

SCHEDULE “B” – LIMOUSINE DRIVER

LICENCE APPLICATIONS, DUTIES, PROHIBITIONS

1.0 LICENCE APPLICATIONS AND RENEWALS

1.1 Every Applicant for a Limousine Driver Licence or a renewal of a Limousine Driver Licence, shall:

- (a) attend at the office of the Licence Manager in person and complete a written application form for such Licence and have their photograph taken;
- (b) file with the Licence Manager documentation showing proof of Canadian Citizenship, Permanent Resident Status, or a Work Permit to work as a driver issued by the Government of Canada;
- (c) submit to the Licence Manager a valid Class G driver’s licence issued by the Province of Ontario which is in good standing according to the records of the Ministry of Transportation;
- (d) submit to the Licence Manager proof that they are at least 18 years of age;
- (e) have completed an English assessment exam administered by the Licence Manager with a minimum grade of 75% or a minimum grade of 85% for a subsequent attempt made at least two months after a previous attempt;
- (f) have completed a vehicle for hire training exam administered by the Licence Manager with passing grade of 75% or a minimum grade of 85% for a subsequent attempt made at least two months after a previous attempt;
- (g) submit to the Licence Manager a CIR from the London Police Services dated no later than 60 days prior to the application for a Licence;
- (h) submit to the Licence Manager a Ministry of Transportation driver’s abstract dated no later than 60 days prior to the application for a Licence;
- (i) for an application for Licence in the first instance, submit to the Licence Manager a certificate prepared by a qualified medical practitioner which states that the Applicant is physically and mentally capable of performing the duties of a Limousine Driver; and
- (j) comply with all of the provisions of this By-law.

1.2 An Applicant applying for a renewal of a Limousine Driver Licence:

- (a) shall be exempted from the requirement for an English assessment exam in subsection 1.1(e) of this Schedule;
- (b) may be exempted from the requirement for a vehicle for hire training exam in subsection 1.1(f) of this Schedule if he or she files with the Licence Manager every four years or sooner as required by the Licence Manager, proof of completion of a training course or a written test approved by the Licence Manager with a minimum grade of 75%; and
- (c) may be exempted from the requirement to provide a medical certificate in subsection 1.1(i) of this Schedule unless the Licence Manager believes that it would be in the public interest to require such certificate.

2.0 DRIVER’S DUTIES

2.1 Every Licensed Limousine Driver shall:

- (a) carry his or her driver’s licence issued under the *Highway Traffic Act*, and his or her Licence while Operating a Limousine;

- (b) affix his or her Licence in a position in the Limousine so that the side of the Licence containing the photograph is plainly visible to and readable by Passengers in the front seat and back seat of the vehicle;
- (c) display the tariff card so that it is plainly visible to and readable by Passengers in the front seat and back seat of the vehicle;
- (d) keep a Trip Sheet, on the form attached as Schedule "J" to this By-law of all Trips made by the Limousine during each shift. The Trip Sheet shall be updated at the conclusion of each Trip;
- (e) retain all Trip Sheets for at least 12 months and while operating the Limousine have the current and previous month's Trip Sheets in his or her possession;
- (f) keep in the Limousine a current Maintenance Log for the Limousine;
- (g) have in the Limousine a current street guide or City map and a global positioning system device capable of displaying requested routes;
- (h) on each shift before driving:
 - (i) examine the Limousine for mechanical or other defects and similarly examine it at the end of each shift, and if the Driver is not the Owner, report any mechanical defects forthwith to the Owner and enter such defects into the Maintenance Log; and
 - (ii) enter into the Trip Sheet the date and odometer reading for the Limousine;
- (i) report forthwith to the Licence Manager if he or she is convicted of any offence under the *Criminal Code of Canada*, the *Narcotic Control Act*, the *Food and Drugs Act*, the *Controlled Drugs and Substances Act* or the *Highway Traffic Act*;
- (j) report immediately to the Licence Manager when he or she has had his or her driver's licence issued under the *Highway Traffic Act* cancelled, suspended or revoked or when the driver's licence has expired, and surrender his or her Licence to the Licence Manager;
- (k) provide forthwith if requested by the Licence Manager a certificate prepared by a qualified medical practitioner which states that the Applicant is physically and mentally capable of performing the duties of a Limousine Driver;
- (l) be civil, courteous, refrain from using profanity, and offer to assist a Passenger when it is evident that the Passenger is a Person with a Disability, is elderly, or is in need of assistance;
- (m) when Operating a Limousine be neat and clean in personal appearance, wearing clothes that are neat and free from soil, grease and dirt with no unrepaired rips or tears and wear a uniform approved by the Limousine Owner and the Licence Manager;
- (n) when Operating a Limousine punctually keep all appointments, and not make any appointments if a previous engagement would prevent him or her from fulfilling it;
- (o) when a Passenger enters the Limousine and gives the Driver the desired destination, take the most expeditious possible route to the destination desired, unless the Passenger designates otherwise;
- (p) when Operating a Limousine take care of all property delivered or entrusted to him or her and accepted by him or her;

