**ALL MOTORCOACH OPERATORS:**

**STAY IN CONTACT WITH YOUR GROUP LEADERS:**

When you are on an out of town charter; please give your cell phone number to the group leader. Group schedules may change and the group may need to get ahold of you letting you know of the change. They may require an earlier or later pickup than what was originally planned.

**UNAUTHORIZED USE OF COMPANY VEHICLE:**

Any unauthorized use of a company vehicle; especially the motor coach will jeopardize your employment at Vandalia Bus Lines and could lead to termination.

Penalty for using a company vehicle for anything other than what was approved by management will result in suspension and the driver will be charged a minimum of $2.20 a mile. Charges will be deducted from your pay.

(WE ARE CONSTANTLY TRACKING OUR VEHICLES WITH GPS SOFTWARE, SO WE WILL KNOW WHERE EXACTLY YOU TRAVELED AND WILL KNOW THE EXACT DISTANCE)