



TAG B VALET PARKING LLC
818 Michigan Ave NE
Washington DC 2007
202-234-7775
info@tagbgroup.com

Driver's Duties Letter

Bus driving requires great responsibility on the part of the driver. As a driver, you're responsible for the vehicle that you're driving along with the safety of the passengers you're carrying which is why it is essential that you adhere to the following guidelines.

- 1- In compliance with CDC guidelines with respect to wearing masks, you are required to wear a mask while on-duty or on-site.
2. You are required to perform a pre and post trip bus inspection and report any damage.
3. You are required to clean inside the bus (sweep, wipe down dash and drivers area) at the end of your shift.
4. You are required to report all incidents and accidents in a timely manner.
5. You must obey traffic signals, signs and regulations.
6. There shall be absolutely no smoking or vaping on or around the bus at any time. Under no circumstances is there to be any alcohol containers on the vehicle.
7. You are required to be on time for your shift. You must punch in and punch out according to your assigned schedule. No show no call may result in you being suspended or terminated.
8. You are required to wear the work uniform. Black pants, black shoes and company vest or shirt. (Black jeans and Black sneakers are allowed).
8. You are required to be courteous and considerate of the passengers and your fellow coworkers. Inappropriate behavior, conditions, or actions such as use of tobacco products, foul language, lack of personal hygiene, threatening or disruptive behavior, fighting, carrying of weapons, possession of illegal drugs or substances or having containers of alcohol on the bus may result in you being suspended and you may be reported to local law enforcement.

If you have any questions, please feel free to contact your immediate manager.

Drivers Name & Signature:

Date: