



DRIVER APPLICATION & TRAINING

**** Driver applications are only accepted ****

Wednesdays between 9:30 – 12:30

Thursdays between 14:00 – 16:00

For your interview, please be dressed in Business Casual attire – no jeans, T-shirts, sandals, etc.

Minimum Age Requirements: Must be at least 25 years old.

Stage 1 – Documentation

The following documentation must be provided prior to ANY testing.

1. Alberta Drivers License – Must be Class 1, 2 or 4.
2. Claims Experience Letter – Personal and/or past employer insurance companies.
 - **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 Drivers Abstract- 5 Year - covering previous 5 years and cannot contain:
 - Driving while intoxicated / impaired
 - Driving under the influence of alcohol or drugs
 - Driving while under suspension
 - Careless driving or without due care and attention
 - More than 5 demerit points
4. Current Criminal Abstract (Security Clearance) – Edmonton Police Department only and:
 - No more than 60 days old
 - Must not contain ANY criminal offences in last 5 years
 - Receipt can be accepted while waiting for the security clearance to be mailed.
5. Proof of Completion of English Comprehension Exam
 - Available only from Alberta College.
 - Book appointment in person at 10050 MacDonald Dr NW
 - Exams are held on Tuesdays only.
 - Receipt can be accepted while waiting for the certificate to be mailed.
6. Social Insurance Card

Stages 2 – 6 on other side. →

Stage 2 – Road Safety & City Knowledge Exam

Applicant must complete Road Safety and City Knowledge. 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 available. Any grade below 60% will not be allowed to rewrite the exam.

Stage 3 – AMA Driver Evaluation (Road Exam)

The applicant will be provided contact information in order to book for the driver evaluation through AMA. Fee of **\$139.50+GST** will be paid by applicant. The final report will be emailed to the company and reviewed prior to approval for registering for the required courses.

Stage 4 – Defensive Driving

Defensive Driving certifications from other locations will not be accepted. All drivers wanting to drive on our fleet will be required to complete Defensive Driving from our instructor. 1 day course. **Fee: \$85+GST**

New Driver Course

3 day course. **Fee: \$300+GST**
\$100 is refunded after 6 months of driving with the company

Orientation\Computer

Orientation: Company Policies and Procedures. 1 day
Computer Training: 30 minutes 1-on-1 training on the in car computer.
City of Edmonton Map Book.
Fee: \$50+GST

All applicants must obtain a course approval form from driver relations supervisor and then pay for the courses through a cashier. Payment can only be made using cash or credit card (credit card payments will be charged a 5% surcharge.)

Stage 5 – Letter of Intent

Upon completion of all courses, a letter of intent will be provided to the applicant in order for the applicant to obtain his chauffer permit from the City of Edmonton.

Stage 6 – Taxi Driver Road Test

The applicant complete a 45-60 minute Road Test that is administered by a road supervisor from the Edmonton Taxi Service Group. City Knowledge will be tested along with practical skills that are relevant to the job. **Fee: \$50+GST**

Stage 7 – Onboarding & Forms

Applicants will meet with driver relations supervisor and complete all required agreements and forms. Driver relations supervisor will create driver ID and it will be activated by the cashier at the time that the driver pays insurance deposit (\$250 minimum payment). Driver will be required to provide insurance deposit receipt to driver relations supervisor to have filed.