

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 enjoys an excellent reputation for providing the highest level of customer service.

Drivers should be mature people (age 35 to 70 years & preferably around 50 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.

To be eligible for a driver authority you must hold a current unrestricted/unconditional driver licence issued in NSW & have held an unrestricted driver licence 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.

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 \$175.00 per shift before income tax plus tips. This figure can be considerably higher & often double on a Friday & Saturday night.

Taxi Driver Authority application forms are available from us & it will cost the applicant \$100.00 payable to Transport NSW plus the cost of a doctor's visit for a medical examiners report. Two head photographs are also required (65 mm square & larger than passport size) & are available

from most photographic stores at a cost of approximately \$12.00. A copy of either the first page of your Passport or Birth Certificate & Drivers Licence must also be included. These must be witnessed by a JP. Laurie Stewart is a JP & will copy & witness for you.

The forms should be completed & returned to us for our endorsement & forwarding to Transport NSW. Please note that the person who witnesses your signature on the application must also sign the back of one of the photographs in the manner shown on the last page of the application to Transport NSW.

The driver's authority takes about three weeks to be processed by Transport NSW & it will be posted direct to you & during that time the applicant will also need to purchase the regulatory uniform at a cost of around \$100.00.

Week day drivers must also receive 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.

Your Taxi Drivers Authority, medical & uniform is the only other investment required. It is a one off cost, it is tax deductible & would be recouped within a couple of shifts.

The applicant should also purchase Craigie or UBD maps of the Southern Highlands (Craigie approx \$13.50 ea & available from us). During the period that the Taxi Driver Authority is being processed 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.

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 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 safety & dispatch systems. It is safe & 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.

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