HOURS OF SERVICE RECORD (7 DAY SHEET)

FOR FIRST TIME OR INTERMITTENT DRIVERS

On the first day you drive, you must fill out this form to record all work done for direct or indirect compensation.

Name	Social Security Number

Day	Total Time on Duty	Date
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Day 6		
Day 7		

I hereby certify that the information contained hereon is true and to the best of my knowledge and belief, and that my last period of release from duty was

From (Date)	To (Date)	
Signature	Date	Time

DRIVER'S TIME RECORD

Date: _____

Company Name:

Driver's Name: _____

Vehicle #: _____ Vehicle License #: _____

Start Time: _____:_____am/pm End Time: _____:_____ am/pm

Total Hours_____ Signature:_____

DRIVER'S DAILY VEHICLE INSPECTION

- ☐ Battery
- ☐ Body
- ☐ Brakes
- ☐ Clutch
- ☐ Defroster
- ☐ Door Handles
- ☐ Drive Line
- ☐ Emergency Equipment
- ☐ Transmission
- ☐ Windshield Wipers
- ☐ Engine
- ☐ Front Axle
- ☐ Fuel Tanks
- ☐ Heater
- ☐ Horn
- ☐ Lights
- ☐ Water Level
- ☐ Mirrors
- ☐ Wheels/Rims
- ☐ 5th Wheel/Pintle Hook
- ☐ Oil Pressure
- ☐ Radiator
- ☐ Rear End
- ☐ Reflectors
- ☐ Safety Equipment
- ☐ Springs
- ☐ Steering
- ☐ Tires
- ☐ Windows

TRAILER INSPECTION

Trailer#:_____ Trailer Lic. #: _____

- ☐ Body
- ☐ Brakes
- ☐ Front Axle
- ☐ Rear Axle
- ☐ Lights
- ☐ Reflectors
- ☐ Safety Equipment
- ☐ Springs
- ☐ Wheels/Rims
- ☐ Tires

Comments: _____

_____

_____

_____

_____

☐ Vehicle is in Satisfactory Condition Signature:_____

☐ Defects Corrected ☐ Correction Unnecessary

Signature of Inspector/Carrier: _____

Luxury Limo Bus Policy, Rules & Regulations

Please read and sign the acceptance of the rules & regulations while on board Platinum Express limo, Limo Bus Party Bus.

Reservation Date: _____/_____/_____

Person Renting Limo Bus: _____

Person Responsible for Bus while on charter: _____

Are all passengers over 21? Yes:_____ No:_____

1. **Alcohol:** If any passenger is under the age of 21 Alcohol will NOT be permitted on bus. Driver has the right to ask and check drivers of all passengers. (All passengers must be over 21 or over in order to allow Alcohol on Bus.
2. **Bags:** NO Large bags or back ups allowed on bus if under the age of 21.Driver must inspect all bags then allow on board or put in bus exterior storage.
3. **Smoking:** Absolutely NO smoking, if anyone smokes a cigar, cigarette or light up anything we will go back home end run and pay a $500.00 fine.
4. **Standing:** Absolutely no standing while Bus is in motion. ***(SAFETY FIRST)***
5. **Gum:** Chewing gum and bubble gum are not allowed on Bus, if um is found on Bus on Floor, Seats, Wall, Carpet, Counters there will be a $150.00 cleaning fee per location.
6. **Seats:** Seats are for sitting; please do not stand on seats.
7. **Bars / Counter Tops:** Please do not stand on counter tops.
8. **Finger Prints:** Please do not touch or put any fingerprints on TVS.
9. **Radio & Speakers:** Please do not change any settings.
10. **Sanitation:** If any one vomits on the bus you will be responsible for clean up and pay a $500.00 sanitation fee per occurrence, and any damage to Limo Bus.

If any violation of rules are broken the chauffer has the right to terminate this reservation and take all passengers back to the original pick up address.

We require a credit card on file to cover any damages if occurred:

Credit Card# _____-_____-_____-_____ Exp ____/_____/_____ CVV #_____

By signing below you understand our terms and regulations and are taking full responsibility for any damage occurred to this Limo Bus while on charter by any and all of your passengers

First Name: _____ Last Name:_____

Signature: _____ Date: _____/_____/_____

Address:_____City:_____State:_____Zip:_____

Vehicle Checklist Driver Name: _____

Exterior/ Interior Vehicle #_____

CHECKLIST	YES/NO
The Vehicle Clean	
Are Shades Up if Applicable	
The Vehicle Fully Fueled	
If Restroom Clean & Dump	
Miles Log After Run	Miles:_____
Are All Power Switches In The Off Position	
Lock All Doors	
Drop The Envelope In Bottom Safe Make Sure All Forms Are Filled Out Completely	
Return Keys	
Report Any Issues to Management In Writing Log It	