

WAVD:

UID:

# Winnipeg WAV PTP Driver Application

**Application Date**  
(MM/DD/YYYY)

**Applicant Information**    Canadian Citizen    Permanent Resident    Work/Study Permit (must provide a copy)

<i>FIRST NAME</i>	<i>MIDDLE NAME</i>	<i>LAST NAME</i>
<i>ADDRESS</i>	<i>CITY, PROVINCE</i>	<i>POSTAL CODE</i>
<i>HOME PHONE</i>	<i>MOBILE</i>	<i>VEHICLE LICENCE PLATE(S)</i>
<i>EMAIL ADDRESS</i>		<i>MANITOBA DRIVER'S LICENCE #</i>

**Dispatcher (dispatcher you will be operating under on the WAV system)**

*BUSINESS NAME*

## Required Documentation

All applicants must provide copies of the following documents with the completed application form:

- A valid Provincial Driver's Licence (applicable to the use of the vehicle being driven) at a Class 5 minimum qualification;
- Proof of eligibility to work in Canada such as a Permanent Resident card, Citizenship card/certificate, Birth Certificate, or Passport indicating Canadian Citizenship, Work permit or Study permit;
  - o Your study permit must include the condition to work on or off campus. You may only start working in Canada when you start your study program.
  - o Please ensure that you apply for your work or study permit more than 30 days before expiry to allow for processing time – Apply online at <https://www.canada.ca/en/services/immigration-citizenship.html>
- Document satisfactory to the City indicating that the individual has provided consent:
  - a) For the applicant to have access to his or her personal information maintained by Manitoba Public Insurance, the Winnipeg Police Service and the body responsible for maintaining the Child Abuse Registry for the purpose of administering and enforcing this By-law; and
- Proof that the applicant has completed the required training and that the applicant has the skills and knowledge reasonably considered necessary in order to provide the services exclusive to PTP drivers;
  - o Valid ILRC (Independent Living Resource Centre) Card
- Commercial Driver's Abstract indicating the applicant has not been convicted within the previous 10 years of a major driving offence; (obtained through MPI);
- Criminal Record Check with Vulnerable Sector Screening (VSS) indicating the applicant has not been convicted within the previous 10 years of a relevant criminal offence unless a record suspension (pardon) has been issued in respect of the offence;
  - o Apply in person at the City of Winnipeg headquarters, 245 Smith Street and share results with 'Winnipeg Parking Authority – Vehicles for Hire';
- Child Abuse Registry Check indicating the applicant is not registered on the Child Abuse Registry;
  - o Apply Online at <https://web22.gov.mb.ca/AbuseRegistry>
- PTP Dispatcher Confirmation Letter

## Definitions

“**accessible**” in respect of a vehicle, means a vehicle

- a) constructed and equipped to permit the loading, transportation and off-loading of individuals who use a wheelchair, or similar device which can accommodate a seated individual, and who cannot self-transfer; and
- b) driven by an individual who is physically capable of providing, and trained to provide in compliance with the requirements of this By-law, transportation services to individuals who use a wheelchair, or similar device which can accommodate a seated individual, and who cannot self-transfer;

“**accessible PTP**” means a vehicle for hire in respect of which an accessible PTP permit has been issued under this By-law;

“**accessible PTP WAV driver’s permit**” means permit issued under this By-law which authorizes an individual to operate and to provide, or offer to provide, transportation services by way of an accessible PTP;

“**accessible PTP permit**” means a permit issued in respect of an accessible PTP;

“**charges**” in relation to a relevant criminal offence or a major driving offence means the initiation of law enforcement proceedings

- a) in the case of an enactment of the Parliament of Canada, by way of an information laid by a peace officer before, and received by, a justice; or
- b) in the case of an offence under an enactment of Manitoba, a proceeding under The Provincial Offences Act, C.C.S.M. c. P160 by information or ticket;

