

JT'S CHARTER BUS LLC

EMPLOYEE HANDBOOK & ACKNOWLEDGEMENTS

POSITION OVERVIEW:

The bus driver is responsible for operating buses in a safe and efficient manner. The bus driver is responsible for the safety and well-being of themselves, the passengers, and all others on the road.

REPORTING POSITIONS:

The bus driver reports to the owners Tyler Ernst and Jared Olk.

QUALIFICATIONS:

1. Education: Minimum of High School Diploma or G.E.D.
2. Experience: Minimum 2 years of experience with CDL work.
3. Certifications: Drivers must hold a valid State of WI issued CDL, Class B, and passenger's endorsement at minimum. Some vehicles also require air brake endorsement.
4. Safety Standards & Practices: All drivers will be required to acquire thorough knowledge if safety standards and practices for operating JT's Charter Bus LLC vehicles and equipment involved in job tasks. Drivers must continuously learn and implement all new procedures, regulations, and requirements with respect to safety within the organization.
5. Communication: All drivers must have the ability to effectively use oral and written communication in performing duties and responsibilities.

JOB DUTY OUTLINE:

***The following tasks are representative and not to be considered all inclusive.*

Picking up Events/Prior to Events:

1. Drivers are expected to pick up a minimum of two events a month to maintain active status. Available upcoming events will be sent out by JT's Charter Bus with a minimum of two weeks of advance notice.
2. Drivers are expected to not back out of a scheduled event once committed. If an event unexpectedly becomes a conflict with your schedule, please provide JT's Charter Bus with a minimum of 7 working days' notice to make other arrangements.
3. Drivers are expected to use their personal devices to maintain contact with JT's Charter Bus via calling, email, and text. Personal devices are also to be used for navigation. At least two different types of navigation or way finding should be on your personal smart device in the event one does not work.
4. Drivers are expected to plan out their picked up events and familiarize themselves with the contract information details. JT's Charter Bus will provide as much information as available prior to the event. Some key things to review:
 - a. Primary contacts

- b. Pick up and drop off locations (program them into smart devices prior to trip if possible)
- c. Balance of monies owed/to be collected prior to departure

Driving the Event:

1. Drivers are expected to show up at least 45 minutes prior to required departure time to conduct the following: (Note that the required departure time for the event should have the bus arriving 15 minutes ahead of schedule to alleviate any unforeseen conditions along the way in transit.)
 - a. Drivers must perform a daily pre-trip inspection of the bus and complete a report that notes any defects that could affect the safety of the bus operation or result in its mechanical breakdown.
 - b. Drivers must report the starting mileage of the vehicle being driven.
 - c. Drivers must do a final clean/wipe down of any dirty surfaces.
 - d. Drivers must ensure all trash cans are empty and have new bags.
 - e. Ensure bathroom has toilet paper. Pour approx. 4 fl oz cleaner into the toilet to ensure fresh smell.
 - f. Drivers must ensure all entertainment cables/adapters are available for stereo hookups.
 - g. Driver to test inside party lights and speakers for function.

2. Driving responsibilities:
 - a. Obey all traffic laws.
 - b. Carefully observe all signs, signals, and rules of the road as provided by the State of Wisconsin.
 - c. Collect balance of contract due to JT's Charter Bus **before** departure. JT's Charter Bus will confirm this information for you.
 - d. Maintain discipline on the bus. While everyone is on the bus to have a good time, the driver reserves the right to stop a trip. Driver to familiarize themselves with the contract terms the clients agree to with rental of the bus for additional information entitling the driver.
 - e. Keep assigned schedule and monitor trip durations. Excess hours are to be charged hourly. Notify JT's Charter Bus in the event of any changes.
 - f. Keep inside of bus as clean as possible. When making interval stops, wipe up bigger messes/spills, empty trash cans, check bathrooms, spray air freshener, etc.
 - g. Notify JT's Charter Bus in the event of mechanical issues, warning dash lights, etc.
 - h. **REPORT ALL ACCIDENTS.** Call JT's Charter Bus with the details. JT's Charter Bus will then direct proper authorities.
 - i. **IN NO INSTANCE SHOULD A DRIVER ATTEMPT TO FIX THE BLAME. DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT LAW ENFORCEMENT. DO NOT LEAVE THE ACCIDENT UNTIL JTS CHARTER BUS HAS GIVEN YOU PERMISSION TO**

DO SO. Make a list of names of all passengers on the bus. Any accident will require drug testing.

- j. At the final stop, conduct a walk of the bus and check the floors, seats, restroom etc for any items belonging to the people on the bus and turn it over to them before departure. IF ANY NEW DAMAGE HAS OCCURRED TO THE BUS PLEASE NOTIFY THE MAIN POINT OF CONTACT. TAKE PICTURES AND DOCUMENT THE DAMAGE. DAMAGES TO BE REPORTED TO JTS CHARTER BUS LLC SO THEY CAN BE ADDRESSED RIGHT AWAY.

After the Event:

- 1. Drivers are expected to return to the bus pickup location.
- 2. Drivers are expected to report the finish mileage on the vehicle.
- 3. Drivers are to cleanup as follows:
 - a. Pick up trash and dispose of in garbage cans.
 - b. Empty trash can bins and bags. Take off the bus. Spray cleaner into trash cans and let sit.
 - c. Wipe down the seats with cleaner.
 - d. Wet mop / hot mop the floor if it is very dirty. Wet Swiffer is acceptable if the event was "cleaner". Use best judgement.
 - e. Wipe down the toilet area and ensure everything is flushed down into the tank.
 - f. Anything else deemed "necessary" from the event.

Handling of Monies from Event:

- 1. Any cash or checks received by the driver during the event (excluding tips) is sole responsibility of the driver to return to JT's Charter Charter Bus. Cash or checks received and unaccounted for at the conclusion of the trip will be the responsibility of the driver to make full.
- 2. Drivers are not to pay themselves from monies received for the event (excluding tips). Payment for completed events will be processed by JT's Charter Bus within 3 business days.
- 3. If the client should request an extension of time to the beyond the contracted hours, the driver must collect payment before extension is granted. The hourly rate is to match the quoted hour amount on the contract. Booking extension monies are the property of JT's Charter Bus and the driver will be compensated according for the additional driving services with payment of the completed event.

With signature below I certify that I understand the job position and meet or exceed all required qualifications. I understand and agree to perform all the duties listed in the outline above.

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____