



NEW TAXI DRIVER INFORMATION PACK

Driving a taxi can be an exciting and rewarding job. Some of the great things about driving a taxi are the flexible working hours, driving for a living and meeting new people. As a taxi driver you are self-employed as a sole trader. That means that you need to record all your takings, expenses and budget for your own tax, GST and Superannuation. Driving a taxi can entail shift work and shifts are quite often 10-12 hours long, starting very early in the morning or working until very late at night.

Taxi Drivers and Taxi Operators generally work on a Bailee/Bailor Agreement in the ACT which means 50% of the meter total at the end of a shift goes to the driver and the other 50% to the Taxi Operator. Under a Bailee/Bailor Agreement the Operator is responsible for all costs related to the running of the taxi. Opportunities also exist for enterprising drivers to buy or lease plates and work for themselves. If you require more information, please contact a member of Aerial staff.

Taxi Driver Licence Requirements in the ACT

For information on how to apply for a taxi licence in the ACT including the forms you will need, phone 13 22 81 or go to:

<https://www.accesscanberra.act.gov.au/ci/fattach/get/95530/1469770342/redirect/1/session/L2F2LzEvdGltZS8xNDc3NjlyMTQyL3NpZC9rNkF3V2lybg==/filename/Application%20for%20a%20taxi%20driver%20licence%20in%20the%20ACT.pdf>

Obtaining a PIN to drive a Canberra Elite taxi

The process for obtaining a PIN with Aerial is:

- Drivers must obtain their T condition from the RTA
- Drivers must complete a minimum of 10-12 hours of jockeying focusing on proficient use of the dispatch system and electronic card processing and be able to demonstrate competence in their use. Evidence of jockeying must be provided by recording the times spent in the taxi in the Jockeying Worksheet below and signed by the taxi operator. During jockeying, new drivers must be instructed in all the items listed in the Jockeying Checklist and each item must be ticked off when completed. Alternatively, anyone who can provide evidence of driving taxis for another TBS in Canberra for two or more months will not be required to undertake jockeying but will be required to demonstrate competence in the use of Aerial's dispatch and electronic card processing systems.
- Drivers must meet uniform requirements.



- New drivers are required to complete a half day induction course covering dispatch and payment systems, customer service, work health and safety, disability awareness and company rules.
- New drivers will then be issued a conditional PIN which allows access to all radio work except Aerial account work. After three months drivers will then be given access to Aerial account work provided they have completed a minimum of 12 shifts.



JOCKEYING WORKSHEET

Sponsor Operator Name:

Signature of Operator Date

Jockey name

Signature of Jockey Date

Jockeying consists of a minimum of 10-12 hours practical orientation in a taxi operated by an accredited taxi driver. During jockeying students must make sure they are taught the correct use of the Smartmove dispatch terminal, taximeter and EFTPOS facilities, interacting with passengers, rank locations, shortest routes, general pickup points and driver messaging etiquette. Jockeying must be completed before attending the Induction Course and you will be expected to be able to demonstrate a working knowledge of Aerial's dispatch system and electronic card processing. A Jockeying checklist is attached. **Jockeys must be instructed in all the items listed on the checklist and each item ticked off when completed.**

Please ensure this log is fully completed and initialed by both the instructing driver and the jockey.

Date	Start Time	Finish Time	Taxi Number	Initial of Driver	Initial of Jockey



JOCKEYING CHECKLIST

Smartmove Dispatch		Cabcharge Fareway	
Log on /off procedure		Cards Processing	
Plotting in		TSS Card Processing	
Rank Preference areas		Manual Card Processing	
Bidding for Cover Work		Shift Totals	
Sending and Receiving Messages		Multiple Hire Procedures	
Payment Details		Payments Via Booking Apps	
Fixed Price Jobs		Aerial Vouchers	
Use of Map and Navigation			