



 **MINISTRY OF
Works & Transport**

A guide to become a

H TAXI DRIVER

Organised. Registered. Legal



Introduction

Taxis (hired cars) play an important role in the overall transportation system of Trinidad and Tobago.

Many citizens depend on this mode of travel to get to and from work, school and other places of interest that advance and enrich their lives.

To meet the demand for efficient transportation, there is always a need for a pool of qualified, safe, reliable, and honest drivers.

If you enjoy driving and are looking to expand your earning potential, becoming a licensed H Taxi Driver may be right for you!

This booklet provides an overview of everything you need to know to become road-ready as a legitimate Taxi Driver. It will help you understand the overall process, requirements and provide guidance to get registered.



Becoming a licensed H-Taxi Driver in Trinidad and Tobago is much easier than you think!

General Requirements

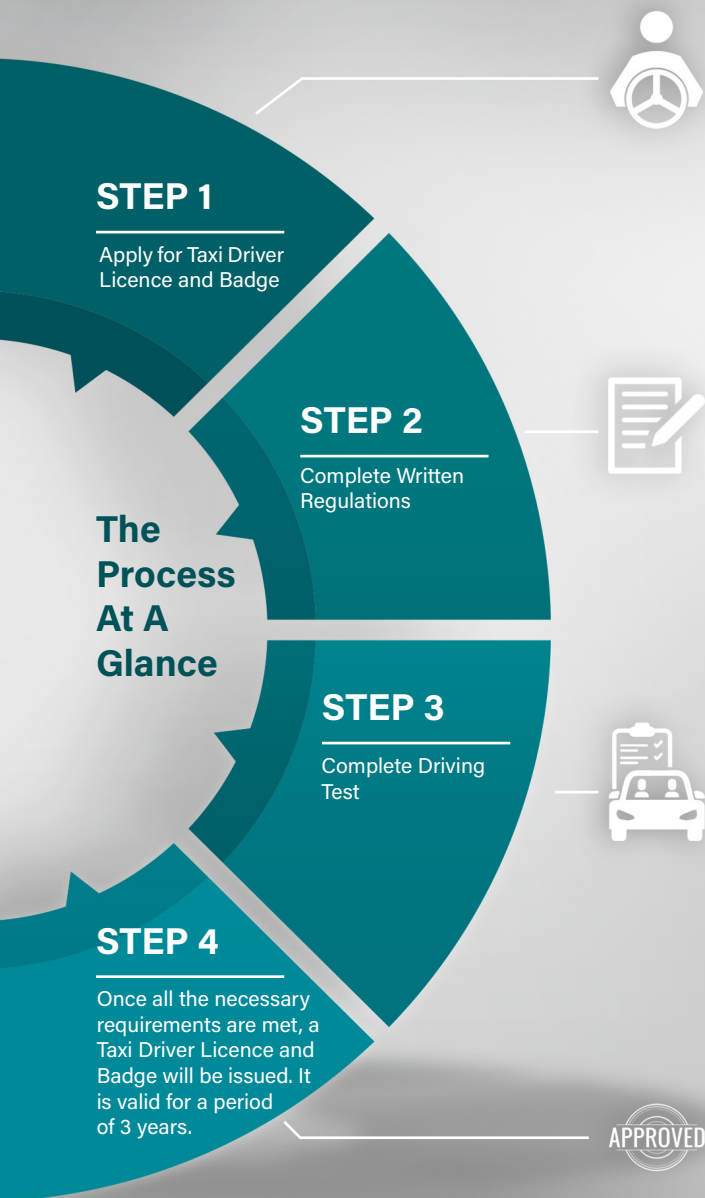
To obtain a Taxi Driver License and Badge, you must be at least twenty-one (21) years of age and the holder of a Class 3 Driver's Permit for at least one year. If you are found medically fit and possess an upstanding character, you stand a good chance!

Required Skillsets

Taxi drivers require a unique blend of skills. The following is a list of vital competencies and attributes that are necessary to be successful in this field.

- Excellent customer service skills
- Solid driving skills
- Time management skills
- Verbal communication skills
- Active listening skills
- The ability to work well with others
- The ability to remain calm in stressful situations
- The ability to accept constructive feedback
- The ability to work well under stressful situations
- The ability to pay attention to detail
- Knowledge of public safety and security measures





Required Documents To Obtain a Taxi Driver Licence and Badge

You can apply for an appointment to obtain your Taxi Driver Licence and Badge via the online portal <https://licensingappointment.mowt.gov.tt/>

When you book an appointment online, you will be provided with a date, time and location.

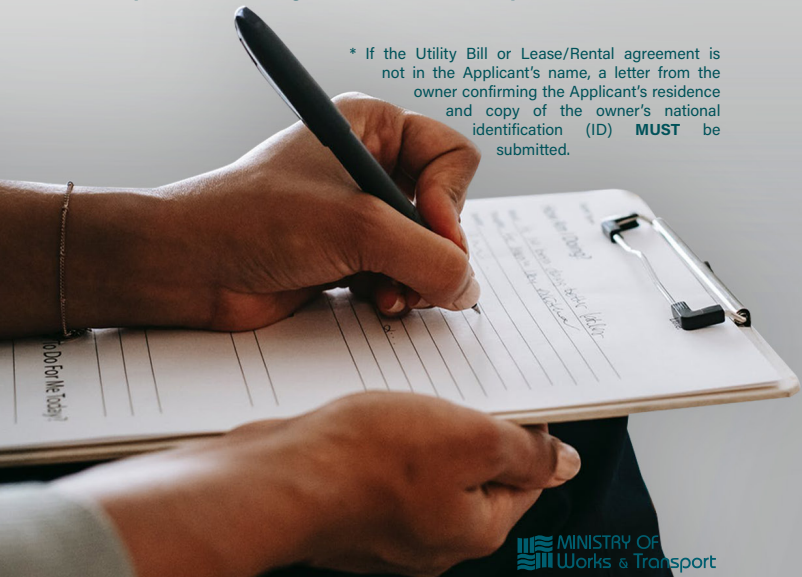
Applicants are required to have the following documents on hand to complete phase one of the process:

- A valid Form of Identification (National Identification Card and/or Passport)
- A valid Driver's Permit. You must be driving for at least one year
- A completed application Form No. 4
- A completed application Form No. 12
- Proof of address (Utility Bill no older than 3 months or Lease/Rental Unit Agreement in the case of rental)*
- A Police Certificate of Character
- Four (4) recent passport size photographs
- The Fee - \$70.00

Downloadable forms are available on the Ministry of Works and Transport's website www.mowt.gov.tt for your convenience.

<http://www.mowt.gov.tt/Divisions/Transport-Division/Forms>

* If the Utility Bill or Lease/Rental agreement is not in the Applicant's name, a letter from the owner confirming the Applicant's residence and copy of the owner's national identification (ID) **MUST** be submitted.



The Administrative Processing Time

After submitting your application with all the necessary supporting documents, it can take between 1-2 weeks to receive a written confirmation stating that approval has been granted for you to proceed to the next stage of the process; a written and practical (driving) examination.

The Evaluation Process

Similar to the application process for a driver's license, applicants for the Taxi Driver Licence and Badge are required to successfully complete a **written regulation examination and driving test**. Copies of the Taxi Driver Study Guide are available at all licensing offices at the minimal cost of \$15.00.

When you are successful with both evaluations, you will earn your Taxi Driver Licence and Badge!



Reclassifying Your Vehicle To Make It Passenger Ready

Converting From P To H

Reclassification is defined as a change in the registration of a motor vehicle. If you wish to utilize your vehicle for taxi services, you are required by law to reclassify your vehicle from a P (Private) car to a H (Hired) car. The following documents are required to complete this process:

- A certified Copy of Registration
- A completed Registration Form No. 6
- A completed Notification of Change Form
- A valid Certificate of Insurance
- A valid Driver's Permit

The Fee - \$135.00

- \$100.00 for reclassification
- \$35.00 for notification of change



Getting Your Vehicle Inspected For Commercial Use

Once you reclassify your vehicle, an inspection for commercial vehicles will be conducted. Regular inspection of your vehicle ensures that it is roadworthy for your passengers. The following documents are required for an inspection:



A valid form of identification (National ID or Passport)



A valid driver's permit



A valid certificate of insurance



A certified copy/extract

The Fee - \$300.00



The Total Processing Fee

The entire processing fee to become a taxi driver is \$335.00 (not including the cost to obtain the Police Certificate of Character). The following are the required fees for obtaining your Taxi Driver Licence and Badge.

• Application fee	-	\$70.00
• Knowledge (Regulations) and Driving Test	-	\$175.00
• Study Guide and Highway Code	-	\$15.00
• Certificate of Competence	-	\$35.00
• Taxi Licence and Badge	-	\$40.00

Quick Tips To Build Your Brand

As an entrepreneur, it is important to build your brand. This can be done by building a top-notch reputation as a courteous, reliable, and safe driver. Here are some additional tips to promote yourself as a legal driver for hire:

- Have a recognisable uniform.
- Create an engaging social media profile
- Have engaging conversations with passengers (use discretion).
- Keep a neat and clean vehicle.
- Enjoy and be proud of the work you do because you are providing a vital service to your community and the wider nation.



Frequently Asked Questions

1. Will a minor offence deter me from obtaining a Taxi Driver Licence and Badge?

- All persons applying for a Taxi Driver Licence and Badge are required to present a Certificate of Character. If you have any offences, they will be recorded on your Certificate of Character. However, minor offences may receive leniency at the discretion of the Transport Commissioner.

2. Does a vehicle have to be registered to the current owner to facilitate the reclassification process?

- Yes. Reclassification can only take place with the owner of the vehicle.

3. Is defensive driving a requirement to become a Taxi driver?

- No, it is not a requirement, but it can be an asset.

4. How often does a vehicle have to be inspected?

- Hired cars are to be inspected annually.



Frequently Asked Questions

5. How often does a Taxi Driver Licence and Badge have to be renewed?

- A Taxi Driver Licence and Badge is valid for a period of three (3) years.

6. Is the Taxi Driver Licence and Badge given at the same time?

- Yes. It is a two-part identification document. The Taxi Badge is to be on display in the vehicle at all times, while the Taxi licence is shown upon request to prove your legitimacy as a registered H-Taxi for hire. Your Taxi Licence can be on your person but the Taxi Badge must be displayed for passengers.

7. Are Taxi Drivers bound to specific work hours?

- Full-time Taxi Drivers are required to work 10 hours, with no more than 5½ hours consecutively with a half-hour break in-between.





FOR ADDITIONAL INFORMATION

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