



## **DRIVER APPLICATION & TRAINING PROCEDURE**

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

Information Desk, 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 guaranty driving privileges with Greater Edmonton Taxi Service Group.**

### **Stage 1 – Documentation**

The minimum following documentation, points 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 Drivers License – Class 1, 2, or 4

2. Claims Experience Letter(s) – Personal and/or employer insurance coverage.

***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 Drivers 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.
- Must not contain any criminal offences within the last 5 years.

5. Completion of Driver Application Form, including (2) two reference contacts

6. 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.

### **Stage 2 – Scheduled interview with a driver supervisor**

**\*\*\* Interview will be scheduled after all paperwork has been turned submitted and approved\*\*\***

**Stages 3 – 6 on other side →**

### **Stage 3 - City Knowledge Exam, Cash payment required prior to written test.**

**FEE: \$50+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 have a minimum of **80%** in order to move on to the next stage of verbal “direct route” questions. **80% or over does 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 the road test.**

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

**FEE: \$100+GST = \$105.00, for each test, in the event that 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 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 IS ALSO REQUIRED PRIOR TO ATTENDING ANY COURSES.**

**NO PAYMENTS WILL BE ACCEPTED ON THE DAY OF THE COURSE!**

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

1 Day Course. FEE: \$115 including GST 09:00 to 17:00 Pizza lunch is included.

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

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, here at Yellow Cab.

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

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

1 Day Course. FEE: \$300+GST = \$315.00, 09:00 to 17:00 Pizza lunch is included.

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

**1 Day Course. FEE: \$50+GST = \$52.50** Company Policy+ Procedures. 09:00 to 17:00 Pizza lunch is included.

Computer 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 with a cashier in order to be registered.

Payment can be made with the cashiers by cash only.

**\*\*\*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**

Applicants will meet with the driver relations supervisor, and complete all required agreements and forms. The driver relations supervisor will create the driver ID. (Approximately 30 minutes) The driver ID will only be activated upon cash payment of a preliminary deposit of \$250.00 towards the driver’s 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.