“**Charter**” means *The City of Winnipeg Charter*, S.M. 2002, c. 39;

“**Child Abuse Registry Check**” means a report about a person’s listing in the Child Abuse Registry established and maintained under *The Child and Family Services Act*, C.C.S.M. c. C80;

“**City**” means The City of Winnipeg continued under section 8 of the Charter;

“**city**” means the geographical area within the jurisdictional boundaries of the City of Winnipeg;

“**City**” means the City employee whom the Chief Administrative Officer has designated as responsible for exercising the authority given to the Designated Employee;

“**Criminal Record Check**” means a report about a person obtained from a law enforcement agency stating whether or not the person has been convicted under an enactment of the Parliament of Canada of an offence in respect of which a record of the person’s fingerprints is maintained under the *Identification of Criminals Act*, R.S.C., 1985, c. I-1, or has any outstanding charges for such offences awaiting court disposition, and includes Vulnerable Sector Screening (VSS);

“**disabled person**” means an individual with a physical, mental, intellectual or sensory disability, or a combination of these;

“**dispatch**” means the act of receiving a request for a transportation service or sending a vehicle for hire to a location for the purpose of providing or offering to provide transportation service to a passenger and includes:

- a) receiving requests for transportation services from passengers by any medium, except street hails;
- b) directing a person driving a vehicle for hire to attend at the passenger’s location;
- c) operating any part of a platform that receives requests for transportation services from passengers and connects such requests to a person driving a vehicle for hire; and
- d) any other action that results in a vehicle for hire being sent to a passenger’s location for the purpose of providing the passenger with transportation services, regardless of whether transportation services are actually provided to the passenger;

“**dispatcher**” means a person who dispatches one or more vehicles for hire and who holds a dispatcher licence issued under this By-law;

“**dispatcher licence**” means a taxi dispatcher licence and a PTP dispatcher licence issued under this By-law;

“**enforcement officer**” means

- a) The City;
- b) every person designated under subsection 176(1) of the Charter as an enforcement officer for the purposes of this By-law; and
- c) every person appointed under subsection 176(2) of the Charter as a special constable who, by the terms of the appointment, is authorized to enforce this Bylaw;

“**major driving offence**” means an offence set out in subsection 125(6) of *The Drivers and Vehicles Act*, C.C.S.M. c. D104;

“**Manitoba Public Insurance**” means the Manitoba Public Insurance Corporation continued by *The Manitoba Public Insurance Corporation Act*, C.C.S.M. c. P215;

“**non-digital platform**” means a platform that is not a digital platform;

“**passenger**” includes a prospective passenger;

“**person**” includes an individual, a partnership, and a corporation (including a cooperative);

**“Provincial driver’s licence”** means a driver’s licence issued under *The Drivers and Vehicles Act*, C.C.S.M. c. D104 that is applicable to the vehicle for hire being driven by the individual;

**“relevant criminal offence”** means an offence under an enactment of the Parliament of Canada involving

- a) an offence involving actual or threatened violence;
- b) an offence involving weapons, including the illegal possession of weapons;
- c) an offence involving sexual assault, sexual exploitation, sexual interference, sexual touching, procuring, or invitation to sexual touching;
- d) an offence involving trafficking of controlled drugs or substances;
- e) an offence involving fraud, false pretences, bribery, extortion or theft over \$5000; or
- f) an offence related to the unlawful operation of a motor vehicle;

**“street hail”** means the offer of, solicitation of, or acceptance of an offer to provide, a transportation service, or the provision of a transportation service, that is not prearranged;

**“WAV PTP”** means a vehicle for hire in respect of which an accessible PTP WAV permit has been issued;

**“PTP dispatcher”** means a person who holds a PTP dispatcher licence;

**“PTP dispatcher licence”** means a PTP dispatcher licence issued under this By-law which authorizes the licence holder to dispatch PTP s;

