



## **DRIVER APPLICATION & TRAINING PROCEDURE**

**\*\*\* Driver applications are only accepted during the following days/times \*\*\***

Tuesdays: 09:00 – 12:00

Thursdays: 13:00 – 16:00

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

### Stage 1 – Documentation

The following documentation must be provided prior to ANY testing.

1. Alberta Drivers License – Class 1, 2, or 4
2. **Claims Experience Letter(s)** – Personal and/or employer insurance coverage.
  - Minimum of 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 Drivers Abstract – **Minimum of 5 Year driving abstract**
  - 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, obtained at 14315-118 ave.
  - No more than 60 days old. The City accepts 90 days old.
  - Must not contain any criminal offences within the last 5 years.
  - Receipt for the clearance will be accepted while waiting for processing.
5. Completed Driver Application Form
6. Proof of completion of English Comprehension Exam \*\*\* City Bylaw\*\*\*
  - Mandatory for all drivers. This is city bylaw.
  - To register, please visit the Norquest's Office of the Registrar in person at 10215 108 street. Registration for the exam must be made in person. All applicants must show a valid driver's license that has a photo. Temporary driver licenses will not be accepted.
  - Receipt for the booking will be accepted while waiting for the certificate to be mailed.
7. Social Insurance number, and GST number. If you do not have a GST number, an application form will be provided to you. Both numbers are required before driving privileges may start.

**Stages 2 – 6 on other side →**

## Stage 2 – Road Safety & City Knowledge Exam Cash payment required prior to test.

**FEE: \$50+GST for each time test is written.** Applicant must complete Road Safety & City Knowledge Exam. The exam must be completed within 2 hours. **100 questions, the minimum passing grade is 80%.** 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. Any applicant that gets lower than a 60% grade will not be allowed to rewrite the exam.  
**\*\*\*CHEATING ON A TEST IS AN AUTOMATIC FAIL, NO REWRITES ALLOWED.\*\*\***

## Stage 3 – City Knowledge Road Test, Cash payment required prior to test.

**Mandatory to show up in proper driver dress code, a shirt with collar, no jeans, basically look professional. Be on time, 24 hour cancellation notice is required, a rescheduling fee may be charged if late, or a no-show.**  
**FEE: \$100+GST for each test, in the event retesting is required.** 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 the primary testing along with practical 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.

## Stage 4 – Secondary Driver Evaluation Road Test

**FEE \$100+GST** The applicant will be provided contact information in order to book for the driver evaluation through the Sherwood Park Driver's Center. The final report will be emailed to the company and reviewed prior to applicant being provided approval for registering for the required courses.

**Stage 5 –Courses:** CASH PAYMENT IS REQUIRED PRIOR TO THE ROAD TEST, CASH PAYMENT IS ALSO REQUIRED PRIOR TO ATTENDING ANY COURSES, NO PAYMENTS WILL BE ACCEPTED ON THE DAY OF!

Defensive Driving Course: Advance cash payment required to attend class.

**1 Day Course. FEE: \$115 09:00 to 17:00**

**Defensive Driving certifications from other locations may not be accepted.**

**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 may be required to take another defensive driving course on site here at Yellow Cab.**

New Taxi Driver Course. Advance cash payment required to attend class.

**2 Day Course. FEE: \$300+GST 09:00 to 16:00 each day**

Orientation & Computer Training. Advance cash payment required to attend class.

**1 Day Course. FEE: \$50+GST Company Policy & Procedures. 09:00 to 16:00**

**Schedule Computer Training: 30 minutes of training on the in car computer terminal.**

**All applicants must obtain a course approval form from the driver relations office in order to register for courses through a cashier. Payment for the courses must be made at the time of registering. Payment can be made by cash only.**

**\*\*\* Training provided will enable a driver to obtain a City of Edmonton taxi permit. The training provided does not constitute as an offer of employment or driving privileges with the company. The company reserves the right to refuse driving privileges on our fleet if the company criteria are not met. The company has the right to place a new driver on a probationary period \*\*\***

## Stage 6 – Driver id, Final Setup

Applicants will meet with the driver relations supervisor and complete all required agreements and forms. The driver relations supervisor will create the driver ID. The driver ID will only be activated upon cash payment of a minimum of \$250.00 towards the driver's Insurance Deposit Bond account. The driver will be required to provide the deposit receipt to the driver relations supervisor to be filed before the ID is activated.