

Driver File Document Check List

Indeed? Y/N

Drivers Name _____ ML&S Plate _____

Email Address _____ Phone Number _____

Preferred Working Days MO TU WE TH FR SA SU Time AM PM

Phase 1 - (Insurance Approval)		
1	Insurance Application Form - Baird and MacGregor	
2	Ontario Drivers License	
\$12.00	3 Year Driver Abstract - (Dated within 30 days)	
4	3 Year Commercial Insurance Experience Letter	
OFFICE	Letter Received Approving Driver With Insurance Company	
Phase 2 - (Other Documentation Needed)		
6	Checkers Application Form	
7	Applicant Resume	
\$20.00	Criminal Record / Judicial Matters Police Check - (Region: _____)	
\$130.00	Vehicle-For-Hire License (D01) - _____ (Endorsed? - Y / N)	
(\$250.00 + Tax)	Accessible Endorsement Course Registration - (Proof of Payment Received) DATE - _____	
11	Accessible Endorsement Training Completed - _____	
12	Vulnerable Police Clearance Received	
\$65.00	Police Disclosure Form Filled Out - Signed, Paid, Sent To Toronto Police	
Phase 3 - (TTC Driver Approval)		
14	Contracted Operator AT File Inspection Form Signed	
15	Ontario Drivers License	
16	Vehicle-For-Hire License Endorsed	
OFFICE	TTC Taxi Driver Training Certificate - Upon Completion All Training	
OFFICE	Checker Taxi Photo ID Card	
OFFICE	Driver and/or Vehicle Added to TTC Operator List	
OFFICE	Update Checker Taxi ID Badge with CT # Provided by TTC	
Phase 4 - (Final Documentation and Training)		
21	Operators Rights and Responsibilities - Last Page Signed (Give Copy)	
22	Driver Exam - Completed with Grade of 85% or higher	
23	*****HST Registration Letter, Copy of Driver License, phone #, Fleet owner - to Zhanna *****	
24	Interview with Alex Scheduled DATE - _____	
(\$250.00 + Tax)	Dispatch Training Received DATE - _____	
\$ Above	Tablet Training Received DATE - _____	
\$ Above	On Road Training Received DATE - _____	
OFFICE	Presto Account Created - Signed Deposit Form	
29	Download Apps for Hangout and GTS on Operators Phone	
OFFICE	Added to Drivers Info / GTS Program	
31	Tally Sheet and Envelope Procedure Reviewed, No Show Slips and Envelopes Provided	
★	Key In Hand - Congratulations !!!	

NOTES:
