

## *Driver Checklist*

### GETTING STARTED

1. Read the terms & conditions
2. Make sure you've got a valid personal email address. This is how we will update you on the progress of your application for 2airport.
3. You will need to collect and familiarise yourself with the documents and information listed below, before you start your driver application on our: [Sign Up To Drive Page](#)
4. All photos and documents uploaded must be under 2mb.

### DOCUMENTS YOU WILL NEED TO HAVE

#### **- Passenger Transport License Code**

To get a Transport License Code, you will first need to fill out this application:

<https://www.service.nsw.gov.au/transaction/application-passenger-transport-licence-code>

Once the above form is complete, you must lodge it at a Service NSW Centre:

<https://www.service.nsw.gov.au/transaction/application-passenger-transport-licence-code>

#### **- [ ABN ] Australian Business Number**

<https://www.abr.gov.au/business-super-funds-charities/applying-abn>

Registration required for GST

## **Vehicle Safety Check**

Inspection stations

<https://roads-waterways.transport.nsw.gov.au/cgi-bin/index.cgi?action=esafetycheck.form>

Once your vehicle has passed an inspection and you've been issued your eSafety slip, you have up to 42 days to use it to register your vehicle. If you do not register within that time, you will be required to obtain another eSafety slip and pass inspection again.

## **Working With Children Check**

Note: It is not compulsory for regular bookings, however will enable you to receive more potential bookings as we provide a transport solution for under 18's.

<https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check> Please note this must be for paid employment not volunteer.

## **Vehicle Registration**

Screenshot the results and upload.

<https://www.service.nsw.gov.au/transaction/check-vehicle-registration>

## **Car Service Tax Invoice**

upload a photo of the invoice you receive for your latest car service.

## **Insurance**

Safety is our number one game which means your car must be insured.

Talk to your insurance company about this and make sure to mention it is for rideshare purposes. Please upload a copy of your full comprehensive insurance policy in PDF format on your application and enter your compulsory third party insurers name and policy number.

## **National Police Check**

NSW drivers are required to obtain a National Police Check issued within the last 90 days.

<https://www.checked.com.au/national-police-certificate>

## **Payments**

Have your bank details ready, provide us with your BSB and ACC number.

**Tollways**

Set up an e-TAG account.

We recommend you set 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.

**Contact or Enquire**

info@2airport.com.au

**Additional info that will need to be provided**

A clear photo of your face

The front of your car (number plate visible)

Front and Back of your Driver's License

***When you are ready to get onboard***

***Sign up here:***

***Sign Up To Drive***