

## **DRIVER APPLICATION & TRAINING PROCEDURE**

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

**Age Requirement:** 25 years old is the recommended minimum age.

*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, 3, and 5, must be provided.

Upon completing an application form, you may do 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 driving 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)** –per Bylaw 17400

Edmonton Police Department only. This may be obtained at 14315 - 118 Ave, 780-421-2801 for hours, or at any community Police Station.

- No more than 90 days old, and no offences within the last 10 years.
- Remember to approve the vulnerable persons check.
- The security clearance is required to obtain the City of Edmonton taxi license.

5. **Completion of Driver Application Forms**

Including minimum of two (2) work references, names and contact numbers of supervisors.  
An interview with a Driver Supervisor after all paperwork has been submitted.

6. **Social Insurance number- REQUIRED**

**ONLY** a government issued document with your 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 Goods and Service Tax number, an application information sheet 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 3 – City Knowledge Exam**

- All applicants are required to complete and pass the City Knowledge Exam.
- Basic knowledge of Hospitals, shopping centers, and major public places.
- The exam must be completed within 2 hours, two (2) rewrites allowed.
- Correctly answering verbal “direct route” questions to actually pass.

**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, ability to understand the street numbering system, and locate specific locations within the City of Edmonton.

**Stage 5 – Defensive Driving Course:**

- an On-line class will NOT be accepted. If no In-Class certificate is submitted at the time of application, a Defensive Driving Course done at Yellow Cab will be required prior to your id being activated.
- A Defensive Driving Course is required a minimum of every five (5) years.
- A Defensive Driving may also be required within a month after an accident.

**Stage 6 – New Taxi Driver Course:**

- ❖ One day course 09:00 to 17:00, lunch not provided, bring your own.
- ❖ Information covered, but not limited to, are Company policies and procedures, Computer training on the taxi tablet, and accident procedures.
- ❖ All new drivers as well as returning drivers that have be inactive for a long time are required to attend.

**Stage 7 – Driver ID, Final Setup**

The Driver ID will be activated upon an initial payment being made towards the Driver’s bond account.

Documentation of SIN, GST, and completion of a Defensive Driving Course is also required before activation.

The training provided does not constitute as an offer of driving privileges. Greater Edmonton Taxi Service, and its subsidiaries, reserves the right to deny 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 sub-contractor on an indefinite probationary period.