

BUSINESS LICENSING

Enforcement Policy

Business Owners/Administrators

- You must maintain copies of all the required documents at all times; the City can audit a Vehicle for Hire business at any time to ensure compliance with the Bylaw.
- It is highly recommended that you provide the City of St. Albert with updated records as they become available (e.g., new drivers, new vehicles, etc.).

Drivers/Operators

- Drivers/operators must keep copies of the following in their vehicles at all times: Driver's Licence, Vehicle Registration, Vehicle Inspection Report, Commercial Insurance Policy, and Vulnerable Sector Check.
- Drivers/operators can be fined \$250.00 if they are not able to produce their required documents to a Peace Officer on request.

FOR MORE INFORMATION

Go online to stalbert.ca and search **Vehicles For Hire**

Call the Business Licence Inspector at **780-459-1529**



BUSINESS LICENSING

Vehicle For Hire Regulations



Vehicle For Hire Regulations

The City of St. Albert's Business Licence Bylaw has been amended to regulate the Vehicle for Hire industry. The Vehicle for Hire Bylaw was created to increase consumer confidence in the Vehicle for Hire industry in St. Albert.

These new regulations set safety-based standards for all Vehicle for Hire businesses operating in St. Albert. Your business licence will be proof that your business has met all of the necessary safety standards set out by the City of St. Albert.



Required Documents

In order to renew your business licence, the following documents must be submitted to the Business Licensing department:

- ✓ **Vulnerable Sector Checks for Each Vehicle for Hire Driver Employed/Contracted by Your Business**
 - Must be obtained from local Police Agency (EPS, RCMP, etc.)
 - Must be dated between **October 1st** and **December 31st** of the year previous to the year the licence is being issued for
 - Licences will not be issued to businesses that employ drivers who have been convicted of certain criminal offenses (consult the Bylaw for details)
- ✓ **Drivers' Licenses for Each Vehicle for Hire Driver Employed/Contracted by Your Business**
 - Must be current (i.e., not expired)
 - Must be minimum Class 4 (Classes 1 and 2 are also acceptable)
 - Scan/copy must include the front of the license

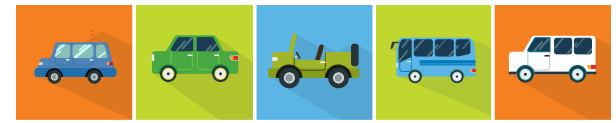
All of the stated documents must be submitted each year at the time of your annual Business Licence renewal.

Acceptable ways to submit documents:

*** SCAN/E-MAIL**

Send all documents to the Licence Inspector at licensing@stalbert.ca

The following file types are acceptable; PDF, PNG, JPEG



- ✓ **Commercial Insurance Policy that Covers the Business as a Whole, or Commercial Insurance Policies for Each Vehicle for Hire Driver Employed/Contracted by Your Business**
 - Consult the Bylaw for details
- ✓ **Vehicle Registration Certificates for Each Vehicle Used by the Business**
 - Must be current (i.e., not expired)
- ✓ **Vehicle Inspection Reports for Each Vehicle Used by the Business**
 - Must be completed & signed by an AMVIC certified mechanic
 - Must be dated between **October 1st** and **December 31st** of the year previous to the year the licence is being issued for
 - Must be a "point-form" inspection that declares whether or not the vehicle is "road-worthy" or "safe"

*** ELECTRONIC FILE TRANSFER**

Using a USB Flash Drive, online file transfer method, etc.

The following file types are acceptable; PDF, PNG, JPEG

*** IN PERSON**

To the Business Licensing department located on the Main Floor of St. Albert Place at 5 St. Anne Street.