



## CITY OF BELLEVILLE

### BY-LAW #2022-079

### Application Form

Office Use:

Driver Licence #:

Approved By:

Date Received:

- Taxi Driver       Limousine Driver       TNC Driver  
 New       Renewal

Name (First/Last):

Mailing Address

(include postal code):

Telephone Number:

Email Address:

Have you been a driver in another municipality? Details:  yes  no

Company you are employed with:

#### Licensing Requirements: *(original documents must be provided)*

- Where applicant is a Corporation/Sole Proprietor/Registered Partnership, a copy of registration
- Proof of either: Canadian Citizenship/ Landed Immigrant/Work Permit
- Current valid driver's licence issued by the Province of Ontario
- Driver's Abstract (dated within 60 days of application)
- Criminal Record Check (within 60 days of application)
- Passport quality photos (*accepting digital photos*)
- Correspondence from Broker agreeing to employ driver
- Taxi/Limousine Driver Fee \$85.00
- Certificates of completion for the documents listed below

Please review and complete the following documents:

- City's Accessibility for Ontarians with Disability Act Guide
- City's Ontario Human Rights Code Guide
- In addition to the Taxicab Driver's licence requirements, an applicant or licensee who will operate a **Wheelchair Accessible Taxicab** shall to the satisfaction of the licence issuer submit a certificate of completion of a Wheelchair Securement and Occupant Restraint System Training program with respect to the handling, safety restraint, transportation care and safety of a passenger with disability.

## Declaration of Applicant

I \_\_\_\_\_ certify that:  
(print name)

By signing this application the Owner/Applicant agrees that all information provided is true. The Owner/Applicant further agree that any false information may result in a revocation of any licence that may be issued.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

This application may contain personal information as defined under the *Municipal Freedom of Information and Protection of Privacy Act*. The information collected is required pursuant to the terms of the *Municipal Act* and will be used by the City of Belleville to process the application, and to determine whether to issue a licence. Information will also be used for administration of such licence, and for law enforcement purposes to ensure compliance with all applicable statues, regulations and by-laws.

### APPOINTMENTS ARE REQUIRED

City of Belleville  
Christina Keays, Licensing Officer  
169 Front Street  
Belleville, ON  
K8N 2Y8  
613-967-3246  
[ckeays@belleville.ca](mailto:ckeays@belleville.ca)



# Vehicles for Hire

## The Accessibility for Ontarians with Disabilities Act (AODA)

## The Ontario Human Rights Code

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is provincial legislation intended to stimulate communities that are free from discrimination and barriers to inclusion. The Ontario Human Rights Code prohibits actions that discriminate against people based on a protected ground in a protected social area. As a service provider, you are responsible for offering quality, inclusive services and upholding the applicable requirements.

### Customer Service

- I will not refuse service to a person with a disability if my vehicle can safely offer transportation that meets their needs.
- I will not refuse service based on any protected grounds (age, race, ethnic origin, creed, gender identity, sex, marital status, citizenship, place of origin, family status or sexual orientation etc.)
- I will treat all people with respect and dignity and will consider their individual abilities and needs.
- I will do all that I can to remove any barriers to providing inclusive service.

### Fare Equity

- I will not charge a higher fare or additional fee for persons with disabilities than for persons without disabilities for the same trip.
- I will not charge additional fees for the transportation or storage of mobility aids, assistive devices or a service animal.
- I will not refuse service to someone using a service animal.

### Harassment-Free Services

- I will maintain an environment in my vehicle that is free of harassment. This means I will not make unwelcome comments or engage in behaviour that may be perceived as offensive or intimidating.

### Resources

- To obtain the certificate of completion of a Wheelchair Securement and Occupant Restraint System Training program. <https://training.qstraint.com/>
- To obtain training regarding AODA <https://www.accessforward.ca/front/customerService/>
- To obtain training regarding the Ontario Human Rights Code <https://www.ohrc.on.ca/en/guide-your-rights-and-responsibilities-under-human-rights-code-0> or <https://www.ohrc.on.ca/en/learning/working-together-code-and-aoda>



# City of Belleville

**Deputy City Clerk Department**  
169 Front Street,  
Belleville, Ontario K8N 2Y8

## Attestation of Receipt of Information

I, the undersigned, do hereby acknowledge and affirm that the City of Belleville has provided me with sufficient resources, for obtaining the information regarding the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act.

I understand that the City of Belleville has made this information readily accessible, and any responsibility for further action, now rests with me.

I further acknowledge that the City of Belleville is not responsible for my utilization, interpretation, or understanding of the information provided, as it has fulfilled its obligations in this regard.

I hereby affirm that I am responsible for any further steps to be taken concerning this matter.

X

\_\_\_\_\_  
Licenced Owner/Driver Full Name (Printed)

X

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Licenced Owner/Driver Signature