Vehicle for Hire Background Check Requirements for New and Renewing Drivers

Revised Requirements, Effective April 12, 2021

New Drivers

Driver applications must include:

1) Criminal Record Check, including a Vulnerable Sector Search;
2) Manitoba Personal Driver's Abstract; and
3) Child Abuse Registry check.

All documents must be dated within 90 days of the application date. Any relevant criminal offences or major driving offences that have occurred within 10 years of the application date would be grounds for additional review. Applicants must also submit all other required licensing documents (e.g. proof of eligibility to work in Canada, proof that any required training has been completed, etc.).

NEW Vehicle for Hire Drivers who live in Winnipeg (either taxi or PTP) MUST apply for their criminal record check, including vulnerable sector search in person through the Winnipeg Police Service located at 245 Smith Street. On-line applications for criminal record checks will not be accepted.

Criminal Record Check (CRC) is a criminal record background check performed by an authorized Police Service (either the Winnipeg Police Service (if applicant lives in Winnipeg) or RCMP (if applicant lives outside of Winnipeg)). It is a basic check of an applicant's name, sex, and date of birth against existing criminal records stored in the Canadian Police Information Centre (CPIC) database, NICHE Records Management System (RMS), Police Information Portal (PIP) and the Firearms Interest Police System (FIP). These searches will confirm additional information such as outstanding criminal charges, prohibitions (such as firearms), or probations. These searches provide a higher level of assurance in the applicant.

If the applicant fails to disclose their criminal record when one exists, or there is a possible match on the basis of names, sex, date of birth, or some other attribute, then fingerprints are used to confirm the identity and whether or not a criminal record exists for that person. Under law, a criminal record may only be released upon confirmation by fingerprints.

A Vulnerable Sector Search (VSS) is a search authorized under the *Criminal Records Act* and is a search of pardoned sexual offences. Record Suspensions, the new form of a "pardon", are no longer available for offences of a sexual nature involving children. However, previously approved pardons still apply. This provides a secondary confirmation of an applicant's background.

A **Manitoba Personal Drivers Abstract** is provided by the Manitoba Public Insurance Corporation (MPI) and indicates driving offences that have occurred, ranging from minor incidents tickets (e.g. driving without a seatbelt, driving while using a handheld device, minor traffic violations) to major incidents (driving while disqualified, *Criminal Code* convictions, driver's licence reviews). The abstract maintains a history of 10 years for *Criminal Code* convictions and convictions under the *Highway Traffic Act* for driving while disqualified, but only maintains a five-year history of inactive licence suspensions, roadside breathalyzer suspensions, and at-fault accidents.

The **Child Abuse Registry Check** is provided by Manitoba's Department of Families. It contains the names of those who have been found to have abused a child. There are three ways to be listed on the Registry:

1. A person was found guilty or pleaded guilty to an offence involving the abuse of a child in a court either inside or outside of Manitoba;
2. A family court has found a child to be "in need of protection" due to abuse; or
3. A child and family service agency's Child Abuse Committee has reviewed the case and formed an opinion that a person has abused a child.

Renewing Drivers

Driver applications must include:

1) Criminal Record Check **(no Vulnerable Sector Search screening required).**
2) Manitoba Drivers abstract
3) Child Abuse Registry check

All documents must be dated within 90 days of the application date. Any relevant criminal offences or major driving offences that have occurred within 10 years of the application date would be grounds for additional review. Applicants must also submit all other required licensing documents (e.g. proof of eligibility to work in Canada, proof that any required training has been completed, etc.).

RENEWING Vehicle for Hire Drivers (either taxi or PTP) who are renewing prior to licence expiry, the 1 year timeframe from registration or NO LATER than 30 days AFTER their licence expires, MAY apply for their criminal record check using the Winnipeg Police Service online application or may attend in-person at 245 Smith Street.

*When applying for a criminal record check through the Winnipeg Police Service **online application service**, renewing drivers who meet these requirements should answer "no" to the question "I am working with vulnerable people" (if applicable).*

Organizations/Companies approved to complete Background Checks acceptable to VFH:

Whether the applicant is new to the VFH industry in Winnipeg, or is a renewing driver, only the following service providers will be accepted for their background checks documents:

Criminal Record Check (with or without VSS): Winnipeg Police Service (if applicant lives within Winnipeg) or the RCMP (if they live outside of Winnipeg, within Manitoba).
Winnipeg Police Service – in-person (***NEW driver or renewing***) or online (***only available for RENEWING drivers***) (using Winnipeg Parking Authority – Vehicles for Hire as the agency);
RCMP – for those applicants who live outside of Winnipeg & require a vulnerable sector search.

Manitoba Drivers Abstract: Must be obtained through Manitoba Public Insurance (MPI).

Child Abuse Registry: Must be obtained through the Province of Manitoba – Department of Families.

Drivers Renewing More Than 30 Days Past Licence Expiry Date

Drivers who do not renew their licence within 30 days of the expiry date will be treated as a **NEW** applicant (please see requirements as above, specifically as they relate to the criminal record check and vulnerable sector search).

Driver applications must include:

1) Criminal Record Check, including a Vulnerable Sector Search;
2) Manitoba Personal Driver's Abstract; and
3) Child Abuse Registry check.

All must be dated within 90 days of the application date. Any relevant criminal offences or major driving offences that have occurred within 10 years of the application date would be grounds for additional review. Applicants must also submit all other required licensing documents (e.g. proof of eligibility to work in Canada, proof that any required training has been completed, etc.).