



#### BOOKING & ADMINISTRATION

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LE Stewart Investments Pty Ltd t/as Southern Highlands Taxis, Limousines & Coaches

Laurie Stewart Automotive (NRMA Approved Mechanical Repairer)

ABN 69 323 836 239

## New Driver Information

Southern Highlands Taxi Service owns & operates twenty late model taxis servicing the Southern Highlands. The company owns Ford cars & station wagons plus Toyota WATS (Wheelchair Accessible) vehicles. The company has enjoyed an excellent reputation for providing the highest level of customer service to the people of the Southern Highlands for 18 years.

Drivers should be mature people (age 35 to 75 years) both male & female, who are well presented & with a good personality & are able to get on with people generally. The applicant should be a good, safe & confident driver with a good driving record & no criminal record. The applicant should also have lived in the Southern Highlands with some knowledge of the district.

To be eligible for a driver authority you must hold a current unrestricted/unconditional driver license issued in NSW & have held an unrestricted driver license issued in any Australian state or territory for at least 12 months of the previous 2 years. Also you must be an Australian or New Zealand citizen, permanent resident or hold a visa allowing you to work in Australia.

The applicant should also have the right attitude towards the provision of good customer service. We insist that drivers assist the aged into & out of the taxi & carry parcels to their front door etc. We also insist that all road regulations & fatigue management are observed.

The work is pleasant & safe driving around the Southern Highlands with regular long distance trips to Sydney, Canberra, Wollongong & Goulburn etc. Our customers are mainly aged during the day with a variety at night.

Shifts start at 7.00 am through to 4.00 pm & night shift from 4.00 pm to approximately 1.00 am. Some drivers elect to drive the "early morning shift" from 3.00 am. Drivers who prove dependable are given priority for shifts & it may take a little time to achieve the shifts you really prefer. Please, though, inform us of your preferred shifts, as they may be available.

Taxi drivers are not employees as they actually lease the taxi for the shift. In Sydney they pay in advance & therefore they must cover this expense with earnings before making a profit. In country NSW we share the fare income, with us taking 60% at the end of the shift & the driver retaining 40%. The driver retains the total of all tips (tips can be over \$100.00 in a shift) & we pay all expenses including fuel etc.

The driver is expected to retain approximately \$200.00 per shift before income tax plus tips. This figure can be considerably higher & often double on a Friday & Saturday night. We have many career drivers earning between \$50,000 & \$75,000 per annum.

A Medical Declaration must first be made at Services for NSW & then it will cost the applicant \$110.00 for the Driver ID, which is processed by the NSW Taxi Council & this includes a Crim Check.

A copy of either the first page of your Passport or Birth Certificate & Driver's Licence must also be included. These must be witnessed by a JP. Laurie Stewart is a JP & will copy & witness for you.

The driver's ID takes about ten days to be processed by NSW Taxi Council & it will be posted direct to us & we will advise you the moment it is received. During this time the applicant will also need to purchase the regulatory uniform at a cost of around \$100.00.

Week day drivers must also obtain a Working with Children Check, as we carry a large number of disadvantaged school children. The cost is \$80.00 for a 5-year approval & it is well worth it. All costs are tax deductible for you & they are one off costs & would be recouped within a couple of shifts.

The applicant should also purchase maps of the Southern Highlands. One should spend time learning the doctor's surgery's, hotels, clubs & major cross streets in Moss Vale, Bowral & Mittagong. We provide a list of places you should know. Some attention should also be given to the various sections of the Bowral Hospital.

A simulator is available for learning operation of the meter, Eftpos and dispatch screen. We provide a training manual & for the first shift the new driver is accompanied by our Training Officer to ensure the new driver is relaxed & fully conversant with all procedures.

Prior to commencement, the applicant is required to complete:

- (1) The Application Form to drive a taxi as a Bailee
- (2) The Bailment Agreement which covers the responsibilities of both the driver to us & us to the driver.

You should provide your own money bag/pouch with a float of at least \$50.00 for change (This of course remains your property)

You are also required by law to register (within a month or so of commencing) & obtain an ABN number for GST purposes, as all taxi drivers must collect & remit GST.

We will assist with the completion of the ABN registration form & our systems & computer programs provide all information to ensure drivers do little book keeping & paper work. (Retained earnings shown above are net of GST).

At this date contrary to the Bailment Agreement you are not required to wash your taxi as this is done daily for all drivers however we ask that you take pride in the vehicle & keep it out of muddy conditions where possible & wipe any marks etc, from it should you be sitting at the rank with spare time. In particular, attention should be given to ensuring the mats are clean at all times.

Our taxis are fitted with the latest in technology including cameras, safety & dispatch systems & GPS tracking. It is safe and enjoyable work driving a taxi in the Southern Highlands.

We are developing a great team of people & if you are a "people person" then we welcome you to this team. The work is pleasant & rewarding & you will develop some wonderful friendships.

December 17

