

June 5, 2024

VEHICLE FOR HIRE - BROKERAGES

To ensure a general understanding of what is required to be a Brokerage in 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.
- 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 recent Mechanical Inspection Certificate for the vehicle.
- a Limo is to have a copy of the Brokerages current contract.
- current insurance and registration.
- driver's 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. Driver badge number and City issued Plate number must be included.
- rates charged for the trip, including any surcharges.
- 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.
- 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 Brokerages 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 vehicles?**

A plate cannot be transferred between vehicles, unless the vehicle assigned to the City issued plate is permanently removed from operations. The Brokerage is required to record date of transfer as well as 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 or 403-342-8182.