites allowed.

***** CHEATING ON A TEST IS AN AUTOMATIC FAIL, NO REWRITES ALLOWED *****

Stage 4 – Road Test

Cash payment required prior to written test. **FEE: \$100.00 + GST = \$105.00 for each time test is written.**

Be on time, 24-hour cancellation notice is required, a rescheduling fee may be charged if late, or a no-show.

The applicant will be required to complete a 60-90 minute road test that is administered by a road supervisor employed by Yellow Cab. City knowledge will be tested along with basic practical driving skills that are relevant to the job. The applicant will be provided with the address to drive to as efficiently and safely as possible. Failure of having the minimum required driving skills may result in termination of the application process.

IN THE EVENT THE ROAD TEST IS BORDERLINE, YOU MAY BE REQUIRED TO TAKE A SECOND EVALUATION.

Stage 5 – Courses: Cash payment required in advance to attend ALL course programs.

- **Defensive Driving Course: FEE: \$115.00, including GST**
 - ❖ 1 Day Course 09:00 to 14:00 with Pizza lunch included.
 - ❖ Online courses will **NOT** be accepted, only in-class certificates will be recognized.
 - ❖ **ALL** applicants to our fleet will be required to have a DDC before driving for us.
 - ❖ **NO** DDC older than six (6) months will be accepted. Anyone that has a DDC older than six months will be **REQUIRED** to take another defensive driving course on site, at Yellow Cab.

Defensive Driving certifications from other locations may NOT be accepted after date of application.

- **New Taxi Driver Course: FEE: \$300.00 + GST - \$315.00**
 - ❖ 1 Day Course 09:00 to 16:00 with Pizza lunch included.

Experienced Edmonton taxi drivers must provide proof that New Driver Course was taken.

- **Orientation & Computer Training: FEE: \$50.00 + GST = \$52.50**
 - ❖ 1 Day Course 09:00 to 16:00 with Pizza lunch included.
 - ❖ Computer training on the taxi computer terminal, review of Company policies, and accident procedures.

All applicants **MUST** obtain a course approval form from the driver relations office to register for courses through a cashier. Payment for the courses **MUST** be made to a cashier in order to be registered. The training provided does not constitute as an offer of employment or driving privileges with the company. Greater Edmonton Taxi Service Group, and its subsidiaries, reserves the right to refuse driving privileges on our fleet if any of the company criteria are not met. Greater Edmonton Taxi Service Group, and its subsidiaries, reserves the right to place a new driver on an indefinite probationary period.

Stage 6 – Driver ID, Final Setup

Only after the Applicant has submitted **ALL** documents and completed **ALL** tests and courses will the driver relations supervisor create the Driver ID (approximately 30 minutes). The Driver ID will **ONLY** be activated upon an initial cash payment of **\$250.00 deposit** towards the **Driver's bond account**, with scheduled weekly instalments of **\$100.00** thereafter until the Driver's bond account is full (accumulates the required **total of \$1837.00**). Upon leaving the company they may apply for a refund of their Driver bond account.