# DRIVER APPLICATION CHECKLIST

## Australian Capital Territory

### Getting Started

1. Read the terms & conditions: www.shebah.com.au/new-driver-terms. You'll be asked to agree to these terms & conditions to become a Shebah driver.
2. Make sure you've got a valid personal email address. This is where you will receive news and updates from Shebah HQ.
3. You will need to collect and familiarise yourself with the documents and information listed below, before you start your driver application with Shebah through our driver portal: https://driver.shebah.com.au/sign-up

### Documents You Will Need

☐ *Rideshare Vehicle License and Driver Accreditation*
   o More information and applications for both of these certifications can be found here: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3283/~/rideshare-accreditation-and-licensing-in-the-act
   o Complete a *Commercial Driver's Health Assessment* form found here: https://www.accesscanberra.act.gov.au/ci/fattach/get/178063/1509329621/redirect/1/filename/Commercial+driver%27s+health+assessment.pdf

☐ *Australian Business Number (ABN)*
   o Register for your ABN at www.abr.gov.au/business-super-funds-charities/applying-abn
   o You will be required to register for GST.

☐ *Rideshare Vehicle Inspection*
   o Find an inspection station here: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/83#!tabs-3

☐ *Vehicle Registration*
   o Check here to verify your registration: https://rego.act.gov.au/regosoawicket/public/reg/FindRegistrationPage?0
   o Screenshot the results and upload.

☐ *Working With Vulnerable People Registration*
   o Complete your application online here: https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1318
   o Must be for paid employment (NOT volunteer work)

☐ *Insurance*
   o Safety is our number one game which means your car must be insured.
   o Talk to your insurer about this and make sure to mention it is for rideshare purposes.

## Finishing Touches

We will need a <u>clear</u> photo of:

☐ Your gorgeous face

☐ The front of your car (number plate visible)

☐ Front and Back of your Driver's License

## Stripe: Your Payment Gateway

☐ You must set up your Stripe account via the link in the final steps of your driver application.

☐ You must verify your Stripe account within 24hours of receiving the confirmation email (you will not be able to take trips or receive payment if not).

☐ When prompted, enter www.shebah.com.au as the website for your business.

☐ For a more detailed explanation of how to link your Stripe account, download our guide here: https://d7fdeca4-5cf3-4668-ae78-49727ac877ae.usrfiles.com/ugd/d7fdec_c9aa80a050444d-8b9a64df46a8f773a5.pdf

## Tollways

☐ Set up an e-TAG account.

Shebah recommends setting up an e-TAG account with a toll collection company. With an e-TAG in your car tolls will be automatically deducted from your account, reducing the risk of incurring additional fees from late toll payment.

## Contact

Email: driveforus@shebah.com.au

**When you're ready to begin your driver registration head to**
**https://driver.shebah.com.au/sign-up**