

Name		DD/MM/YYYY
Email		
Phone		
Address		

✓ DATE

Step 1 - (Insurance Approval)

1		Fill out	Baird and MacGregor Insurance Application Form		
2		Copy Front and Back	Ontario Drivers License		
3		Obtain	3 Year Driver Abstract from Service Ontario - (Dated within 30 days) \$12.00		
4		Obtain	3 Year Commercial Insurance Experience Letter		
	Office Use	Email	Send Complete Insurance application to Baird and MacGregor (CC Driver)		
	Office Use		Letter Received Approving Driver With Insurance Company		

Step 2 (A - (Vehicle-For-Hire License)

5 (A		Apply/Obtain	Vulnerable Police Clearance / Judicial Matters Police Check - (Region:)		
5 (B	If In Toronto	Filled Out & Mail	Police Disclosure Form- Signed and Paid \$ 65.00, Sent To Toronto Police Date applied:		
6 (A		Copy Front and Back	Vehicle-For-Hire License (D01) - (Endorsed? - Y / N)		
6 (B	No VoH License	Training	Vehicle-For-Hire License Class date		
6 (C	If Not Endorsed	Training	Accessible Endorsement		
7		Training/Schedule	Dispatch and Tablet Training: \$ 250.00 - Class Date: dd/mm/yy		
8		Test & Grade	Driver Exam - Completed with passing grade		
9		Training/Schedule	On Road Training Training Date: dd/mm/yy		

Step 2 (B - (Vehicle Documentation)

10		Copy Front and Back	Vehicle Ownership Registration (Green Slip)		
11		Copy Front and Back	Cab Owner Taxi License (V00 / V02)		
12		Print	Certificate of Insurance		
13		Print	*****HST Registration Letter, Copy of Driver License, phone #, Fleet owner - to Zhanna *****		
	Office Use	Inspect	Vehicle Inspection File Completed		
	Office Use	Schedule	TTC - Vehicle Inspection Scheduled - (dd/mm/yyyy - HH:MM)		

Step 3 - (TTC Driver Approval Package)

14		Sign	Contracted Operator AT File Inspection Form		
15		Take Photo	Checker Taxi Photo ID Card (No Badge ID)		
	Office Use	Attach	Attach # 2 Document (Ontario Drivers License)		
	Office Use	Attach	Attach # 6 (A Document (Vehicle-For-Hire License)		
	Office Use	Provide	TTC Taxi Driver Training Certificate (Blue Card)		
	Office Use	Confirm	Driver and/or Vehicle Added to TTC Operator List		
	Office Use	Print Card	Update Checker Taxi ID Badge with CT # Provided by TTC		

Step 4 - (Final Documentation and Training)

16		Sign	Operators Rights and Responsibilities		
17		Sign	Contract Service Agreement - DATE -		
	Office Use	Account set up	Presto Account Created		
	Office Use	Data Enter User	Incert all documents into Driver Info		
	Office Use	Create User	Driver and/or vehicel Info into TMS		

Questions / Concerns? - Call (416) 243 2537 ext 203