

the united group

Requirements for Employment as a Driver

Duties

- Provide above the expected level of service to United's customer base.
- Consistently open the vehicle doors and load baggage for our customers.
- Operate a taxi in a safe and courteous manner in accordance with the rules and regulations found in the driver's manual.
- Provide passengers with basic tourist information they may require about current events, places of interest, or history of the city.
- Ensure passengers a safe ride to their destination and at the same time, getting them to their destination the shortest and quickest way.
- Report any mishaps or delays on regularly scheduled trips as required in the driver's manual.
- Do everything in your power to keep our customers satisfied with the performance of your service and keep a good name for the United Group.

Qualifications

- Minimum Grade 12 education.
- A current driver's abstract from SGI.
- Possession of a valid Saskatchewan's Driver's License (Class 4 or higher).
- Several years experience dealing with the public or service industry experience.
- Knowledge of the geographic layout of the city.
- Ability to deal courteously and tactfully with the public.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to understand and execute oral and written instructions.
- Proven communication skills.
- Minimum 1 year residency in the city of Saskatoon

Fees

The training fee is \$300.00, and is non-refundable. This covers classroom session, training manual, map book, in-car training (up to two sessions), and exam (one re-write will be allowed).

Training Schedule

After your initial interview with management, you will be evaluated to see if you would be acceptable for employment at United Cabs. You will be called by a driver trainer and a time will be set for some in-class training. This will be your first look at the operation of our computer system along with how our phone system works.

At the same time your trainer will tell you some of the things about the taxi business that you will need to know if you go on from this point. You will be evaluated by the trainer to see if you are eligible to continue with training.

If the trainer decides you can go on, you will be given a training manual and a map book that we use in the taxi business. Before you can go out with the trainer, you will be expected to study the manual as explained by the trainer.

At this point you will go out with one of the company trainers. This will involve one or two days of in-car training which will consist of computer and testing your knowledge of the city of Saskatoon. You will be shown what will be expected of you by United Cabs.

After you have completed your in car training you will be required to take a test on what you have been taught. Everything on the test will be things that you have taught at some time in your training. The test is not hard but does evaluate how you take instruction and how you understand what you have been taught. The pass mark is 80%. No exceptions!

If you pass the test you will go down to the City Police and acquire your chauffeurs license. Before you can get your taxi permit, you will need to get a letter from our office saying we will hire you. You will have to take this to the Saskatoon Police Service Criminal Record Check Office and they will issue you a taxi permit. This typically takes about 3 days. Bring the entire contents of the envelope back to our office and we will put the number in the computer and you can go to work.

You will also have to go to Canada Revenue Agency and register for a GST number. Make sure you tell them it is for a taxi operator and you want to submit annually.

Date of application _____

Date of Interview _____

UNITED CABS
APPLICATION FOR EMPLOYMENT

Name _____
Last Name First Name Middle Initial

Present Address _____
Apt # Number Street City Postal Code

Drivers Lic # _____ Class _____ Driving Experience _____

Social Insurance # _____ Home Phone # _____

How long have you lived in Saskatoon _____

Previous Place of Residence (Last Five Years)

Previous employers starting with present employer (if any): Please provide name and phone number of your supervisor and length of employment

1. _____

2. _____

3. _____

List any experience, skill or qualifications you feel that would help in your employment

1. _____

2. _____

3. _____

4. _____

Education

1. Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
2. If you did not finish High School: do you have a High School Equivalency Diploma (Yes / No)
3. Circle the number of years of Post Secondary Education. 1 2 3 4 5 6

Name and car number of person sponsoring you if any _____

Shifts wanted (circle) Days Nights Weekends Full-Time Part-time

**Your application will not considered unless
you have been a resident of Saskatoon for at least one year.**

A driver's abstract must be presented before the interview will be conducted.

For office use only

Training Kit (yes / no)

In Car Training (yes / no)

City License Obtained (yes / no)

Classroom training date _____

Trained by _____

In-car training date _____

Trained by _____

Written exam date _____

Examined by _____
