

Oct 28, 2024

## **VEHICLE FOR HIRE - BROKERAGES**

To ensure a general understanding of what is required to be a Brokerage in the City of Red Deer under the *Vehicle for Hire Bylaw 3706/2024* (VFH). This is NOT a complete list but a highlight of key items under the new bylaw.

### **1. Who can a Brokerage dispatch?**

A Brokerage must only dispatch:

- Drivers and vehicles that are affiliated with the Brokerage,
- Vehicles that meet the criteria under the VFH Bylaw, and have been issued a plate, if required, and
- Drivers that have a valid Driver for Hire Licence.

### **2. What changes do I need to inform The City of during the year?**

The City is to be notified immediately if:

- The Brokerage is unable to provide Dispatch services,
- The Brokerage ceases operations,
- A Driver is unfit to drive or has been charged or convicted of an offence related to public safety or unlawful operation of a motor vehicle, or
- When a Driver for Hire becomes or is no longer associated with the Brokerage.

### **3. What is required to be in a dispatched vehicle?**

The following documents are required to always be in the vehicle:

- Most current Mechanical Inspection Certificate for the vehicle,
- A Limo is to have a copy of the Brokerages current contract,
- Current insurance and registration, and
- Driver's Licence & ID Badge, while driving the dispatched vehicle.

### **4. What types of records are required to be kept for a dispatched trip?**

A Brokerage is required to keep the following trip details:

- Time and location(s) of the trip,
- The driver and vehicle that was used for the trip, including Driver badge number and City issued Plate number,
- Rates charged for the trip, including any surcharges, and
- Any other possible details that may be type of service specific including contracts and number of passengers etc.

### **5. What types of records are required to be kept for a Vehicle for Hire?**

A Brokerage is required to keep the following records for any Vehicle for Hire in the Brokerage fleet:

- City issued Plate number associated with the vehicle,
- Mechanical inspections,
- Accidents and any repair records, and
- Insurance and registration.

### **6. Are there any other records required to be kept?**

Any complaints received and the Brokerages response to the complaint.

7. **When would The City request a Brokerage's records?**

The City may request records if a complaint was received triggering an investigation or as part of a planned audit to ensure compliance with the Vehicle for Hire Bylaw (3706/2024).

8. **When is the Brokerage required to submit the records?**

The City can request records and or an inspection of vehicle(s) and these must be submitted within the timeframe requested. Typically, a minimum of 24 hours' notice is given.

9. **Can an issued Plate be transferred between the Brokerage's vehicles?**

Yes, a plate can be transferred between a Brokerage's vehicles. The Brokerage is required to:

- record date of transfer, and
- ensure the new vehicle meets all requirements of the Bylaw.

This is an overview of some of the requirements. It is your responsibility to know all the regulations under the *Vehicle for Hire Bylaw 3706/2024*. The entire bylaw can be found online here:

<https://reddeer.ca/media/reddeerca/city-government/bylaws/Vehicle-for-Hire-Bylaw-3706--2024.pdf>

For more information, please contact the Licensing Team at [licensing@reddeer.ca](mailto:licensing@reddeer.ca) or 403-342-8182