Ontario

Ministry of Transportation

# Northern Rideshare Framework Application Form

## Sections of this Application Form

**Part A: Rideshare Operator (Applicant) Information**

**Part B: Applicant Business Information**

**Part C: List of Company Owners, Partners, Associates and Officers**

**Part D: Conditions and Declarations**

**Part E: Supporting Documentation**

**Part F: Application Fee**

**Note:**

- Only rideshare operators may apply to participate.
- Each section is mandatory for the applicant to complete.
- The applicant is the company applying, not the person completing the form.
- If you are interested in becoming a rideshare driver, you must contact rideshare operators directly.

## Instructions for Submitting this Application Form

**Note:** No person or entity may provide rideshare services in a designated area unless approved by the Registrar under Ontario Regulation 136/26 made under the *Highway Traffic Act*.

- To participate, please submit a completed application form, fee, and accompanying documents to the Ministry of Transportation by email at rideshare@ontario.ca.
- To support the completion of Part D, E and F in this application form, please see the Northern Rideshare Program Guidelines for more information.
- If you have any questions regarding the requirements or application form/process, please contact the Ministry at rideshare@ontario.ca.
- Incomplete applications will not be processed and may be returned.
- Upon receipt of a completed application and payment, please allow 20 business days for the Ministry to review the application and provide a response.
- Please note that additional time may be required to address any follow-up questions.
- Rideshare services may only be provided in designated areas by operators approved by the Registrar under Ontario Regulation 136/26.

## Notice of Information Collection, Use, and Disclosure

The Ministry's Registrar of Motor Vehicles (the Registrar) may audit or authorize an audit to be conducted of a rideshare operator for the purposes of determining whether the rideshare operator is in compliance with Ontario's Regulation 136/26 – Pilot Project – Rideshare Services Along the Northlander Corridor, under the *Highway Traffic Act* (the Regulation). The Registrar may also request information or records for the following purposes:

- Evaluating the pilot project.
- Analyzing road safety, collisions and safety incidents.
- Monitoring accessibility and service availability.
- Transportation system planning and congestion management.
- Evaluating transportation connectivity in the designated area.
- Any other purpose authorized under the *Highway Traffic Act* (the Act) and the Regulation.

Questions about this collection and use should be directed to: rideshare@ontario.ca.

## Part A – Applicant Information (Information for the Individual Completing This Application on Behalf of the Applicant)

| First Name | Last Name | Title/Position |
|---|---|---|
| | | |

| Telephone Number | Cellular Number | Email |
|---|---|---|
| | | |

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**Address**

| Unit Number | Street Number | Street Name |
|---|---|---|
| | | |

| City/Town | Province/Territory/State | Postal Code | Country |
|---|---|---|---|
| | | | |

## Part B – Applicant Business Information (Legal Entity Applying for Approval)

| Operating Business Name (Legal Name) | Business Licensing Number |
|---|---|
| | |

**Primary Contact Person**

| First Name | Last Name | Title/Position |
|---|---|---|
| | | |

| Telephone Number | Cellular Number | Fax Number | Email |
|---|---|---|---|
| | | | |

**Ontario Business Address**

| Unit Number | Street Number | Street Name |
|---|---|---|
| | | |

Lot, Concession and Township

| City/Town | Province | Postal Code | Country |
|---|---|---|---|
| | | | |

## Part C – Listing of Company Owners, Partners, Associates and Officers

Include all directors, officers, and any partners or other persons with a direct or indirect ownership interest of 10% or more. Attach additional pages if required.

1. First Name | Last Name | Title/Position

| Telephone Number | Cellular Number | Email |
|---|---|---|
| | | |

**Business Address**

| Unit Number | Street Number | Street Name |
|---|---|---|
| | | |

| City/Town | Province/Territory/State | Postal Code | Country |
|---|---|---|---|
| | | | |

2. First Name | Last Name | Title/Position

| Telephone Number | Cellular Number | Email |
|---|---|---|
| | | |

**Business Address**

| Unit Number | Street Number | Street Name |
|---|---|---|
| | | |

| City/Town | Province/Territory/State | Postal Code | Country |
|---|---|---|---|
| | | | |

3. First Name | Last Name | Title/Position

| Telephone Number | Cellular Number | Email |
|---|---|---|
| | | |

**Business Address**

| Unit Number | Street Number | Street Name |
|---|---|---|
| | | |

| City/Town | Province/Territory/State | Postal Code | Country |
|---|---|---|---|
| | | | |

