



DRIVER ONBOARDING & HIRING

PROFESSIONAL TAXI DRIVER ONBOARDING GUIDE

A step-by-step checklist and licensing framework for operating in Sherwood Park and Strathcona County.

STRATHCONA COUNTY COMPLIANCE DOCUMENT • PREPARED FOR FLEET PARTNERS & INDEPENDENT
OWNER-OPERATORS
VERSION 2026.1

1. DRIVER LICENSING & SAFETY CREDENTIALS

To operate a licensed vehicle-for-hire within Sherwood Park (Strathcona County), all professional drivers must qualify under municipal and provincial transport regulations. Below are the core qualifications required to start dispatch training.

REQUIREMENT 01

Commercial Driver's License (Class 1, 2, or 4)

Drivers must hold a valid, active Alberta Class 4, 2, or 1 license. Class 4 is the regulatory minimum standard for commercial vehicle operation in Alberta. A Class 5 license (including GDL) is not sufficient for operating a commercial taxi.

REQUIREMENT 02

Clear PCC & Vulnerable Sector Check (VSC)

A pristine and recent (issued within 90 days) Police Information Check alongside a Vulnerable Sector Check is mandatory to safely serve vulnerable populations, senior citizens, and children.

Note: Visit the local Strathcona County RCMP Detachment in Sherwood Park to apply.

REQUIREMENT 03

3-Year Commercial Driver's Abstract

A certified, clean 3-year commercial driver's abstract must be obtained from an Alberta Registry Agent within the last 30 days. Your abstract must show clean driving habits with no major safety or policy violations.

REQUIREMENT 04

Minimum 3 Years Commercial Driving Experience

To qualify for our auto-fleet insurance policy, a verifiable history of at least three (3) years of commercial, logistics, taxi, or transit driving experience is strictly required.

2. HR SETUP & INDEPENDENT CONTRACTOR BUSINESS REQUIREMENTS

We partner with independent driver-operators. To establish your corporate profile and process dispatch earnings, our Human Resources team requires registration documentation.

A. CORPORATE BUSINESS & TAX IDENTIFICATION

Because you operate as an independent service provider, your registration must be properly structured. Submit the following to the HR portal:

- **Registered Business Certificate:** A valid corporate registration under your name (Sole Proprietorship or Provincial/Federal Incorporation).
- **GST Number:** Your active, 9-digit Canada Revenue Agency (CRA) Business Number to ensure legally compliant invoice settlements and GST payments.

B. WORKERS' COMPENSATION BOARD (WCB) COMPLIANCE

To ensure adequate workplace injury coverage and follow provincial contractor standards, active WCB coverage is a non-negotiable step before dispatch activation.

DOCUMENT NAME	PURPOSE	ACTION REQUIRED
WCB Signup / Account	Establishes a valid employer/operator account with WCB Alberta to cover injury liabilities.	Register online through the WCB Alberta Portal as an independent business entity.
WCB Clearance Letter	Verifies that your account has no outstanding premium balances and is in good standing.	Generate a real-time, free Clearance Letter from your WCB online portal and submit it.

MANDATORY COMPLIANCE DISCLAIMER

Missing or expired documents in either section (Driver Credentials or Corporate Setup) will result in a temporary block of dispatch privileges. Please keep all certifications up-to-date in the driver-management dashboard.