



DRIVER APPLICATION & TRAINING PROCEDURE

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

Tuesdays: 09:30 – 11:30 Thursdays: 14:00 – 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 – 5 Year 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
 - No more than 60 days old.
 - Must not contain an 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 St. 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

Stages 2 – 6 on other side →

Stage 2 – Road Safety & City Knowledge Exam

Applicant must complete Road Safety & City Knowledge Exam. The exam must be completed within 3 hours. 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 2 rewrites allowed. Any applicant that gets lower than a 60% grade will not be allowed to rewrite the exam.

Stage 3 – City Knowledge Road Test

FEE: \$50+GST The applicant will be required to complete a 60-90 minute road test that is administered by a road supervisor employed by the company. 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 a minimum required passing result may terminate the application process.

Stage 4 – 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

Defensive Driving

1 Day Course. **FEE: \$115** Defensive Driving certifications from other locations may not be accepted. All applicants to our fleet will be required to have a DDC no older than 2 years.

New Taxi Driver Course

3 Day Course. **FEE: \$300+GST**

\$100 is refunded to the applicant after 120 days of driving with the company.

Orientation & Computer Training

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

Computer Training: 30 minutes of 1-on-1 training on the in car computer terminal.

City of Edmonton Map Book

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 or credit card (credit card payments will be surcharged 4.5%).

***** 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 – Onboarding

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.