

INSTRUCTION SHEET *(please read thoroughly)* Accessibility Fund Declaration – Vehicle for Hire Driver

What is this form for?

This is the form you fill in to obtain your grant cheque, to help support the costs of providing accessible taxicab services. If this form is not filled in properly, MLS will not release funds. If you hold both an owner and vehicle- for-hire driver licence, you can submit two separate applications if you meet the requirements for each licence type.

What is Applicant Information?

This is the vehicle-for-hire licence holder who is applying for the grant.

1. Toronto Transit Commission Wheel-Trans Taxicab Service Contract in 2023.

If you provided service in an accessible taxicab under a taxicab brokerage that has been associated with the TTC Wheel-Trans Taxicab Service contract, **you are not eligible to apply**. The TTC provides MLS with a list of all contracted taxicabs in 2023. If you are not on the list, proceed to the next question.

2. MLS Licence Number

This is the licence number on your vehicle-for-hire MLS driver's licence that begins with D01 or D05. For example; D01-1234987

3. Mailing Address

This your current address. This must match the address on file for your taxicab driver licence. The address provided must match the address on file for your application to be accepted. The by-law mandates that our records be up to date. If you have changed your address, you must update before submitting this application by emailing mlsbusinesslicence@toronto.ca with your updated Provincial Drivers Licence. This will be the address we send funds to.

3a. Contact email and phone number

Please indicate your contact email address and/or your phone number. This is how you will be notified if your application has been refused.

4. MLS taxi plate number and signature of Taxicab Owner

Please indicate the MLS taxi plate and licence number of the taxicab you were driving in 2023. The *taxicab owner* must print and sign their name. This information will be used to confirm that the accessible taxicab services were available for dispatch with a licensed brokerage.

If you provided wheelchair accessible service in more than one wheelchair accessible taxicab, a separate declaration form for each taxicab, with each owner providing a signature is required.



Municipal Licensing and Standards
Fiona Chapman
Director, Business Licensing and Regulatory
Services

Marcia Stoltz
Manager, Vehicle for Hire

850 Coxwell Ave 3rd Floor
Toronto, Ontario, M4C 5R1
Fax: (416) 392-4515
accessibilityfundprogram@toronto.ca
www.toronto.ca/licensing

Service Standards – Incentive Grants

What is this for?

This information will help determine how much of the incentive grant you will receive.

5. Number of hours you were operating and available for dispatch

This is where you indicate that you were operating the taxicab and available for wheelchair accessible service for at least **432** hours in 2023. This is worth 50% of the incentive grant. A higher number of hours will not mean more funds, but a lower amount will disqualify your application.

6. I accepted all wheelchair accessible vehicle trips dispatched by a brokerage, save for any requests for service refused in accordance with section 546-100 of Chapter 546

Circle YES or NO if you accepted all wheelchair accessible vehicle trips dispatched by a brokerage. Any service refusals must be in keeping with the Bylaw. This is worth 50% of the incentive grant.

7. Taxicab operator logs for the past 12 months

Circle YES or NO if you have operator logs from 2023. These logs should be kept for 12 months and could be reviewed as part of an audit.

Declaration

This is where you put in your first and last name and your signature telling us that everything in the form is true and complete.

Everything completed?

Be sure to check that all of the information is provided and that you have also obtained the brokerage signature. Incomplete or unclear forms will not be considered and will be refused.

Where do I send this form?

The completed form must be sent electronically by email to **accessibilityfundprogram@toronto.ca** or by fax to 416-392-4515 by **April 26, 2024**. In any email correspondence with MLS, please put the VFH licence number in the subject line, e.g. D01-1234987. This makes it easier to respond to your email.

How much are the grants?

The maximum funds available to eligible taxicab drivers under the Accessibility Fund Program are **\$2,187.50**.



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Not every driver may receive the maximum incentive, depending on responses to questions 5 and 6 on the declaration form.

When will I hear about my grant?

MLS will email all applicants in mid-June to advise if they have been refused funding under the program. If a taxicab driver has been refused, they have 10 days to appeal this decision.

Cheques will be sent to successful applicants in July.

I am a licensed accessible taxicab driver and accessible taxicab owner. Can I apply for both grants?

Yes. If you hold both an owner and vehicle-for-hire driver licence, you must submit two separate applications if you meet the requirements for each licence type.