DRIVER APPLICATION CHECKLIST
South Australia

shebah — ALL WOMEN RIDESHARE

Getting Started

1.Read the terms & conditions: www.shebah.com.au/new-driver-terms. You'll be asked to agree to these terms & conditions to become a Shebah driver.

2. Make sure you've got a valid personal email address. This is where you will receive news and updates from Shebah HQ.

3. 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.shebah.com.au/sign-up (we recommend using the Google Chrome browser when operating the driver portal).

5. Make sure any documents and photos you upload in the process of completing you driver application are under 2mb. Photos in particular can be quite large depending on the device used to capture them.

Documents You Will Need

☐ Driver Accreditation
Once you have completed your DSCI Screening: working with children check, National Criminal History Check and Certificate of Fitness you can complete the Driver Accreditation form here
- DSCI Screening: Child Related Work
  Click here to apply online
  Make sure you tick 'Site Administrator'.
  This must be for paid employment (NOT volunteer).
- National Criminal History Check
  You must obtain a 'National Criminal History Check' issued for the purpose of 'Driver Accreditation/Licensing.
  Find out more information and apply here
- Certificate of Fitness (Medical Certificate)
  You must lodge a Certificate of Fitness with your Driver Accreditation application that is dated by your medical practitioner within at least 3 months.
  MR713 Certificate of Fitness form can be found here

☐ Operator Accreditation
- Download the MR311 Operators Accreditation Form here
- Email driveforus@shebah.com.au with your full name and car details to obtain a letter from us confirming that you will be driving with Shebah
- Submit the application, the letter from Shebah and your certificate of currency for public liability to the Accreditation and Licensing Centre (this must be done in-person, not online) who with then provide you with an Operator Accreditation Certificate. Upload this to the driver portal.

☐ Australian Business Number (ABN)
Click here to apply for an ABN
You will be required to register for GST.

☐ Vehicle Registration
Check here to verify your registration
Screenshot the results and upload.

☐ Vehicle Inspection
Book an inspection here
Upload the roadworthy certificate to your driver portal. If your car is under 12 months old, you can upload the rego.
Your vehicle must not be more than 8 years old.

☐ 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 in PDF format to your driver portal.

☐ Once your application has been approved, Shebah will send you a letter of confirmation authorising you to drive for Shebah in South Australia

To Start With

We will need a clear photo of:

☐ Your gorgeous face

☐ The front of your car (number plate visible)

☐ Front and Back of your Driver's License

Stripe: Your Payment Gateway

☐ You must set up your Stripe account and connect it to your driver portal via the link in the 'business details' page of your driver profile (click on your profile image in the top right corner). You will not be able to set up 'Stripe' if you are using the 'Safari' web browser.

☐ Please see the guide attached in the link below before setting up your Stripe account.
https://d7fdeca4-5cf3-4668-ae78-49727ac877ae.usrfiles.com/ugd/d7fdec_c9aa80a050444d8b9a64df46a8f773a5.pdf

☐ When prompted, enter www.shebah.com.au as the website for your business and your name for the legal business name as outlined in the guide.

☐ You must verify your Stripe account within 24 hours of receiving the confirmation email (you will not be able to take trips or receive payment if not).

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.

Contact

driveforus@shebah.com.au

Cost

Indicative Set-up Costs (excluding insurance) as of August 2019: $250* Please note this amount is subject to change. There is no fee to sign up to Shebah.

When you're ready to begin your driver registration head to:
https://driver.shebah.com.au/sign-up