



TDF Enterprises, LLC

Employee Handbook

Revised 12/31/18

1. RESPONSIBILITIES

All drivers are required to maintain a current Class B Commercial Driver License (CDL) or higher, with airbrake and passenger endorsements, and provide the Employer with a current copy upon renewal.

All drivers are required to maintain a current DOT Physical form and keep said form on-file with their respective State DOT, and provide the Employer with a current copy upon renewal.

Drivers are required to comply with all USDOT, Iowa DOT, and FMCSA Hours of Service regulations. Should the Employee be unable to fulfill a job due to hours regulations, the Employee shall notify the Employer as soon as possible. Employees are required to submit a copy of their driving logs, or, if applicable, time sheets, for other employment positions to the Employer on a regular basis, not to exceed monthly.

Drivers are prohibited from using any mobile device while operating a company vehicle. This includes, but is not limited to, phone calls, texting, playing music, and configuring GPS.

The Employer has a “zero-tolerance” policy for drug and alcohol abuse. The Employee agrees to follow all USDOT and FMCSA regulations regarding drugs and alcohol including, but not limited to, not possessing alcohol or illicit drugs while performing safety-sensitive functions, reporting for service or remaining on duty when under the influence of drugs or alcohol, reporting for duty when having consumed alcohol within 4 hours, or being under the influence of any prescribed controlled substance where the physician or medical practitioner has advised against operating a vehicle. It is against the Employer’s policy to consume alcohol at any time when on the job, even with a customer’s permission.

The Employee is required to present themselves when called upon at any time for drug and/or alcohol testing, including mandatory random screening and on-demand employer-mandated testing.

All driving supervisors are required to undergo drug and alcohol supervision training per USDOT and FMCSA regulations.

Drivers are prohibited from using any mobile device while operating a company vehicle. This includes, but is not limited to phone calls, texting, playing music, and configuring GPS.

Drivers consent to allow the Employer to periodically pull their Motor Vehicle Record (MVR) or similar reports. Drivers further agree to notify the Employer within 2 business days of any

known or potential changes to the MVR, including new citations or accidents, whether at-fault or not at-fault.

Drivers are required to perform and sign-off on pre- and post-trip vehicle inspections and maintain such records according to current Federal or State law. Vehicle inspection forms are kept in the binder in each vehicle and will be picked up by the Employer periodically.

Drivers are required to obey all traffic and safety laws and comply with the orders of any law enforcement official. If detained by law enforcement, including but not limited to DOT inspections, the Employee shall notify the Employer as soon as reasonably possible of the situation.

The Employee shall be responsible for any traffic or parking violation citations, including red-light and speed camera citations. The Employer will reimburse the Employee only for citations related to DOT operating authority or vehicle condition.

In the event of a collision, the Employee shall notify the Employer as soon as reasonably possible. The Employee is expected to comply with the orders of any law enforcement official, but not volunteer information or answer questions without the Employer present. The Employee should not without Employer approval admit any guilt or liability, nor sign any documents (excluding receipt of law enforcement citations).

2. PAYDAY

Payroll is processed on Monday of each week, or the first business day following when Monday is a legal holiday. Checks are usually mailed by Wednesday unless the employee elects to participate in direct deposit (recommended).

3. TIPS

Employees may earn tips during each job. Tips paid in cash by customers may be directly kept by the Employee and it is the Employee's responsibility to report tips accurately to any taxing authority.

Tips paid by card in advance will be paid to the Employee on the next payroll. The Employer is required to withhold required taxes. The Employer will not charge the Employee for any card processing fees.

4. SCHEDULING AND TIME-CLOCK

The Employer uses T-Sheets, a mobile app time-clock and scheduling system. All employees are expected to have this app on their smart-phone. The Employer does not provide nor reimburse for cell phones or cellular service.

On Monday or Tuesday of each week, the Employer will inquire of Employees for their availability for the week's upcoming jobs. Weekly jobs are not guaranteed, and Employees should notify the Employer of their desired quantity of jobs. Employees who regularly decline jobs may be offered fewer jobs in the future or their employment terminated. Jobs may not be reassigned to another driver without the Employer's approval.

