



Absolute Prestige Limousine Service Ltd

1676 13 Road, Loma, CO 81524

970-858-8500

www.aplimo.com

DRIVER PROCEDURES

Dress Code: **When you dress professional you are treated as a professional**

- Company Dress Code: Black & white dress clothes. No prints; No patterns.
- Suit Jackets are preferred, especially for funerals and weddings.
- No hats/caps. OK to accent for the holidays (i.e.: red tie / scarf).
- No open toed shoes or casual shoes (i.e. sandals, crocs, tennis shoes, etc.)
- Name Tag (let us know if you need another one).

BEFORE EACH JOB:

- Arrive at the Shop in time for inspection & prepare limo before you need to be at your job.
- It is imperative that you are on time, even a few minutes before.
- Check in the office, pick up clipboard with contract instructions.
- Inspect your vehicle to be clean inside and out, all seats are in SUV's.
- Make sure all elements work including radio, television, air conditioning, heat, windows, etc.
- Inspect vehicle and complete the PRE-TRIP INSPECTION REPORT.
- Perform complete walk around for the vehicle and notate any scratches, glass breakage, etc. If necessary, take a photo of damage with your phone camera.
- Limousine is stocked with water and ice.
- For a special "touch" add balloons and candy for birthday / special events.

DURING EACH JOB:

- Upon arrival at job location send a text message to Shirleen at 970-250-1101 and Dispatcher at 970-462-2603.
- Hand out a business card and introduce yourself as their chauffeur for the evening / event.
- Have client sign the contract and make payment arrangements (if needed).
- Write any additional information on the contract as needed.
(i.e.: contract extended, dinner special, etc.)
DO NOT USE YELLOW ENVELOPE IN CONSOLES OR GLOVE BOX – THESE ARE REQUIRED VEHICLE DOCUMENTS THAT MUST REMAIN IN THE VEHICLE!
- Send text to Shirleen and Dispatcher notifying them that you have customers and are departing at the time of departure.
- When additional time is needed, call the office to coordinate if any other jobs and or proper pricing.
- Only engage in conversation if spoken to. Keep your language skills "clean".
- Do not ask for autographs or photos, respect client privacy / confidentiality.
- Wine Tours Only...Go inside and introduce yourself and your guests.
- Mandatory that you stay with your vehicle at all times.
- DO NOT leave engine idling for long periods of time during the hot months of summer.
- It is unacceptable to dine or join in any activity with the clients.
- No Smoking, around or next to the vehicle (includes vapor cigarettes).
- Scratches/dents need to be reported to the office ASAP & recorded on the Driver Vehicle Inspection Report.
- Drivers are responsible for insurance deductible for any "at fault" incidents.
- When you drop your customers at their final destination, send a text message to Shirleen and Dispatcher notifying them that your job is complete.

AFTER EACH JOB:

- Must have the limousine back in the yard within one hour of dropping off clients.
(unless authorized through the office first – in case of overlapping last minute jobs)
- Stop to gas up ****keep the receipt**** turn in with contract.
- Notate the car # and your name on the receipt.
- If no credit card, can charge fuel to BG's (2896 9th Avenue, Grand Junction) list license plate # with BG's.
- Clean out the trash from your Limo at the gas station.
- Wipe down all the windows and seats (glass cleaner in trunk).
- Seatbelts need to be neatly rolled up and tucked inside the seat.
- Remove any used glasses and take to the office kitchen / replace with clean glasses.
- At the end of the job, check for any left behind items as well as the condition of the vehicle.
- Inspect vehicle and complete the POST-TRIP INSPECTION REPORT.
- Slide clipboard through mail slot in the office door. Return credit card after each use.
- Cars must be ready for the next job.

I, _____ AGREE TO ADHERE TO THE ABOVE DRIVER PROCEDURES.

Signature