



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. Also, driving a taxi is shift work and shifts are quite often 10-12 hours long, a lot of the time 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

A person is eligible to apply to the Road Transport Authority for the issue of a licence to drive a taxi if:

- (a) the person holds a full car licence or a full licence of a higher class.
- (b) the person has the skills to drive the public vehicle in the application;
- (c) the person is a suitable person to drive the public vehicle in the application;
- (d) the person is medically fit to hold a public vehicle licence;
- (e) the person is—
 - (i) an Australian citizen; or
 - (ii) a permanent resident; or
 - (iii) a temporary resident who holds a visa that allows the person to work as a public vehicle driver;
- (f) the person is—
 - (i) certified by the road transport authority as meeting the determined minimum English language standards; or
 - (ii) a citizen, or passport holder, of any of the following countries:

(A) Australia; (B) Canada (C) New Zealand; (D) Republic of Ireland;

Applicants must provide the following completed forms to the ACT RTA:

- [Application for police check \(PDF\)](#);
- [Application for upgrade of driver licence \(PDF\)](#);
- [Commercial drivers' health assessment \(PDF\)](#) - completed by you and your General Practitioner



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 completing the Jockeying Log contained in this information pack. 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.
- Drivers should download the training material from the links below
- New drivers will undergo a 90 minutes meeting/assessment with a member of the Fleet Department to demonstrate competence with MTData and Cabcharge eftpos, and be given an overview of Aerial's rules and expectations of drivers.
- New drivers will then be issued a conditional PIN which allows access to all radio work except Aerial account work.
- After a probationary period drivers will come back for a half day driver training/assessment course and will then be given access to all radio work. Drivers must complete a minimum of ten shifts before attending the taxi driver induction course and the course must be completed within three months of receiving a conditional PIN. The main focus of the training course will be on work health and safety, disability awareness, Aerial account work and reinforcement of Aerial's rules and expectations. Drivers will have the opportunity to provide feedback on their work experiences and ask for any assistance, clarification or advice that will assist them in becoming more proficient taxi drivers.



JOCKEYING WORKSHEET

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 MTData terminal, taximeter and EFTPOS facilities, interacting with passengers, rank locations, shortest routes, general pickup points and driver/radio etiquette.

Jockeying must be completed before attending the initial meeting / assessment where you will be required to demonstrate a working knowledge of Aerial's dispatch system and electronic card processing.

Sponsor Operator Name:

Signature of Operator Date

Jockey name

Signature of Jockey Date

JOCKEYING LOG

Please ensure this log is fully completed with the time you started and finished each jockeying session and initialed by both the instructing driver and yourself.

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