DRIVER APPLICATION CHECKLIST
Victoria

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. Only use JPEG or PNG formats.

Documents You Will Need

- [ ] **Driver Accreditation**
  Click here for more information on the driver accreditation process and start your application online
  - Please keep in mind you will need to complete a medical assessment and health questionnaire with a registered medical practitioner (these forms can be found on the driver accreditation page).
  - You will be subject to a police check as part of this application.

- [ ] **Commercial Passenger Vehicle Licence**
  Click here to find out more information and start your online application

- [ ] **Australian Business Number (ABN)**
  Click here to apply for an ABN
  You will be required to register for GST.

- [ ] **Roadworthy Certificate**
  Click here to find a roadworthy testing location
  Upload a photo of your roadworthy certificate.

- [ ] **Car Service Tax Invoice**
  Upload a photo of the invoice you received for your latest car service.

- [ ] **Working With Children Check**
  Complete your online application here
  Please note this must be for paid employment (NOT volunteer).

- [ ] **Vehicle Registration**
  Check here to verify your registration
  Screenshot the results and upload.

- [ ] **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.

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 Licence

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' section 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 follow the guide attached in the link below <u>before</u> setting up your Stripe account. Use a lap/ desktop computer and take your time.**
  Click here for instructions for Setting up Stripe account

- [ ] When prompted, enter www.shebah.com.au as the business website, Individual/Sole Trader as the Business type 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. Passengers pay for tolls, so you're not out of pocket.

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