## Part D – Conditions and Declarations

**General Conditions for Participation**

- ☐ I have read, understood, and attest that the requirements Ontario Regulation 136/26 have and will be met.
- ☐ I attest that the applicant shall not cause or permit drivers and vehicles to provide designated rideshare services through the applicant‘s rideshare platform unless they meet the applicable requirements of Ontario Regulation 136/26.
- ☐ I attest that the information included in this submission is accurate, complete and current.
- ☐ I understand that the Registrar may require additional information to assess this application and that the applicant is required to provide it promptly upon request.
- ☐ I understand that any approval granted by the Registrar is contingent on the information in this application being complete and accurate.
- ☐ I understand that the Registrar may attach to an approval any condition that the Registrar considers appropriate, including an expiry date for the approval.
- ☐ I understand that the applicant is required to submit a summary of the following information in relation to designated rideshare services on a quarterly basis for the period included in the quarter, in the form, manner and format specified by the Registrar:
  - ☐ A list of rideshare drivers and rideshare vehicles that were eligible to provide designated rideshare services during the period and whether the vehicles were accessible vehicles.
  - ☐ The number of trips requested and provided and whether the request was for an accessible vehicle.
  - ☐ The number of complaints received and the nature of each complaint.
  - ☐ The number of collisions and safety incidents and the following details for each collision or safety incident:
    - the date, time and general location of the collision or safety incident,
    - a description of the nature of the collision or safety incident,
    - whether the incident involved injuries, fatalities or significant property damage,
    - whether police or emergency services attended and, if applicable, a police report number,
    - a summary of any actions taken by the rideshare operator in response to the collision or safety incident,
    - whether the designated rideshare service was provided in an accessible vehicle, and
    - any other information reasonably required by the Registrar for the purposes of administering or enforcing the Regulation or evaluating the pilot project.
- ☐ I understand that the applicant is required to retain all records required under the Regulation for the prescribed period and to ensure that the records can be produced promptly in a usable electronic form.
- ☐ I understand that the Registrar may, at any time and for any purpose related to the administration or enforcement of the Act and the Regulation, request that the applicant provide any document or record the rideshare operator is required to keep under the Regulation, or a summary of those records, and the applicant must comply with any such request within the time and in the form, manner and format specified by the Registrar.
- ☐ I understand that the applicant must continue to comply with all applicable requirements of the Regulation at all times while providing designated rideshare services.
- ☐ I understand that the applicant must promptly notify the Registrar of any material change to the information provided in this application.
- ☐ I understand that any approval granted is non-transferable and applies only to the applicant.
- ☐ I understand that the Registrar may refuse to issue or may suspend or revoke an approval where the applicant provides false or misleading information.

Initials of signing officer

_____

The signing officer confirms they are authorized to bind the corporation.

[Include the initials of every additional signing officer]

_____

The signing officer confirms they are authorized to bind the corporation.

## Part E – Supporting Documentation

Please email the following supporting documentation as part of this application to rideshare@ontario.ca

Please refer to the program guidelines for additional information to support the application package.

**Designated Areas**

1. A list of the designated areas in which the applicant proposes to provide designated rideshare services.

**Accessibility**

2. The applicant's policies and procedures to facilitate providing rideshare services in accessible vehicles, including how the applicant intends to:
   - provide designated rideshare services to persons with disabilities; and
   - promote the availability and use of accessible vehicles for rideshare services.

**Passenger Safety**

3. A description of the passenger safety features available through the applicant's rideshare platform.

**Complaints**

4. A description of the applicant's process for dealing with complaints, including how complaints are received, reviewed, responded to and resolved.

**Training**

5. A description of the applicant's training process and training curriculum.

**Insurance**

6. The applicant's insurer or licensed agent/broker must send a certificate of insurance that is signed and stamped directly to rideshare@ontario.ca as proof that:
   - The applicant maintains commercial general liability insurance of at least $5,000,000 per occurrence; and
   - Each rideshare vehicle used to provide designated rideshare services is insured under a policy of automobile insurance that provides coverage of at least $2,000,000 against third-party liability, loss or damage resulting from bodily injury to or death of one or more persons and loss of or damage to property for the period beginning when a request for designated rideshare services is accepted by a rideshare driver and ending when the rideshare driver has completed the trip.

Coverage must be maintained at all times while providing designated rideshare services. Failure to maintain required insurance may result in suspension or revocation of approval.

## Part F – Application Fee

An application fee of $5,000.00 is required for each application to participate in the pilot project.

The Registrar may exempt the applicant from the application fee if they provide satisfactory evidence that the applicant has paid a municipal licensing fee to provide rideshare services in the designated area for the current year. If you would like to seek this exemption, please provide evidence as part of this application.

The application fee (or evidence for exemption):

- Must be submitted at the time of application.
- Is **non-refundable**, regardless of the outcome of the application.

Payment instructions:

Please complete a credit card authorization form and submit to rideshare@ontario.ca along with your application.

Alternatively, you may mail a bank draft payable to the Minister of Finance to:

87 Sir William Hearst Avenue, Room 173

Toronto Ontario M3M 0B4

The Ministry will not begin its review of an application until the application fee has been received in full or an exemption has been approved by the Registrar. Please allow time for payment processing.

## Declaration

I have read and understand the requirements to participate in the pilot project set out in Ontario Regulation 136/26.

Name

Title/Position

| Signature of authorized signing officer | Date (yyyy/mm/dd) |
|---|---|

I confirm that I have authority to bind the corporation/organization.

Additional authorized signing officer (if applicable)

Name

Title/Position

| Signature of authorized signing officer | Date (yyyy/mm/dd) |
|---|---|

I confirm that I have authority to bind the corporation/organization.

I certify that I am authorized to submit this application on behalf of the corporation/organization and confirm that I am authorized to bind the corporation.

I certify that all information provided in this application and supporting materials is true, accurate, and complete.

I acknowledge that providing false, misleading, or incomplete information may constitute an offence and may result in enforcement action under applicable provincial legislation, including suspension or revocation of Ministry of Transportation approvals and fines, and, in the case of an individual, imprisonment or driver's licence suspension.

I understand that approval may be refused, suspended, revoked, or made subject to conditions if the information provided is inaccurate, incomplete, or if the applicant fails to comply with the *Highway Traffic Act* or its regulations.