
REQUIREMENTS FOR DRIVING

I. The following documents are required before you can begin application:

- A. **Current Province of Alberta Driver's Abstract**: no more than 30 days old, with no more than 6 demerit points or any of the following convictions.
 - 1) Driving while intoxicated
 - 2) Driving under the influence of drugs
 - 3) Driving while under suspension
 - 4) Careless driving
 - 5) Racing, excessive speed, or stunting
 - 6) More than 3 convictions

- B. **Current Criminal Abstract (Security Clearance)**: no more than 30 days old, with no criminal offences in the last 5 years. This obtainable at any **City of Edmonton Police Station**.

- C. **Social Insurance Card**: if you no longer have your card please provide a receipt showing that you have applied for a replacement card.

- D. **Current Alberta Driver's License**: class 1, 2 or 4

- E. **3 Year Claims History Letter**: from your personal and/or past employer (if applicable) vehicle insurance companies showing a minimum 3-year claims history up to present application date. (**Proving NO AT FAULT COLLISIONS WITH THOSE THREE YEARS**) You must also have established Alberta vehicle insurance.

- F. **Proof of completion of English Comprehension Exam**: Must be completed at Grant MacEwan College – Alberta College Campus located at 10050-McDonald Drive Edmonton, AB,. Call 780-633-3708 to book appointment.

- G. **Defensive Driving Course (D.D.C) with in the last 2 years.**

II. With the above documentation in order, we accept applications on Thursdays and Fridays from 8:30am to 2:00pm at Alberta CO-OP Taxi Line Ltd. (10538-114 Street). We will complete an evaluation at which point acceptable applicants will be asked to complete the following:

- A. Application forms
- B. Agreement to drug and alcohol testing
- C. Abstract authorization form
- D. Agreement to contact previous employer(s)
- E. Written Road Safety Exam
- F. City Knowledge Exam
- G. Shortest Routes Exam

The passing grade on each exam individually is 75%. A mark of 50%-74% allows you to rewrite after 7 days. A mark of 0%-49% allows you to rewrite after 30 days. All exams must be completed within a 3-hour time frame. The examination fees are \$20.00 and rewrites are \$10.00.

- III. Upon successful completion of the above, a road test will be scheduled within 14 days.
- IV. Once the road test is passed you will be scheduled for a 3-day training program. Training fee is \$100.00
- V. After training is complete you will obtain a report card from Evelyn in the Supervisor's Office. Take all required documents and report card to the Allstream Building 5th floor, 10250-101st for your Taxi Driver's License. Please bring new license back to our office and you will be issued your personal log in number and you may commence driving.

Alberta CO-OP Taxi Line Ltd. reserves the right to refuse any application on reasonable grounds