**“PTP WAV driver”** means an individual to whom a PTP WAV driver permit has been issued;

**“PTP WAV driver’s permit”** means a accessible PTP WAV driver’s permit issued under this By-law;

**“transportation service”** means the provision, or the offer to provide, transportation of a passenger for compensation in which

- a) the passenger controls the route or the destination; and
- b) the vehicle is hired for a single uninterrupted engagement, which may include multiple stops; but does not include
  - a) the transportation of a passenger in exchange for a receipted donation to a non-share capital corporation so long as the transportation is provided whether or not the donation is provided or offered;
  - b) transportation of a passenger provided or offered as part of package of goods or services for which there is a fee or charge so long as the transportation of a passenger is shown by the owner or driver of the vehicle to be merely ancillary to the provision of the goods or services;
  - c) transportation in vehicles regulated by the Motor Transport Board;
  - d) a shuttle service in which transportation is provided based on a pre-determined schedule or route;
  - e) transportation of students by vehicles owned or operated by or on behalf of a school division established under The Public Schools Act, C.C.S.M. c. P250, or a private school as defined in The Education Administration Act, C.C.S.M. c. E10;

**“valid”** in the context of a licence and or permit issued under this By-law means a licence and or permit that has not been revoked, cancelled or expired and is not suspended;

**“vehicle for hire”** means any vehicle in which transportation services are provided and includes, but is not limited to, the following:

- a) a taxi;
- b) an accessible taxi;
- c) a PTP vehicle;
- d) an accessible PTP vehicle; and
- e) a limousine.

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## Terms and Conditions

### ALL DRIVERS

#### Rules for all vehicles for hire drivers

1. An individual must not operate a vehicle for hire unless he or she
  - a) Is registered with a licenced dispatcher;
  - b) Maintains a valid Provincial driver’s licence applicable to the use of the vehicle being driven;
  - c) Has not been convicted within the previous 10 years of a relevant criminal offence unless a record suspension (pardon) has been issued in respect of that offence;
  - d) Has not been convicted within the previous 10 years of a major driving offence; and
  - e) Is not registered on the Child Abuse Registry.
2. The driver of a vehicle for hire must immediately report to the dispatcher with which he or she is registered any of the following:
  - a) His or her conviction for any relevant criminal offence or a major driving offence;
  - b) Charges laid against him or her of any relevant criminal offence or for a major driving offence;
  - c) His or her registration on the Child Abuse Registry;
  - d) The suspension of his or her Provincial driver’s licence.

## **PTP DRIVERS**

### **Services exclusive to taxi drivers and taxi vehicles**

3. Unless an individual is a licenced taxi driver registered with a licenced taxi dispatcher and is driving a licenced taxi registered with that dispatcher, he or she must not provide or offer to provide transportation services
  - a) through a street hail;
  - b) through a dispatch by a non-digital platform; or
  - c) in exchange for payment by any method other than digital (electronic) payment.

### **Requirements for obtaining PTP WAV driver's permit**

4. To be eligible to be issued a PTP WAV driver's permit, an individual must
  - a) be at least 18 years of age;
  - b) meet the requirements set out in section (1) (Rules for all vehicle for hire drivers);
  - c) not be charged with a relevant criminal offence or a major driving offence if the City determines that the nature of the charges are such that issuing a PTP WAV driver's permit would result in a significant risk of harm to the public;
  - d) provide a document satisfactory to the City indicating that the individual has provided consent
    - i) for his or her personal information being submitted to the City; and
    - ii) for the City to have access to his or her personal information maintained by Manitoba Public Insurance, the Winnipeg Police Service and the body responsible for maintaining the Child Abuse Registry for the purposes of administering and enforcing this By-law;
  - e) complete training required by the City;
  - f) demonstrate to a level required by the City the skills and knowledge reasonably considered by the City to be necessary in order to provide the services exclusive to PTP WAV drivers; and
  - g) provide all documentation reasonably required by the City to determine the individual's eligibility for a PTP WAV driver's permit.
5. To be eligible to be issued an accessible PTP Wav driver's permit, an individual must meet the requirements set out in Section (1) and must, in addition, as determined by the City either
  - a) complete within a period of time prior to the application, as determined by the City, any training required by the City with respect to transportation service for individuals who use a wheelchair, or similar device which can accommodate a seated individual, and who cannot self-transfer; or
  - b) demonstrate to a level required by the City the skills and knowledge reasonably considered by the City to be necessary in order to provide transportation services to individuals who use a wheelchair, or similar device which can accommodate a seated individual, and who cannot self-transfer.

