

DRIVER APPLICATION CHECKLIST

New South Wales



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 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.

Documents You Will Need

- Passenger Transport Licence Code**
 - You can find more information about this process and download the form to [begin your application here](#)
 - You may be required to provide a medical evaluation if applicable.
 - Once your form is complete it can be lodged at a Service NSW Centre: <https://www.service.nsw.gov.au/service-centre>
- Australian Business Number (ABN)**
[Click here to apply for an ABN](#)
You will be required to register for GST.
- Vehicle Safety Check**
 - [More information can be found here](#)
 - [Find an inspection station here](#)
 - Once your vehicle has passed inspection and you've been issued your eSafety slip, you have up to 42 days to use it to register your vehicle. If you do not register within that time, you will be required to obtain another eSafety slip and pass inspection again.
- 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.
- Car Service Tax Invoice**
Upload a photo of the invoice you receive for your car service.
- 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.
 - Enter your compulsory third party insurer's name and policy number in the boxes following.
- National Police Check**
NSW drivers are required to obtain a National Police Check issued within the last 90 days.
[Click here to apply for your Police Check](#)
- DVD Portal Consent Form**
Access the DVD Portal Consent Form under the Compliance > Assets tab on the dashboard of 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 before setting up your Stripe account. Use a laptop/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>