

## A Goff Limousine and Bus, LLC Pay Plan as of 6/6/2022\*

Production Pay rates are determined by the type of equipment requested by the client and charged as shown below:

**CDL Hourly** – Applies to trips where the vehicle ordered by the client requires a CDL. - \$15.00 per hour worked.

**Hourly Non CDL** – Applies to trips where the vehicle ordered by the client does not require a CDL: \$10.00 per hour worked.

**Motorcoach Gratuity/Service Fee** - \$7.00 per hour worked except overhead & contracts. Can be altered up or down by client.

**Minibus Gratuity/Service Fee** - \$5.00 per hour worked except overhead & contracts. Can be altered up or down by client.

*There is a four-hour minimum guarantee and there is no guarantee of gratuity/tip/service fee.*

*Minimums are paid for all runs except split-runs.*

*Split Runs such as relieving another person or mechanical or scheduling issues are not subject to the minimum.*

*If a minimum is paid on a short run bus captain must be available to work on other runs, if need be, during the minimum.*

*Cash tips are tracked by the bus captain and reported directly on the bus captains' personal tax return.*

*The company does provide the IRS forms to report these tips and have taxes taken out as earned if desired.*

**Non-CDL Gratuity/Service Fee** – 12% of the base ride amount charged to the guest is added as a convenience.

*A discretionary chauffeur tip service fee is usually added to the clients' bill purely for client convenience.*

*The client may alter this service fee altogether at their discretion based on their opinion of the chauffeurs' service level.*

*Some clients do not offer their guest this convenience – the guest may tip in cash, but it is always discretionary.*

*Cash tips are tracked by the chauffeur and reported directly on the chauffeurs' personal tax return.*

*The company does provide the IRS forms to report these tips and have taxes taken out as earned if desired. There is no minimum hourly guarantee and there is no guarantee of gratuity/tip/service fee.*

### Contracts, Special Rates and Reimbursements:

#### TAXED:

W & L Traveller Express Bus	CDL \$100.00, Coordinator \$120.00.
MSC/DMC Military Bus	2 Trips A Day x \$74 per trip, additional trips at CDL hourly rate + \$16.00 gratuity
Greeter, Valet	\$15.00 per hour billed, Two hour minimum.
Overhead	\$12.00 per hour regardless of the type of work performed except bus moves.
Overhead Bus Moves	\$15.00 per hour
Overnight in a hotel	\$25.00 taxed stipend.
Middle Day Guarantee	10 hours guaranteed on <u>middle days</u> on trips lasting 3 days or longer.
CDL Qualified Area Coordinator Rate	\$2.00 per hour added to CDL Hourly Rate and All Overhead Rates

#### NON TAXED:

Out-of-pocket company reimbursements	At cost including all parking, tolls, washes, ice, client waters/sodas, fuel, hotels, etc.
CDL medical card	Up to \$125.00 (w/receipt) 50 run minimum. (Maximum 1 time per 24 Months).
TWIC ID card	Up to \$129.00 (w/receipt) 50 run minimum. (1Time).
Suit reimbursement	Up to \$139.00 (w/receipt) after 30 formal runs. (1 Time).
Mileage Reimbursement	\$0.45 per mile.

#### Other Items:

•Driving staff-members are off-duty as soon as the client is dropped at their destination and the vehicle is parked.

•Logs should reflect this; however, the company may continue to pay hourly during this off duty time.

•Any traffic or parking tickets are the responsibility of the staff-member.

•We do not pay for meals or snacks.

\*Supersedes all previous pay plans as of the date listed above.

The company reserves the right to change the pay plan at any time

I HAVE RECEIVED A COPY OF, READ AND FULLY UNDERSTAND AND AGREE WITH THIS PAY PLAN:

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_