### **Requirements for renewing PTP WAV driver's permit**

6. In order to be eligible to have his or her permit renewed, a PTP WAV driver
  - a) must meet the requirements for an applicant for a PTP WAV driver's permit
  - b) must provide information to the City concerning any factual changes to information provided at the time of its application or most recent renewal;
  - c) must provide to the City a Criminal Record Check and a Child Abuse Registry Check issued no more than 90 days before the application for registration was made; and
  - d) must not owe any outstanding fines or fees with respect to this By-law or any City parking by-law.

At all times while providing transportation services, a PTP WAV driver must ensure that a valid PTP WAV driver permit card or other object that has been issued by the City as proof that he or she is a PTP WAV driver is prominently displayed and clearly visible to passengers within the PTP vehicle.

### **Reporting requirements for PTP WAV drivers**

7. A PTP WAV driver must immediately report to the City
  - a) his or her conviction of a relevant criminal offence or a major driving offence;
  - b) charges laid against him or her of a relevant criminal offence or a major driving offence;
  - c) his or her registration on the Child Abuse Registry;
  - d) the suspension of his or her Provincial driver's licence; and
  - e) any change in his or her medical condition that could affect his or her ability to drive and to maintain a Provincial driver's licence.

### **PTP WAV's may accept any mode of payment**

8. While operating on the WAV system a PTP WAV driver may accept compensation for providing a transportation service in any form, including through non-digital (electronic) payment.

### **Passenger service rules for PTP WAV drivers**

9. PTP WAV drivers must
  - a) take the most economical route to the passenger's destination unless otherwise directed by the passenger; and
  - b) provide reasonable assistance to any passenger as requested or required in the circumstances.

### **Obligation to accept passengers and drop off at preferred destination**

10. A PTP WAV driver must not refuse a request for service or refuse to drop a passenger at the passenger's preferred destination unless, based on the circumstances, the PTP WAV driver reasonably believes that there is a danger to his or her personal safety or of serious damage to property in accepting the request for service or dropping off the passenger at the passenger's preferred destination.
11. The fact that a prospective passenger is accompanied by a service animal is not sufficient to support a reasonable belief that there is a danger to the driver's personal safety or of serious damage to property. A service animal means an animal that has been trained to provide assistance to a person with a disability that relates to that person's disability.
12. If a PTP WAV driver refuses a request for service or refuses to drop off a passenger at the passenger's preferred destination, he or she must immediately provide verbal notice of the refusal or failure to the WAV dispatcher with whom the driver is registered.

### **Mandatory pre-payment authorized**

13. In accordance with the Vehicle for Hire by-law s.59(1) a taxi driver may refuse to provide a transportation service unless a passenger pre-pays the fare if:
  - (a) the transportation service is being provided during hours of the day and days of the week designated by the designated employee as being those during which pre-payment may be required by taxi drivers; or
  - (b) the driver believes on reasonable grounds on the basis of past behavior that the passenger is unable or unwilling to pay the fare and the pre-payment required by the driver is no more than that authorized in a zone structure established by the designated employee.Additionally, as per s.59(2) If the fare as determined in accordance with the taxi meter is less than the amount of the pre-payment, the taxi driver must refund the difference to the passenger. If the fare as determined in accordance with the taxi meter is more than the amount of the pre-payment, the passenger must pay the difference

14. A PTP WAV driver may refuse to provide a transportation service unless a passenger pays a reasonable deposit requested by the PTP driver. If the passenger refuses to pay a deposit, the driver may refuse service. Any time a driver refuses service to a passenger, the driver must immediately report the circumstances to the dispatcher.
15. If the fare as determined in accordance with the PTP meter is less than the amount of the pre-payment, the PTP driver must refund the difference to the passenger. If the fare as determined in accordance with the PTP meter is more than the amount of the pre-payment, the passenger must pay the difference.

### **Obligation to return passenger property**

16. A PTP WAV driver must comply with the approved passenger property retrieval policy for the dispatcher with whom he or she is registered and which has dispatched the passenger whose property has been left behind.

### **Accessible PTP WAV drivers must prioritize passengers using mobility aid**

17. An accessible PTP WAV driver must not refuse service to individuals who use a wheelchair or similar device which can accommodate a seated individual, and who cannot self-transfer.
18. Unless actively engaged in providing a transportation service to another passenger, an accessible PTP driver must respond to a request for service from a passenger who uses a wheelchair or similar device which can accommodate a seated individual, and who cannot self-transfer.

**Consent for Collection and Use of Personal Information**

1. I understand that by signing below, I am providing the City of Winnipeg with my explicit consent to collect, use and disclose the personal information provided within this application, and the information provided by third parties as described below, for the purposes of determining and verifying eligibility for a PTP WAV drivers permit and to monitor my ongoing eligibility to operate under this by-law.
2. I hereby authorize The Manitoba Public Insurance Corporation (MPI) to disclose to the designated employee (as that term is defined in section 3(1) of City of Winnipeg By-law No. 129/2017) the following information:
  - a) Whether I have a valid Provincial driver's licence;
  - b) If the vehicle I have registered to drive is insured as a vehicle for hire and the periods for operation;
  - c) Any convictions or suspensions of my driver's license which would impact my ability to operate under City of Winnipeg By-law No.129/2017;
  - d) My address as maintained by MPI;
  - e) Other information necessary for the administration of my application in compliance with City of Winnipeg Vehicles for Hire By-law 129/2017, The Drivers and Vehicles Act and The Freedom of Information and Protection of Privacy Act.

My consent to collect, use and disclose my personal information as outlined for the above purposes remains in effect for 1 year from the date of signing, or until such earlier date as I notify Manitoba Public Insurance in writing to revoke this authorization.

3. I hereby authorize the City of Winnipeg to disclose to The Manitoba Public Insurance Corporation the following information for the purposes of determining and verifying eligibility for services or benefits:
  - a) Trip log data, as required to administer an insurance claim; and
  - b) Any other information necessary for the administration of my application in compliance with City of Winnipeg *Vehicles for Hire By-law 129/2017, The Drivers and Vehicles Act and The Freedom of Information and Protection of Privacy Act*.

My consent to collect, use and disclose my personal information as outlined for the above purposes remains in effect for 1 year from the date of signing, or until such earlier date as I notify Manitoba Public Insurance in writing to revoke this authorization.

4. I hereby authorize the City of Winnipeg to disclose to (123 Third Party Contractor) the following information for the purposes of determining and verifying eligibility for services or benefits:
  - a) Trip log data, as required to administer an insurance claim; and
  - b) Any other information necessary for the administration of my application in compliance with City of Winnipeg *Vehicles for Hire By-law 129/2017, The Drivers and Vehicles Act and The Freedom of Information and Protection of Privacy Act*.

My consent to use and disclose my personal information as outlined for the above purposes remains in effect for 1 year from the date of signing, or until such earlier date as I notify the City of Winnipeg in writing to revoke this authorization.