- (q) immediately upon termination of a Trip, search his or her Limousine for any property left therein and deliver the property to its owner or if its owner cannot be found, to the London Police Services;
- (r) unless his or her Limousine has been previously engaged, provide a Conveyance Service to any Person who may require his or her Limousine, refusing only when:
 - (i) the Driver is concerned for his or her personal safety;
 - (ii) the person has not paid a previous Fare or cancellation charge;
 - (iii) the person is, in the opinion of the Driver, unable or unwilling to pay the Fare and has been unable or unwilling, when given the opportunity to do so, to satisfy the Driver that he or she has funds to pay the Fare; or
 - (iv) the person is a Grossly Unclean Individual;
- (s) ensure that the Limousine's seat belts are plainly visible to and may be conveniently used by the Passenger;
- (t) turn off any radio, tape player or any other sound producing mechanical device in the vehicle upon picking up a Passenger, unless the Passenger requests that the radio or any other sound producing mechanical device remain on;
- (u) provide to a Passenger if requested, a receipt, showing: the Driver's name; the Owner's Plate number for the vehicle; the date and time of the Trip; the points of origin and destination of the Trip;
- (v) make available the number of the Owner Plate and the name of the Fleet that the Limousine belongs to in an accessible format to Passengers who are Persons with Disabilities;
- (w) maintain the interior and exterior of the Limousine while he or she is Operating it, in a clean and tidy condition, including maintain the interior:
 - (i) free from all dust, dirt, grease, oil, adhesive resin and any other item that can be transferred on to the person, clothing or possessions of a Passenger;
 - (ii) free of all waste paper, cans, garbage or any other item not intrinsic to the Operation of the Limousine;
 - (iii) free of noxious substances;
 - (iv) free of excess wear including tears and cigarette burns in the upholstery;
 - (v) in a dry condition;
 - (vi) in good repair;
 - (vii) with working seat belts;
 - (viii) with side windows that open and close;
 - (ix) with every seat securely mounted maintaining its position and adjustment;
 - (x) with a working dome light that will activate automatically when the vehicle doors open;
 and maintain the exterior:
 - (xi) free from all dust, dirt, grease, oil, adhesive resin and any other item that can be transferred on the person, clothing or possessions of a Passenger, except water or snow;
 - (xii) in good repair;
 - (xiii) free from exterior body damage;
 - (xiv) with no missing or removed fender, grill or molding;
 - (xv) with securely closing doors and trunk lid;
 - (xvi) with all handles and catches in good repair;
 - (xvii) with the paint or finish in good repair; and
 - (xviii) with four matching hubcaps or wheels; and

- (x) enter a Limousine Stand by positioning his or her Limousine at the end of any line formed by other Limousines and remain in the driver's seat, ready to provide a Conveyance Service, when first or second in the line.

3.0 DRIVER'S PROHIBITIONS

3.1 No Licensed Limousine Driver shall:

- (a) Operate a Limousine without a valid Owner Plate affixed thereto;
- (b) Operate a Limousine whose owner is not a licensed Limousine Owner;
- (c) Operate a Limousine without the number of the Owner Plate and the name of the Fleet it belongs to displayed on the rear bumper of the Limousine in accordance with subsection 2.1(g) of Schedule "E" to this By-law;
- (d) Operate a Limousine with luggage or other material therein obstructing the Driver's view;
- (e) Operate a Limousine without it being equipped with an operating camera system in accordance with subsection 2.1(b) of Schedule "E" to this By-law;
- (f) Operate a Limousine without the decal installed stating that photographic images of the Passengers are being recorded in accordance with subsection 2.1(d) of Schedule "E" to this By-law;
- (g) fail to provide exact change to the Passenger;
- (h) charge any Passenger for time lost through defects or inefficiency of the Limousine or the incompetence of the Driver;
- (i) charge any Passenger for the time elapsed due to early arrival of the Limousine in response to a call for the Limousine to arrive at a fixed time;
- (j) engage in any misleading or deceiving statement or representation to a person about the location or distance of any destination named by that person;
- (k) have taken, consumed or have in his or her possession any alcohol, drugs or intoxicants while Operating a Limousine;
- (l) solicit or permit the solicitation of any person to become a Passenger;
- (m) carry in any Limousine a greater number of Passengers than is set out in the manufacturer's rating of seating capacity for such vehicle, and for which a fully operational seat belt is available for each Passenger's use;
- (n) take on additional Passengers after the vehicle has departed with one (1) or more Passengers from any one starting point, except under the following circumstances:
 - (i) when done at the request or permission of a Passenger who is sixteen years of age or older and who is already in the vehicle;
 - (ii) in an emergency situation; or
 - (iii) on a Trip exclusively taking students to or from school;
- (o) overcrowd a Limousine Stand or displace any Limousine already at the Limousine Stand;
- (p) interfere in any way with the normal use of a Limousine Stand or public place or with surrounding traffic;
- (q) use a Cab Stand or other place set aside for Cabs;

- (r) Operate a Limousine unless it meets the standards for the issuance of a Safety Standard Certificate;
- (s) recommend hotels, restaurants or other like facilities unless asked to do so by the Passenger;
- (t) smoke inside a Limousine;
- (u) cause or permit any immoral, indecent, or illegal act in a Limousine under the Driver's care;
- (v) use or accept cellular telephone calls when engaged by a Passenger;
- (w) Operate a Limousine when the Driver has been on duty for more than 12 hours within a 24 hour period without first taking 8 consecutive hours off duty; and,
- (x) provide a Conveyance Service where the Passenger has hailed the Limousine while it is in motion.