

EMAIL YOUR INTEREST TO: driveforus@shebah.com.au

DRIVER APPLICATION CHECKLIST

New Zealand



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).
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.

Documents You Will Need

Minimum requirements

- Be 18 years of age or more
- Hold a P endorsement on your driver's licence
- You can either use your or our Small Passengers Service Licence (SPSL)
- Complete a driving training session with our driving team

NZTA Driver check

To apply for a driver authorisation, you need to hold a correct and valid licence:

- A full New Zealand driver license (class 1) for at least two years, [exemptions apply](#).
- A current [P endorsement](#).

To complete the application form, [click here](#).

Find the requirements for a P endorsement [here](#).

Where to go for a license or endorsement? You need to apply in person at a Waka Kotahi NZ Transport Agency driver licencing agent.

Find a driver licencing agent [here](#)

Please see the NZTA's [Small passenger services guide](#) for further information.

NZTA: Work time and logbooks

Small Passenger Drivers have restrictions placed on how long they may work before taking rest and reduce fatigue. We partner with Logmate so you can record your work time hours. We will send you an email once you sign up with us. Please see the [NZTA's work time and logbooks guide](#) for further information. Please see the following tutorial for a demonstration of how to log into [Logmate](#).

Transport Service Licence (TSL)

TSL label is the label on the bottom passenger side of your windshield, it shows that you are licensed to provide small services in New Zealand. You can use Shebah's TSL label. Please let us know if you would like that, so we can organise the TSL Label for you.

You can use your own TSL Label. Please see the Application for a transport service licence information [here](#).

New Zealand Business Number (NZBN)

[Register for your NZBN here](#). You will be required to register for GST.

Vehicle Inspection Report - Certificate of fitness ('CoF')

The CoF needs to be obtain every year. Find an [inspection station here](#).

Vehicle Registration

[Check here](#) to verify your registration. Screenshot the results and upload.

New Zealand Children Worker Safety Check

Complete your application [online here](#). Must be for Children's Workers - Non Accredited

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.

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 September 2022 is \$410*

*Please note this amount is subject to change and does not include SPSL fees. 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>