

DRIVER APPLICATION CHECKLIST

Australian Capitol Territory



Getting Started

1. Make sure you have a valid personal email address. This is where you will receive news and updates from Shebah HQ.
2. You will need to collect and familiarise yourself with the documents and information listed below, before you start your driver application with Shebah through our driver portal: <https://driver.icabbi.com/join-fleet/shebah/sign-up>. Read the Terms and Conditions for signing up.
3. Click on this link to view our [Signing Up Instruction Guide](#).
4. Make sure any documents and photos you upload in the process of completing your driver application are under 2mb. Photos in particular can be quite large depending on the device used to capture them. Only use JPEG or PNG formats and PDF for long documents, such as your insurance.

Documents You Will Need

- ☐ **To Start With, we'll need a clear photo of:**
 - The complete front of your car (plate clearly visible)
 - Front and Back of your Driver's Licence
- ☐ **Australian Business Number (ABN)**
[Click here to apply for an ABN](#) (Individual/Sole Trader - you will be required to submit a quarterly BAS to the ATO)
You MUST BE registered for GST.
- ☐ **Proof of Address**
You will need to have a gas, electricity or household bill in your name.
- ☐ **Working With Vulnerable People Check**
[Complete your online application here](#)
Must be for paid employment (NOT volunteer work). Upload to the Working With Children Check section.
- ☐ **Rideshare Driver Accreditation/ Public Vehicle Drivers Licence**
[Click here for more information and to apply for the Public Vehicle Driver Licence](#). This is your Driver Accreditation. Upload your Authority card in the BADGE section.
- ☐ **Vehicle Registration**
[Check here to verify your registration](#)
Screenshot the results and upload to the Taxi/PHV Plate section.
- ☐ **Insurance**
 - Safety is our number one game which means your car must be insured.
 - Talk to your insurer about this and make sure to mention it is for rideshare purposes.
 - Please upload a copy of your full comprehensive insurance policy (usually 5-8 pages) in PDF format to your driver portal.

Cost

Indicative Set-up Costs (excluding insurance) as of July 2025: \$250 - Please note this amount is subject to change. There is no fee to sign up to Shebah (these are Govt charges).

- ☐ **Rideshare Vehicle Inspection**
[Find an inspection station here](#). Rideshare requires an annual inspection if the vehicle is over 12 months old. If your car is under 12 months old, you can upload the rego details. Upload to the Car Road Worthy section.
- ☐ **Rideshare Vehicle Licence**
[Click here for more information and to apply for a Rideshare Vehicle Licence](#). This is your VEHICLE accreditation from Access Canberra. Upload your letter to the Vehicle Accreditation section.

Stripe: Your Payment Gateway

- ☐ Stripe is our third party payment system. You will receive an email to set this up via your driver portal.

To complete Stripe set up, you will need:

- Photo ID, Driver's licence or Passport
- Proof of Address
- Bank account details, account number and BSB
- Select Individual/Sole Trader as the Business type and your name for the legal business name exactly as stated on your Australian Business Number (ABN). [You can lookup your ABN here](#).

When prompted for business details, enter:

- www.shebah.com.au as the business website
- Doing business as Shebah Pty Ltd
- Business phone number 1300743224

Tollways

- ☐ Set up an e-TAG account.
Shebah recommends setting up an e-TAG account with a toll collection company. With an e-TAG in your car tolls will be automatically deducted from your account, reducing the risk of incurring additional fees from late toll payment. Passengers pay for tolls, so you're not out of pocket.

When you're ready to begin your driver registration head to:

<https://driver.icabbi.com/join-fleet/shebah/sign-up>

Contact: Any questions, email us at: driveforus@shebah.com.au