5. I hereby authorize the Province of Manitoba to disclose to the City of Winnipeg my Child Abuse Registry Check results as necessary for the above purposes for 1 year from the date of signing, or until such time as I notify the Province of Manitoba , in writing, to revoke this authorization.
6. I hereby authorize all law enforcement agencies (including Winnipeg Police Service, and RCMP) to disclose to the City of Winnipeg my Criminal Records Check, and other information, as required for the above purposes until such time as I notify, in writing, applicable law enforcement agencies.

**By signing below, the Applicant agrees that they have fully read and understood all terms and conditions outlined above and the Applicant accepts and agrees to be bound by the said terms and conditions in their entirety.**

**NOTICE:** Your personal information is being collected under the authority of s.36(1)(b) of The Freedom of Information and Protection of Privacy Act and is protected by the Act. This information will be used to verify permit eligibility; for notification of permit cancellation; for notification of alteration of terms and conditions of agreement (where applicable), verification of any outstanding fines and or charges, and will not be used or disclosed for any other purposes, except as authorized by law. If you have any questions about the collection of this information, contact the Corporate FIPPA Coordinator by mail at 510 Main Street, Winnipeg MB, or by telephone at 311.

X

APPLICANT SIGNATURE

DATE



# The City of Winnipeg DIRECT DEPOSIT APPLICATION FORM

**Please forward completed and signed form to:**

The City of Winnipeg  
Vehicles for Hire  
WPA-VFH@winnipeg.ca

NOTE: Incomplete forms will be returned

**Direct Deposit Application Checklist:**

- Part 1 completed by Vendor**
- Attach an original personalized void cheque
- If unable to supply an original personalized void cheque, have **Part 2 completed by Financial Institution/Bank**
- Return form (and cheque) to VFH

**PART 1: TO BE COMPLETED BY VENDOR**

Name of Organization/Vendor

Address of Organization/Vendor

Contact Name

Telephone Number

City

Prov

Postal Code

Email Address for Remittance Advices

Signature (Must be signed in ink)

Date

Financial Institution/Bank

Address of Financial Institution/Bank

Transit/Branch Number

Institution Number

Account Number

\*Attach original void cheque as verification of above banking information.

**PART 2: TO BE COMPLETED BY FINANCIAL INSTITUTION/BANK**

Transit/Branch Number

Institution Number

Account Number

Is account in Organization/Vendor's Name?  Yes  No (If No, application cannot be processed)

Name and Title of Bank Officer

Bank Domicile Stamp (Please stamp in space provided)

Address of Financial Institution/Bank

Telephone Number

Signature of Bank Officer

**FOR OFFICE USE ONLY**

Confirmed with vendor on: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Approved: \_\_\_\_\_

Date Received: \_\_\_\_\_

Vendor Number: \_\_\_\_\_

Location Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Initials: \_\_\_\_\_

## INSTRUCTIONS TO COMPLETE A DIRECT DEPOSIT APPLICATION FORM

- Name and address in Part 1 must exactly match the Vendor's personalized void cheque and invoices.
- Enter the Transit/Branch Number, Institution Number, and Account Number for depositing your funds. Attach an **original personalized void cheque** showing the same information to this form.
  - If this is not possible, have this information confirmed in Part 2 by your Financial Institution/Bank.
- You can find the required information on the bottom left corner of your personalized cheque as shown below.

EXAMPLE:     || 798   || 00026   || 002   || 1234 567  
              Chq#   Transit#   Inst#   Account #

Transit Number: **0 0 0 2 6** (must be 5 digits)

Institution Number: **0 0 2** (must be 3 digits)

Account Number: **1 2 3 4 5 6 7** (up to a maximum of 12 digits)

- The account you identify **must be active** and hold Canadian funds at a financial institution in Canada.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- **When changing or closing accounts**, you must send a new Direct Deposit Application Form to Vehicles for Hire immediately.
- Email: [WPA-VFH@winnipeg.ca](mailto:WPA-VFH@winnipeg.ca) for any questions or to request new forms.