



Blackhorse Limo

BLACKHORSE LIMO COMPANY AGREEMENT & UNDERSTANDING

I hereby agree to keep confidential all information about our trips, clients, other workers, our internal costs, operating procedures, operating policies, discount rates, reservation methods, scheduling methods, accounting information, trip information, marketing, sales, advertising strategies, and any other information relating to this company. I understand that I am not supposed to share any information with other chauffeurs or drivers about trips that I have been assigned to, including any minute detail about a client, passenger, and/or other workers personal business, which is also confidential. I will not ask for, solicit or imply requests for photographs, autographs, personal favors, or requests of any kind from any passenger or client. I further agree that I will never knowingly, purposefully, or intentionally assist others in obtaining any of the same from our clients, or passengers and/or other workers at Blackhorse Limo. I understand that I am prohibited from loaning, sharing, copying, or presenting our policy manual, credit card information, trip sheet, or any other Blackhorse Limo Documentation to anyone else inside or outside our company. I understand that credit card information is confidential and if I am asked to obtain client credit card information, that I must turn it to the office with the trip sheet signed as soon as the trip is over. I understand that if I am negligent and create an accident when I am in a company vehicle that I will be responsible for up to the deductible or \$1,500. I understand that if I am on a prescribed medication that will impair my driving that I will not accept a trip assignment. I also understand that if I accept an assignment I must complete it. I understand that I am not supposed to run personal errands while in company car and that I am expected to return to the shop to deliver the vehicle as soon as the trip is over. I hereby acknowledge that I have read the policy manual and understand all the contents contained within the manual including the matters of confidentiality involving any trip detail, vehicle detail, client details, passenger details, Blackhorse Limo Staff details, during my tenure with Blackhorse Limo. I promise I will NOT divulge any personal information of the clients/passengers/Blackhorse Limo Staff's nature of their activities, their conduct or actions, or any conversations overheard during the course of delivering service for them. I understand that I am not to call other chauffeurs hired at Blackhorse Limo to complain about any issues with the operations of the company as I will address them on an incident report to the office to be dealt with in a professional manner. I understand that if I am asked for information from another driver that I will direct him to Management for the correct information and must advise management that there is a driver having difficulty with his runs. I fully understand that there will be consequences if I violate the terms of this agreement. I understand that it is my duty to uphold my conduct and the utmost confidentiality with the highest regard.

I have read and FULLY UNDERSTAND and WILL COMPLY the terms stated above.

SIGN: _____

PRINT: _____

DATE: _____

WITNESS: _____