

## **DRIVER APPLICATION & TRAINING PROCEDURE**

**Driver applications are only accepted Weekdays, 09:00 to 16:00**

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

### **Stage 1 – Documentation**

The minimum following documentation, items 1, 2, and 3, must be provided.

Upon completing an application form, you may schedule the written city knowledge test.

Upon passing the written city knowledge test, can then schedule a road test.

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, 780-421-2801 for hours, 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 minimum of two (2) work references, names and contact numbers of supervisors.
6. **Social Insurance number- REQUIRED**  
**ONLY** a government issued document with this number and your name displayed will be accepted. A hand-written note will **NOT** be accepted.
7. **GST number - REQUIRED** If you do not yet have a GST number, application information will be provided to you.  
**ONLY** a government issued document with this number and your name displayed will be accepted. A hand-written note will **NOT** be accepted.

## Stage 2 - Interview

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

## Stage 3 – City Knowledge Exam

- All applicants are required to complete and pass the City Knowledge Exam.
- The exam must be completed within 2 hours. A total of **100 multiple choice questions**.
- **80% or over ALSO REQUIRES** correctly answering verbal “direct route” questions to actually pass.
- There is a **MAXIMUM** of two (2) rewrites allowed.

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

## Stage 4 – Road Test

All applicants are required to complete and pass a road test.

The applicant will be graded on following the rules of the road, and ability to understand the street numbering system and locate specific locations within the City of Edmonton.

## Stage 5 – Courses:

### **Defensive Driving Course:**

- **ALL** applicants to our fleet are required to have a DDC before driving privileges commence.
- **Only a DDC from either AMA, or The Alberta Safety Council will be accepted.**
- **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.
- DDC is required minimum of every five years, and may also be require after an accident.
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## Stage 6 – Courses:

- **Taxi Driver Course:**
  - ❖ 1 Day Course 09:00 to 17:00, lunch not provided, bring your own.
  - ❖ Company policies and procedures, Computer training on the taxi tablet, and accident procedures.

The training provided does not constitute as an offer of driving privileges. Greater Edmonton Taxi Service, 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, and its subsidiaries, reserves the right to place a new driver on an indefinite probationary period.

## Stage 7 – Driver ID, Final Setup

The Driver ID will be activated upon an initial down payment of \$250 towards the Driver’s bond account.