The Employer will assign jobs to the Employee via T-Sheets. The job details will include clock-in time, vehicle to be used, customer pick-up time, contact information and any details about the booking. Generally, clock-in time is 20 to 30 minutes prior to customer pick-up time, depending on distance and other factors such as bridge construction.

Employees should use the T-Sheets app to clock-in at the bus storage yard at their designated time and clock-out upon return of the vehicle to the barn. With prior approval from the Employer, an Employee may go directly home with a company vehicle if they are assigned another job that same day. The Employee should clock-out using T-sheets at the customer's drop-off time and clock-in upon arrival at the next customer's pick-up location.

5. VEHICLE MAINTENANCE

Employees should notify the Employer as soon as reasonable of any known maintenance issues or indicator lights with any vehicle.

Employees may from time-to-time be asked to perform simple maintenance during a job if the customer experience may be impacted. This may include refueling, turning heat valves on/off, or topping off fluids.

Drivers are expected, unless excused by permanent disability or doctor's note, to remove all personal and customer trash from the vehicle at the end of each job.

6. CUSTOMER SERVICE

Drivers are expected to provide prompt and courteous customer service. Both the company's reputation and the Employee's tips depend on this! In the event of a dispute with a customer, Employees should try to de-escalate the situation and get the Employer involved as soon as reasonably possible. Employees should never yell or swear at a customer or passenger.

Drivers are expected to be courteous and professional when representing the company and interacting with fellow employees, business owners, potential customers and the general public.

Drivers should dress professionally for the job they are working. Limousine service should follow "Professional" dress standards and bus service should follow "Casual Professional" dress standards. Examples are included in this handbook.

7. WEAPONS

The Employer permits its employees to responsibly carry concealed weapons on the job. It is the employee's responsibility to comply with all Federal and State laws; and the Employer shall not be held responsible for any illegal weapon actions or activity by its employees. All weapons must be concealed and not visible to any customer or patron. It is the Employer's policy that all carrying employees respectfully inform any law enforcement officer of their carrying status during any interaction.

8. CASH HANDLING

From time to time drivers may be required to collect cash payments from customer. The driver is expected to collect the cash from customers upon arrival and not provide services until the full amount is paid. The driver should keep the cash on his or her person and turn over to the Employer at first opportunity.

From time to time drivers may be required to handle cash for company business (e.g. refueling). The driver is expected to spend cash only on authorized purchases and return the receipt and any change to the Employer or his designated manager at first opportunity.

Cash should never be left alone in a vehicle.

9. DELEGATION AND AUTHORITY

The Manager of the Company from time to time may delegate other employees or members to act in a management capacity when interacting with drivers, customers, or the general public.

10. CHANGES

The Employer may change the terms of this handbook or update its contents periodically. Upon any changes, the Employer shall notify all employees of its changes.

Dress Standards	Men	Women
Casual Professional	Casual pants Dark colored jeans Polos, sweaters, pullovers, and casual button downs Sneakers and loafers	Nice-looking tops Casual pants and skirts Dark colored jeans Any shoes, as long as they have a back Casual accessories such as scarves, and statement jewelry
Professional	Button-down and collared shirts. Colors and patterns are acceptable. A tie is recommended but jackets are optional Sweaters, sweater vests, and sport jackets. Conservative colored dress pants or khakis. Dress shoes are acceptable.	Dress pants, skirts or khakis. Tops such as blouses, collared shirts, nice sweaters, or cardigans. Colors and patterns are acceptable. Statement jewelry and accessories. Flats or heels

What to Avoid

Anything too revealing
 Skirts that are not an appropriate length
 Anything that looks messy
 Backless shoes
 Unnatural hair color and facial piercings
 Light colored and/or distressed jeans
 Any clothing with stains or holes
 Sleeveless shirts
 Sweatshirts
 Open-toe shoes
 Sneakers or tennis shoes

I have received and read the TDF Enterprises Employee handbook; and I hereby accept all terms contained within.

I have received training on OSHA safety in the work place, hazardous materials, and agree to exercise all safety practices.

Employee

Date