



Desert Cab, Inc.

Las Vegas, Nevada

Desert Cab Rules, Regulations, Policies,
Procedures & T.A. Regulations. All
information contained in this handbook is
subject to change without notice at any time
by the Management. Revised April 1, 2011.

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I.

Message from the President

We are glad you have chosen to be a member of the Desert Cab team. We hope your association with Desert Cab will be pleasant, beneficial, and permanent.

We wish to provide maximum opportunity and incentive for the growth and well-being of all our employees and their families. This manual is designed to furnish you with information about personnel administration and to answer questions that you may have concerning our everyday operations. If you have any questions that this manual does not answer, don't hesitate to ask your immediate supervisor for assistance. This document is not intended to be and shall not be used to create any contractual relationship, either expressed or implied. It is important that all employees read, understand, and follow the provisions of the manual.

It is obviously not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this manual change from time to time. Accordingly, the company reserves the right to modify, supplement, rescind or revise any provision of this manual from time to time in its exclusive discretion.

Desert Cab is constantly striving to improve its policies, customer services, and relations with its employees. Employees should bring suggestions for improvements to the attention of their supervisors. By working together, Desert Cab hopes that it will share with its employees a sincere pride in the work place and also provide the best possible service to our customers.

Our future growth as a company and as individuals depends on our mutual respect and cooperation and on each of our contributions to the company's objectives. Our present position in our field is a direct testimonial to the contributions that many of you have made in the past. Together we can make tomorrow even better. A service that bears the name of Desert Cab should be the best possible service to the customer we can provide.

George Balaban
President

II.

Introduction

Welcome to Desert Cab

Whether you are a new employee or have been with Desert Cab for some years, you have an important part in the present and future of the Company.

Those of us who have been with Desert Cab for some time are proud of the accomplishments and the feeling of family. You have been selected to work here because we are endeavoring to create a "community" of people like you who desire to build a company and a future in which working conditions and opportunity will be exceptionally good.

Our Personal Philosophy

The personnel policies of Desert Cab are based on the belief that the success of the Company and its services are dependent on you, the Company's employees.

It is the policy of the Company, therefore, to provide you with the training and other opportunities so that you can have the satisfaction and happiness that come from good surroundings, good rewards, and the feeling of work well done.

Further, it is the policy of the Company:

To recognize each person as an individual.

To establish appropriate objectives or standards for each position within the organization.

To periodically review the performance of all members of the staff, to inform them of their status, and to provide them with continuous guidance to help them progress in their positions and in the Company.

To promote from within those individuals qualified to fill job vacancies or new positions. The Company will strive to promote from within, whenever possible, and will select on the basis of the merits of the employee best qualified to fill a job vacancy or a new position.

Sometimes, of course, it will be necessary to fill positions from outside the Company.

To maintain salary scales that compare favorably with those maintained by other companies in our industry and the local business community for similar work; to

administer salaries in the manner that recognizes the relative importance of each position and rewards competent and meritorious performance.

Provide guidance in the attainability of high productivity, safety and efficiency in customer service.

Provide the best in vehicles, working conditions, job security, fair wages, and fringe benefits for the Company's employees.

Give its employees the best training to prepare them for their jobs and ensure that training is a never ending process.

Seek to improve its services, develop new services, and find new markets in which to expand its services.

In order to fulfill these objectives, we as employees must:

Make a combined effort to provide safe, productive and efficient customer service.

Know our jobs and perform them consistently to the best of our ability.

Accept the responsibilities of our jobs and desire and assume accountability for the results.

Be willing to accept new ideas and techniques that are geared to improve customer service and its market area and on which our very working careers are so dependent.

Be fair in our dealings with each other. Management must communicate with employees, and employees must communicate with management. This must be a two-way street. If you feel that members of management are not doing their part, let them know.

SAFTEY FIRST USE THE **5 KEYS OF THE SMITH SYSTEM**

Key 1 AIM HIGH IN STEERING®

Key 2 GET THE BIG PICTURE®

Key 3 KEEP YOUR EYES MOVING®

Key 4 LEAVE YOURSELF AN OUT®

Key 5 MAKE SURE THEY SEE YOU®

III.

At Will Employment

Nevada Is an At Will Employment State

Employment with the Company is terminable at will. At will employment with the Company means that either the Company or any employee has the right to discontinue the employment relationship at any time and for any or no reason, without notice or cause.

IV.

Authority Statement

The following positions have the direct authority to discipline employees, up to and including terminating them.

1. The General Manager
2. The Operations Manager(s)
3. The Maintenance Manager
4. The Administrative Manager
5. The Assistant Operations Manager(s)

The following positions have the direct authority to discipline employees, up to and including suspending them.

1. The Senior Road Supervisors
2. The Cab Assignment Supervisors
3. The Radio Dispatchers

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V.

Important Topics

Topic: Equal Employment Opportunity

It is the specific policy of Desert Cab to grant equal employment opportunity to all qualified persons without regard to age, color, physical or mental disability, veteran status, national origin, sex, race, marital status, religion, sexual orientation, or any other consideration protected by applicable federal, state or local laws, except where such consideration is a necessary qualification for the job.

Topic: Prohibited Harassment, Discrimination, and Retaliation.

The Company is committed to providing a work environment free of prohibited discrimination, harassment and retaliation. The Company maintains a strict policy against such conduct, in any form. In addition to the Company's commitment to providing a workplace free of prohibited discrimination, harassment and retaliation, the Company proudly recognizes the diversity of our work force. We encourage all employees to make every reasonable effort to respect the different cultural values, customs and languages that their co-workers may bring into the workplace.

Topic: Reporting Harassment, Discrimination or Retaliation.

If you believe you are being harassed, discriminated or retaliated against on the job, you are required by Company policy to use the procedure outlined in this policy to file a complaint and have it investigated. **Immediately provide a report in writing, to either of the following:**

The President,

The General Manager

Because of the serious nature of these issues, reporting discrimination, harassment or retaliation to your or any other, supervisor or coworker that is not designated by this policy is not proper --the report must be made to either the President or the General Manager. The company takes these matters seriously and, as a result, it is important that you report any discrimination, harassment or retaliation strictly in accordance with this procedure so that the company can address the issue properly.

The Company treats all complaints of harassment, discrimination and retaliation seriously and all employees are expected to be candid and truthful during the investigation. If evidence arises that a participant in the investigation has made intentionally false statements, the employee may be disciplined up to and including termination.

Topic: Work-Related Injuries

An employee who is injured on the job, no matter how slightly, is required to report the injury to his immediate supervisor **IMMEDIATELY**. The written report must be made with the Operations Office as soon as possible but not later than twelve hours after injury on the State of Nevada's Incident/Form C-1 – Notice of Injury or Occupational Disease form and signed. However, obtaining emergency medical care shall take precedence over obtaining/creating any document required by this policy.

Failure to timely report an injury may also jeopardize your rights to certain benefits. For example, if an employee fails to provide written notice of an injury that arose out of and in the course of employment within seven (7) days of the accident, then benefits may be lost. Furthermore, an employee must file a claim for compensation with the insurer within ninety (90) days after the accident that resulted in medical treatment or lost work time. Failure to meet either of these deadlines may result in the employee losing his/her rights to receive certain workers' compensation benefits. Please be aware that these statutory deadlines do not alter your obligation under this policy to report any on the job accident or injury **IMMEDIATELY**, regardless of how minor, to your immediate supervisor, verbally and in writing, at the time of the incident. **The Company imposed immediate reporting deadline is completely independent of the 7 and 90-day statutory deadlines and failure to comply with your obligation to immediately report an accident or injury immediately may result in discipline up to and including discharge.**

Any work related injury will require the employee to be tested according to Desert Cab's Drug & Alcohol policy. In addition, an injured worker should be escorted by a Supervisor for his/her initial treatment.

All employees fall under a managed care organization. All employees must seek care from someone on the managed care organization provider list. **Should an employee seek medical treatment from a facility or physician that is not on the managed care organization provider list, the bill will not be paid.** If you have any questions as to which managed care organization is used or who is on the provider list, please contact the operations office for guidance.

In the event of a work-related injury or occupational illness, you are covered under a State-mandated Injured Workers Compensation Plan. **This coverage is fully paid for by the Company.**

All employees should remember that workers' compensation fraud is a crime. When an employee makes a workers' compensation claim knowing that the injury or illness is not

work related, this is a crime. When an employee allows a doctor, therapist or attorney to use the claim to make money by exaggerating the need for treatment or other benefits, this is also a crime. Workers' compensation fraud costs companies thousands of dollars a year -- money that could otherwise benefit hard-working employees. The Company will take all actions necessary to prosecute cases of workers' compensation fraud.

Topic: Immigration Law Compliance

The Company is committed to employing only those people who are authorized to work in the United States. Applicants (both new hires and former employees who are being rehired) must provide the Company with certain information regarding their work background and employment eligibility. This information is very important to the Company. Therefore, falsification or omission of any information may result in disqualification from further consideration for employment, or, if hired, termination of employment. Additionally, the Company is required by the federal immigration laws to verify the identity and legal ability to work in the United States of all individuals within three days of being hired. Any person failing to provide approved documentation, as described on the US Department of Justice I-9 form, within three (3) days of commencing employment with the Company will not be eligible for continued employment with the Company.

Topic: Access to Personnel Files

The Company maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment-related records.

Personnel files are the property of the Company, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Company who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact ANYONE IN THE OPERATIONS OFFICE. Employees may review their own personnel files in the Company' offices providing that they give reasonable advance notice of their intentions. They may review it in the presence of an individual appointed by the Company to maintain the files.

Topic: Employment Applications

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may cause the Company to exclude the individual from further consideration for employment. If the person has been hired, termination of employment may follow.

Topic: Found Property

All property found by an employee or turned in to an employee shall become the exclusive property of the Company until such time as it is claimed by the rightful owner. All found property shall be turned over, as soon as possible, to the Lost and Found Administrator. All items turned in will be tagged, logged, and receipted. Unclaimed property may be claimed 30 days after receipt. The employee will have 2 weeks to claim the property after which Desert Cab will dispose of it.

All drivers will make a reasonable search of the taxicab at the termination of each trip. You may not run the meter to deliver items left in the cab, unless authorized by the person that left the item in the cab and a Supervisor.

Topic: Personal Address and Telephone Number

Each Employee shall keep the Administrative Manager advised of his/her current complete address, telephone number, and the persons to be notified in case of emergency, etc. It is the responsibility of each employee to promptly notify the Company of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. Please notify the Administrative Manager of any personal data changes.

As a condition of employment all employees are required to have at least one of the following:

1. A Telephone
2. A Cellular Phone
3. A Beeper.
4. A Message Number.

Topic: Evaluation

The Company will endeavor to provide each employee with an evaluation of his or her performance on a regularly scheduled basis (the first after 90 days of service, and semi annually thereafter). The purpose of the evaluation is to assess the employee's contribution to the Company. Although wage and salary increases may be based upon the results of the evaluations, rate changes are not directly related to the evaluations.

Topic: Full-Time Employees

To be considered a full-time employee you must have a shift and work at least 150 shifts per year. Part-time employees may not be eligible for all benefits. Note: Some employees may be hired as part-time employees or elect to become part-time employees, and as such will not be entitled to all benefits. For additional information on compensation, see the section in this handbook, Compensation and Benefits.

Topic: Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Company to keep an accurate record of time worked in order to calculate employee pay and benefits.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record, may result in disciplinary action, up to and including termination of employment.

Topic: Time Off Benefits

Time off from work is a benefit like any other benefit. Drivers may get time off in five (5) ways:

1. Request time off seven (7) days in advance, on the proper form, properly filled out and approved.
2. Show up for work early and request the day off from the Cab Assignment Supervisor.
3. Call in sick. A Doctor's Excuse will be required in order to return to work.
4. Call in with a verifiable emergency. Proof of the emergency will be required in order to return to work.
5. Arrange for another driver to work for you. This may only be used with prior knowledge and approval of management. The driver who is normally scheduled that day is responsible that the other driver show up for the shift.

Leaves of Absence: Leaves of absence (without pay) **MAY** be granted for the following reasons:

1. Vacations/Personal Necessity
2. Jury/Witness Duty
3. Military Duty
4. Medical Leave (including FMLA)
5. Time Off to Vote

Topic: Jury Duty

The Company encourages employees to serve on jury or witness duty when called. You should notify your supervisor and the administration office immediately when you receive a summons to jury duty or to serve as a court witness. You will be required to provide written verification from the court clerk of having served. If work time remains after any day of jury or witness duty, you will be expected to return to work for the remainder of your work schedule.

Topic: Military Leave

The Company provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty and for examinations to determine fitness for any such duty.

To the extent allowed by law, advance notice of leave is required. Please inform the Operations Office of anticipated military leave time as far in advance as possible.

Topic: Medical Leave & FMLA

From time to time, and at the sole discretion of the Company, an unpaid medical leave of absence may be granted. Such unpaid leaves are granted on a case-by-case basis. In the event that the Company grants an unpaid medical leave of absence, the employee will not accrue Company benefits during the duration of the leave of absence. Additionally, the employee will be responsible to pay all costs associated with maintaining health insurance benefits during an unpaid medical leave of absence. Employees with any questions regarding medical leaves of absence should contact their supervisor.

Additionally, the Company will grant Family and Medical Leave (FMLA) in accordance with the requirements of applicable state, federal and local law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in any applicable state, federal or local laws. In certain situations, the federal law requires that provisions of state law apply. In such a case, employees will be eligible for the most generous benefits available under either law. Please contact the Operations Office as soon as you become aware of the need for a family or medical leave.

Topic: Digital/Auditory Monitoring & Recording Devices

Desert Cab/Multi-Service Leasing has been and will continue to use digital video and auditory monitoring and recording devices within each of its cabs. The purpose of these devices, commonly known as “Drive Cam” is to assist Desert Cab and its employees in providing a safe work environment, training and investigation whether done by government authorities or Desert Cab Management. By working here, you acknowledge that the company may use any/all recordings for any legitimate management purpose. No employee shall disable or hinder the appropriate operation of the Drive Cam devices. No employee shall be permitted to disseminate any information from the Drive Cam without the express approval of Desert Cab and Multi-Service Leasing Management. Any violation of this policy is serious and can result in immediate termination as well as civil and/or criminal prosecution.

Topic: Drug and Alcohol Use.

It is the Company desire to provide a drug-free, healthful and safe workplace. To promote this goal, the Company requires that employees report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the Company premises and while conducting business-related activities off the Company premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation and compliance with substance abuse, rehabilitation or treatment program at the employee's expense. Such violations may also have legal consequences.

- 1) **Drug and Alcohol Testing.** The Company will implement the following types of drug and/or alcohol testing:
 - a) **Pre-Placement Testing.** An offer of employment with the Company is conditioned upon the applicant's ability to pass a pre-placement drug test. Applicants with a Failed Drug Test will be barred from reapplying for six months. The costs of pre-placement testing will be the applicant's responsibility.
 - b) **Reasonable Suspicion Testing.** The Company may require employees to submit to a drug and/or alcohol test when there is Reasonable Suspicion to believe that the employee may be using or under the influence of Illegal

Drugs, Legal Drugs in violation of this policy and/or alcohol, or is otherwise in violation of this policy.

- c) Post-Injury Testing. All employees who have been injured in a workplace accident and seek medical attention will be tested for drugs and alcohol as soon as possible after the accident but after any necessary emergency medical attention has been provided.
 - d) Random Testing. All drivers will be subject to unannounced random drug testing. The selection of employees for random testing shall be made using a computer-based random number generator or other method approved by the Company. Random selection means that some employees may be tested more than once each year; some may not be tested at all. Once notified of selection for testing, employees must proceed immediately to the test collection site or be deemed to have refused to comply with this policy.
 - e) Random, post-injury, and reasonable suspicion testing will be paid by the Company, provided that the testing does not yield a positive result. Any of these tests will require a deposit from the employee. The employee will receive a refund of the deposit if the employee's test results are negative. The employee will not receive a refund for a Failed Drug or Alcohol Test.
- 2) **Return-to-Duty Testing and Follow-Up Testing.** In the extremely rare situation where an employee violates this policy and is not terminated or where the employee self-identified themselves and sought treatment, the employee will be required to take and pass a drug and/or alcohol test during each of the following four quarters as part of the Second Chance Policy.
- 3) **Employee Consent.** Your application for or acceptance of employment with the Company shall constitute your consent to the release of test results to the Company. In addition, an employee's consent to a medical examination, drug and alcohol testing, release of results, and all terms and conditions of this policy, is required as a condition of employment. Consent to a medical examination and testing includes an employee's obligation to fully cooperate. Upon request, an employee must promptly complete any required forms and releases and promptly provide a sample for testing.

Topic: Workplace Violence Policy.

The Company is concerned about the well-being and personal safety of its employees and anyone doing business with the Company. The Company consequently strictly prohibits workplace violence. All reports of incidents will be taken seriously and will be addressed appropriately.

Topic: No-Violence Policy

Any employee who commits workplace violence will be subject to disciplinary action up to and including termination of employment and direction to stay away from Company property. Violators may also be subject to criminal prosecution.

In the event that an employee believes that a threat or act of violence has been made against that employee or others, the employee must report the details immediately to his/her supervisor, site manager and/or Security and Human Resources at 702-386-4828.

Topic: Company Property and Facilities

All Company property and facilities, including vehicles and vehicle-related items, desks, storage areas, work areas, locks, lockers, tool, equipment, files, file cabinets, credenzas, computer systems, telephones, modems, facsimile machines, and duplicating machines, are to be used only for the Company's business. Unless expressly authorized Company property and facilities may not be used for the personal use of any employee, and must be properly used and maintained. This policy will be strictly enforced.

The Company's computer systems and technical resources, including any radios, voice mail or E-mail systems, are provided for business use only and all such communications are subject to review and monitoring by the Company.

The Company recognizes that employees may occasionally find it necessary to use the Company's telephones, e-mail or facsimile for personal reasons. All such use must be kept to a minimum and only incidental use and only during breaks or lunch periods. Any personal long-distance calls are not allowed. Any personal use of company property and facilities may be monitored or reviewed by the Company.

Topic: Workplace Monitoring and Searches

The Company reserves the right, at any time, and without prior notice, to inspect any and all Company property or facilities or any item of personal property on/in Company property or facilities to ensure that any of the Company's policies being followed, to ensure quality control, employee safety, security, business efficiency and customer service/satisfaction. Employees hereby consent to having their telephone conversations that occur on/in Company property (including vehicles) or facilities, that are work related, or which are conducted on any communication device or phone provided or paid for by the Company even if the employee is not on/in Company property or facilities, to be monitored or recorded. Your acceptance of employment under the terms of this Handbook constitutes your consent to any search, act of monitoring, or inspection, covered by this policy and is a term and condition of your employment. While you are free to revoke such consent, revocation of consent shall result in the employee being deemed insubordinate. They will be escorted off the property and disciplined appropriately.

Topic: Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Company property immediately upon request or upon termination of employment. The Company may take all action deemed appropriate to recover or protect its property.

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VI.

General Rules and Regulations

1. The Company requires all personnel to report to work at their assigned location on the days scheduled. The employee is expected to be on the job promptly at the beginning, stay throughout the work day, and not leave early unless requested by management to do so, or with management's approval for early departure. If you become ill or have a verifiable emergency and are not able to complete your shift, you will be required to visit a doctor within four (4) hours. You are to bring a doctor's receipt of services and/or a written excuse of verifiable emergency to your supervisor. **Failure to produce the aforementioned may result in dismissal.** You must bring the cab into the Company yard if you are unable to complete your shift. You must call the Radio Dispatcher and report your problem.

2. All drivers, Extra Board & Shift Employees will be assigned and notified in writing their show up times: Being to work on time is essential to the proper operation of any business.

All employees must clock in at the beginning of their shift and clock out at the end of their shift.

An employee's time of duty will be as directed, but should not exceed 12 consecutive hours. Working more than 12 consecutive hours is a violation of state and federal law.

Nevada law states, "a driver of a taxicab shall not work a shift longer than 12 consecutive hours except when under a charter or a trip having commenced within a reasonable period before the end of the driver's shift." In addition Nevada law states, "A certificate holder shall not knowingly require or permit any driver of a taxicab to work longer than 12 consecutive hours."

3. All Employees who are unable to report for work for any reason **must personally** contact/call a cab assignment supervisor a minimum of two (2) hours before their shift start time. **DO NOT** have anyone else call in for you, otherwise it will be considered a NO CALL/NO SHOW. If you call in sick, you must see a Doctor on the date that you call in, and will not be allowed to return to work without producing a *document from your Doctor stating the date and time you visited the Doctor and the reason you could not report to work*. Employees who are a No Call/No Show, who report to work late, have excessive absences, are excessively tardy or leave without prior permission are subject to disciplinary action, up to and including termination.

If you fail to report for your scheduled shift, you must contact the Cab Operations Manager within twelve (12) hours, or you will face disciplinary action for NO CALL/NO SHOW. **Please Note: A supervisor is always on the property at shift change.**

4. All applicable laws, traffic rules and regulations of any city or municipality, the State of Nevada & the Nevada Taxicab Authority must be adhered to by employees, and are enforced by the Company. Any driver who receives a citation from any regulatory agency must drop them with his/her book. The citation may be picked up 72 hours later. You are also responsible for any parking violations. If you do not pay these, the courts will contact us for payment. The Company will pay the fine and you will be responsible for reimbursing the Company. If you choose to dispute the ticket, you still must reimburse the Company. If you are successful in having the ticket reduced or dismissed, the Company will refund all applicable fees you have paid to the Company. If we get more than one of these notices for you, you will face disciplinary action up to and including termination.

5. Your trip sheet MAY NOT be falsified under any circumstances. The trip sheet is a legal document and must be completed with care. You must sign the Trip Sheet and it is a pledge that all information contained is accurate. Times, Locations, and Amounts are critical along with all other information required by TA regulations. The calculations made must be accurate and your money must be dropped immediately at the end of your shift.
6. Cabs are to be used ONLY to pursue taxi business. Personal use is prohibited.
7. You may not drive a cab without your driver's license, physical card, T.A. card and I.N.S. card in your possession.
8. Dishonesty, Insubordination, Customer Abuse and Willful Misconduct will not be tolerated whether directed towards the riding public or the company. Desert Cab would like you to use the Golden Rule when dealing with the public and treat them the way you would like to be treated.
9. Reckless or careless driving. We realize that driving as many miles and hours as we do there will be incidents and accidents. However, establishing a pattern of reckless or careless driving will not be tolerated. Always wear your seat belt and request your passengers to do the same, it's the law. All you have to remember if you are involved in any accident is that you must not move your vehicle and you must report the accident immediately. Follow the steps printed on the Insurance & Registration envelope in your glove compartment. You are professional drivers and must strive to improve your skills and techniques to ensure the safest working conditions for yourself and safe transportation for our customers.
10. Tipping is allowed only in certain circumstances. Tipping is never required. A driver may tip The Radio Dispatch Team for a job well done. A Driver may compensate another Driver if he worked into the other drivers shift. Tips are not to be given or accepted in order to get special treatment or an unfair advantage. Solicitation of tips by a driver/employee is prohibited. Tipping of a Manager or Supervisor is prohibited.
11. Abuse of Employer's Equipment will not be tolerated. This includes, but is not limited to, leaving trash in the cabs, writing on the vehicle, punching holes in the visor or headliner, driving over speed bumps/potholes at a high rate of speed, driving over curbs, etc. Treat the car the way you would like someone to treat your car.
12. Possession of a current up-to-date map book, street guide or a working GPS System is a condition of employment. All drivers must have one in their possession at all times.
13. Two way radio use. The two way radio is the life blood and main communications device to increase business and keep our drivers safe. Therefore the system is to be treated with respect. Never allow your passengers to operate your radio.

Business only; inappropriate comments (including, but not limited to profanity) that may be offensive to co-workers or the riding public are strictly prohibited.

14. Dealing with authorities. Metro, Highway Patrol, Taxicab Authority, Hotel Security, Doormen. Arguing with these people are arguments that cannot be won. Your arguing with anyone in any type of position like these will only make things worse. Controlling your temper in the unusual situations you will find yourself in working as a Cab Driver will always get the best results from a bad situation.
15. No weapons, including pocket knives, may be carried or kept by the driver on his person or in the cab at any time.
16. Any time you vacate your cab during your shift, the key must be taken with you. Keys must be turned into the dispatcher at the completion of your shift. Drivers will be charged for replacement of keys taken home or lost. New keys are very expensive.
17. Any time a cab must be towed in, if it is a result of driver negligence, the driver will be responsible for the full amount of the tow bill.
18. Drivers making deliveries or carrying luggage for passengers are not to enter the premises of the passenger. They may deliver or carry any parcel up to the door.
19. You are not permitted to divert customers. You may not recommend any place of business, except at the direct request of your passenger.
20. You are not permitted to take a longer route than necessary without permission.
21. Your meter must be "Engaged" any time you have Passengers in your cab. You must reset the meter at the end of each trip. Transporting Passengers without engaging the meter or having the meter in "Time Off" position, or failing to reset the Meter, "Rolling the Meter" are all types of Theft, and will not be tolerated.
22. Do not solicit or demand a tip from the customer. Never assume a tip. Always give change and let the passenger tip you. You may ask them how much change they would like. Be courteous, and accept whatever tip they give you.
23. You are not permitted to take a trip out of Las Vegas Metropolitan area without a supervisor's permission. If permission is granted, you should leave full cash payment in advance with the dispatcher or have a pre-approved credit card. You must obtain a spare tire, jack, and a full tank of gas before departing.
24. Never allow any passenger to operate the taxicab or the taxicab radio.
25. A printout of your driving record from the Nevada Department of Motor Vehicles is to be handed in to the Administrative Office twice a year. They are due during the week of the Safety Meetings which are usually in May and November.

NOTE: Any driver whose DMV printout is deemed unacceptable by the company, if not terminated, will be put on probation for one (1) year. These drivers will be required to bring in a new DMV by the 1st of the month after notification and every month thereafter for one (1) year. If at any time their DMV printout indicates additional citation(s), they will be subject to disciplinary action up to and including termination.

26. Report ALL damage claims to luggage or personal effects. You are responsible for the cost of loss or damage to luggage while in your care.
27. Employees are not allowed to loiter in the shop. You may drive your cab into the shop if there is a problem so that a mechanic can check it out. If they are going to repair the cab, you may wait in the drivers' room until the repairs are completed. If you are going to be given a spare cab, you must leave the shop immediately.
28. Drivers are prohibited from SMOKING in the driver's room, the shop or in the cab if you have passengers.
29. Important announcements are posted on the Company bulletin boards and reader boards. **It is your responsibility to read the bulletins and information posted.** Failure to do so will not excuse an employee's failure to comply with any requirement posted.
30. **Gassing Up:** Always check your gas gauge to be sure your cab has been gassed up **before you leave the Company yard.** If your cab is not full, report to your shift supervisor for instructions. Any driver gassing up before work and putting less than 1.5 gallons of gas into the cab will be responsible for paying for said gas. Once a driver leaves the company station, he/she is responsible for all gas.
31. At the completion of your shift, gas your cab at a location close to the yard. You may not be at the gas station before assigned time for the shift you are assigned. **Make sure the tank is full,** and don't forget your receipt. It must be turned in with your book. Gas gauges are not always accurate. If you report to the Company yard without a full tank, you will be charged for the shortage. Always gas up **after your last ride.** **Do not take rides after you gas up.** **Failure to properly gas your cab up at the end of your shift is stealing from your fellow driver and will not be tolerated.**
32. You are to be in the Company yard by the end of your scheduled shift. If you are habitually late you may face disciplinary action. **DON'T BE LATE!** However, do not bring your cab into the Company yard before the end of your scheduled shift.
33. **Excessive Unpaid Miles:** Unacceptable unpaid mileage will not be tolerated. Drivers are not to use Company Vehicle for personal business.
34. **Driver Productivity:** Driver productivity is the lifeblood of the company. It will be monitored very closely. Drivers that are 20% below average and have less

than the average number of trips on any given day will be counseled. Drivers that are 12.5% or more below the average for any calendar month will face disciplinary action up to and including termination or possible change in your shift/days scheduled to work.

35. Working less than 12 hours per shift is a privilege. Drivers that are consistently below average will lose that privilege.
36. Any driver who receives any type of vehicle notice from a Taxicab Authority inspector must turn it in at the completion of his/her shift.
37. The use of cellular phones while passengers are in your cab or while loading passengers is prohibited. This includes Text Messaging as well. The use of a Hands Free device is acceptable when you are talking on the telephone.

AUTOMATIC SUSPENSIONS

- | | | |
|----|--|----------|
| 1. | Violation of Company Drug and Alcohol Policy | 30 days |
| 2. | Any At Fault Accident or Incident | 5 days |
| 3. | Leaving the Scene of an Accident | 1-5 days |
| 4. | Not Immediately Reporting an Accident | 1-5 days |

VII.

Discipline

The following acts will face disciplinary action up to and including termination:

1. Falsifying a trip sheet.
2. Dishonesty, Insubordination, Customer Abuse and Willful Misconduct.
3. Reckless or careless driving.
4. Fighting while in a work status, while on Desert Cab, Inc. property or with passengers unless in a purely defensive manner.
5. Refusal to transport sober and orderly patron(s).
6. Falsification of employment application or other Employer records.
7. Failure to comply with any city/municipality, State of Nevada, or Nevada Taxicab Authority rules and regulations.

8. Failure to comply with the rules/directives of any private property, hotel or security guard.
9. Abuse of the Employer's Equipment.
10. Failure to immediately report an accident/incident and/or moving a cab from the scene of an accident before arrival of the police or as instructed by Desert Cab Company and/or their Insurance Adjuster.
11. Inappropriate use of the two-way radio.
12. Excessive lateness or absenteeism, No call/No show or Leaving Work Early without permission.
13. Transporting passengers without the meter engaged (high flagging), failing to reset the meter after each trip (rolling the meter) or operating the meter on Time Off.
14. Shortage or failure to turn in cash collections from driver's daily book.
15. At fault accident or incident.
16. Violation of the Company's drug and alcohol policy.
17. Violation of the Company's Prohibited Harassment policy or **ANY TYPE** of sexual misconduct while in a work status.
18. Solicitation of tips from anyone or tipping a Manager or Supervisor.
19. Unauthorized removal of any Company property.
20. Any driver arrested for a felony or any sex-related crime may be suspended by the Employer pending disposition of the charges against him. If the charges are dropped or he is found Not Guilty, he may be reinstated without back pay.
21. Not wearing seat belts.
22. Overcharging customers, charging customers for items not on the meter and taking a longer route than necessary without permission.
23. Personal use of the cab.
24. Gambling while on duty.
25. Leaving the cab unattended while it is running.
26. Failure to turn in the semi-annual DMV report, or being late with the semi-annual DMV report.

27. Unsatisfactory paid miles percentage and/or unsatisfactory productivity.
28. Failure to turn in any citation issued by any regulatory agency.
29. Using a cellular phone while loading passengers or while driving whether or not passengers are present.

VIII.

Standards of Dress

Personal Appearance:

1. All drivers reporting to work shall be NEAT and CLEAN! This means shower, use deodorant, shave, brush teeth, etc.
2. Hair shall be CLEAN, neatly trimmed and combed. It shall not obstruct the driver's view in any way. Long hair will be pulled back.
3. Beards, mustaches, and sideburns are accepted as long as they are neatly trimmed on a regular basis.
4. NO RAZOR STUBBLE PERMITTED.

Head Dress:

Head dress will be compatible with the clothing you are wearing. No dirty or torn hats or head wraps.

Shirts:

All shirts and blouses will be clean and neat with no noticeable holes in them.
NO TANK TOPS.

Trousers:

All drivers must wear clean and neat trousers, slacks, shorts (No Cut Offs) or Bermudas. No offensive colors or prints.

No clothing or material which may be offensive to the public in any manner may be worn or displayed. Dress and appearance is subject to Supervisor's approval.

IX.

Accident Procedures

Accidents are serious. Accidents create liability for our company. Follow these steps to help reduce liability.

Take the following steps in the event of an accident.

1. **Activate the Camera if not already recording.**
2. **Stop at once and call dispatch.** No accident or incident is too minor to report.
3. **If anyone is injured, request medical help.** Open doors and ask passengers if they are OK.
4. **Do not touch injured parties.** Render help only to protect them from further injuries.
5. **Hand out passenger/witness cards and get them back signed and dated.** Make every attempt to locate beneficial witnesses.
6. **Do not argue or discuss who caused the accident with anyone.**
7. **Do not say you are sorry or make any statement of fault.**
8. **Do not move your cab unless you are told to by the authorities or its location presents a danger to you or your passengers.**
9. **Begin exchanging information with other parties.** Try to get name, addresses, telephone numbers, license, registration, and insurance information.
10. **Always follow the instructions of the dispatcher, supervisor & insurance adjuster.**
11. **Hit and Run Accidents:** Under no circumstances should you pursue a vehicle that has hit you and left the scene. Always try to get a description of the car, a description of the driver, the direction they fled and a license plate number.

12. **Accidents on Private Property:** Metro will not respond, but you must wait for your supervisor, and/or our insurance adjuster, and the Taxicab Authority. Fill out our Driver's Statement (The Supervisor will give it to you) and turn in all information and paperwork to your supervisor. Under no circumstances are you to fill out any reports/paperwork for a private party or Hotel Security.
13. **Citations:** If you are cited, you must turn in the original citation with your paperwork (you may pick it up 72 hours after the incident). You must also notify the Operations Manager of any change in your court appearance date.

X.

Care of Equipment

Each driver must inspect tires, seats and seat belts, brake lights, cheater lights, emergency lights, and turn signals, and ensure that the medallion is securely fastened prior to each shift. You are responsible for lost medallions. If the tires are worn or other items are not functioning properly, they must be replaced or repaired before the vehicle may be put into service. Night drivers must have all lights checked and, if necessary, repaired prior to their shift. **Never take a cab out with a problem. Check with your supervisor.**

You, the driver, are completely responsible for your cab during your shift. You are also financially responsible for any and all damage. It is VERY IMPORTANT that you check your cab for body and / or mechanical problems and report them to your immediate supervisor immediately, and fill out a damage report.

During the course of the day, watch the gauges (oil, water, etc.). If you develop a problem with your cab, make arrangements to get it into the shop by contacting the two-way dispatcher. **The cab is your responsibility.**

1. **Differentials (rear ends):** are very delicate and will be damaged if the rear wheel strikes the pavement at a high rate of speed, i.e., running over curbs and / or speed bumps at an excessive rate of speed. **STOP FOR SPEED BUMPS. DO NOT DRIVE OVER CURBS.**
2. **Transmission:** Be sure the cab is stopped completely before changing into or out of reverse gear. **Brakes:** Your taxicab is equipped with a brake warning device that will emit a loud chirping sound when the brake pads need to be replaced. This chirping sound will stop when the brakes are applied, and will return when the pedal is released. This is a chirping sound, not a grind or squeak. When and if you hear this chirping sound, bring the cab into the company yard and / or report it to dispatch.

3. **Mechanical Breakdowns When Shop Is Open:** If you are experiencing a problem with a cab, you are to call the office and report the problem, either by way of your two-way radio or by telephone (office #386-4828 or dispatch #386-9102). If we determine that it is safe to drive the cab to the shop, we will request that you gas up prior to coming in, park the cab by the shop doors, and check in with shop manager or mechanic to report the problem.
4. **Mechanical Breakdowns When Shop Is Closed:** If you are experiencing any problem with a cab, stop the cab and shut off the motor. Immediately notify dispatch and/or a supervisor and follow their instructions to the letter.
5. **At Shift Change:** Never take a cab out of the yard if there is a mechanical problem, no matter how small you may think the problem is. Report it to your immediate supervisor and fill out a repair form.
6. **Reporting Body Damage (interior damage / missing parts):** BEFORE the start of your shift, always check your cab for any damage, i.e., body damage, dents, scratches, damaged tires and rims, etc. You must also check that all safety belts are available for passengers. **You will be charged for any unreported damage!** Check door handles, arm rests, front seat, all knobs, visors, dome light, etc. Report any damage on the appropriate form.
7. **Summer Months / Extreme Heat / Summer Driving:** Be advised that if you sit on taxi stands with your motor at an idle, the two-way radio on, the A/C on, and the lights on, you will drain the battery. When temperatures exceed 100, stay three (3) feet behind the vehicle in front of you so that air can circulate over the radiator. This applies when on a taxi stand or in traffic. When at all possible shut the engine off. **Never Attempt To Drive A Vehicle That Is Overheating! You Are Responsible For The Cost Of Repairs! WATCH THE GAUGES!**
8. **Idle Time:** Because of Desert Cabs continuing efforts to be environmentally conscious while at the same time saving money, it is our goal to reduce the time that a cab is idling. Therefore, we request that you shut off your vehicle any time it is sensible to do so. However, in no instances should you ever idle more than 10 minutes.
9. **Flat Tires:** When you have a flat tire, call dispatch to have someone come out and change the tire for you. Do not change it yourself without permission from a supervisor.
10. **Deep Water:** You must avoid going through deep water. Water can be sucked into the engine and cause serious damage. The taxicab will not float!

If for some reason you have to change cabs during your shift, **DO NOT FORGET** your medallion, T.A. card, and trip sheet for the next cab.

Day Drivers: You are responsible for washing the cab. Always remove all trash, empty ashtrays, and clean the windows before turning the cab over to the next shift. Do not dump your trash in the yard.

Night Drivers: You are expected to keep the windows and the interior of the cab wiped down. Wipe down dash, doors, steering wheel, etc. Remove all trash and empty the ashtrays before turning the cab over to the next driver. Do not dump anything in the yard.

We have a Car Wash behind the shop. Car Wash hours are 7am – 6pm.

Please remove any and all personal belongings from your cab at the end of your shift.

Do not attempt to remove the rear seats. They are bolted down and will only break when forced upward. You are responsible for the cost of repairs!

XI.

Drivers' Safety

1. **Robberies:**

Every job has some kind of risk involved. In the taxicab profession it is robberies!

The following information is in addition to the training information you received from the driver awareness class sponsored by the Taxicab Authority. The instructions you received are vital for your safety and should not be forgotten, not even for a minute.

KEEP YOUR DOORS LOCKED AT ALL TIMES.

One way you can protect yourself against robberies is to not pick up any fare that is wearing a ski-mask! **Look closely at whom you are picking up.**

Beware of a trip and/or round trips or multiple stops into a drug area. These people are normally going there for just that reason! A drug deal gone bad could affect your health. A drug deal short on cash could affect your pocket. **Remember:** METRO can charge you with Conspiracy to Commit a Crime if they believe you were aware of the illegal activity which was taking place.

Where you pick up a fare can be just as risky as their destination. Is the possible fare trying to flag a cab in a dark area and / or an out-of-the-way place as to not be noticed? All of our cabs have power locks for your safety - use them! No one can get into your cab unless you let them in! **Be alert! Be safe!**

If you are suspicious of, or are unsure of, the intent of a person(s) requesting your cab (to the point that you are concerned for your safety), you may request a T.A. investigator to escort you to your destination.

If waiting for an escort is going to be untimely, you may refuse to transport with good cause.

A driver may refuse to transport a passenger for good cause if the driver can demonstrate that:

- A. The passenger refused to state specifically the destination requested or requests an inexact destination change.
- B. The passenger was disorderly, including use of aggressive gestures and language.
- C. The passenger was wearing heavy clothing in warm weather, or had unexplained bulges in their clothing.
- D. Any other good reason to fear for his personal safety. A driver may also choose to get a picture I.D., call in the name, driver's license #, or Social Security Number and destination to the dispatcher. The dispatcher will keep this information until you clear with your fare. If you feel strongly that this fare is a threat to your safety, do not take the fare, and warn other drivers of the problem, description, and area of person(s).

NOTE: Remember that you have a button on your camera that will activate it and begin recording. If you are having problems with a passenger, push the "panic" button to start the camera recording and inform your passenger that they are now being recorded.

- 2. It is Desert Cab policy that any driver that has a trip for which the total fare will exceed \$20.00, he shall get a deposit from the customer equal to or greater than \$20.00. Furthermore, a driver may refuse to transport any customer that the driver fears will not pay the fare. In addition to this, Desert Cab Company policy requires deposits on all round-trip fares. Drivers must always be polite and courteous when making deposit requests. Desert Cab will not tolerate deposit decisions using any racial bias as a factor in the decision.
- 3. If you are involved in a robbery situation, try to do one or all of the following.
 - A. **Turn on your distress light which also activates the Camera.**
 - B. **State your cab number and call sign 99.**
 - C. **State location and / or destination.**

D. The Camera is a tool to be used to gather information if you are being robbed. More importantly it can be used as a deterrent to being robbed. If you have a passenger acting suspicious you might tell them there is a new company policy and you can manually activate the camera.

E. DO NOT perform any of the above if it jeopardizes your safety.

4. When a driver sets off the distress light (whether by accident or on purpose), the two-way dispatcher will request that "At this time, per company policy, all drivers please check their Hi Beams. This is a request for drivers to check their distress light. If you have accidentally activated the light, state "This is cab #####, Check 500. Then reset your light.
5. If you are in danger, do not state "CHECK 500." Wait until the dispatcher calls your cab number. When she does call you, answer the radio if you can. The dispatcher will ask you "Is that a CHECK 500 for your personal?" You should respond "Negative". The dispatcher will then contact the TA and METRO.

To reset the system, do as follows:

1. Turn off the light.
2. Turn off the radio.
3. Wait at least 60 to 90 seconds.
4. Turn the radio back on.

Important Reminders:

1. When a distress light is activated, it interrupts radio communications with a signal every 60 seconds, and can be heard by all drivers during the distress period. Use the two-way radio only if necessary.
2. When a driver is being safely monitored, keep the two-way radio use to a minimum until the driver is clear.
3. Call sign "99" indicates that you are in danger and require Metro Assistance.
4. Call sign "CHECK 500" indicates that you are safe.

5. ABS Braking Systems:

ABS Braking Systems were designed to pump the brakes during heavy braking in order to prevent brake lock, allowing the vehicle to be steered safely to a complete stop.

Inclement weather driving - Wet Brakes

After driving through water deep enough to wet brake components or having the vehicle washed, the brakes may require higher pedal effort. As a result, the vehicle will not slow down at the usual rate, and it may pull to the right or left. After checking to the rear for other vehicles, apply the brakes lightly to check whether this has happened. To dry them quickly, lightly apply the brakes. At the same time, keep a safe forward speed with plenty of clear space ahead, to the rear, and to the sides. Do this until the brakes return to normal. ALWAYS do this after driving through water or washing the vehicle to help reduce the risk of personal injury.

6. **DO NOT BACK INTO A CAB STAND AT ANY TIME. TRY TO AVOID BACKING UP, PERIOD.**
7. **DRIVERS ARE NOT REQUIRED TO LIFT ANY ITEM.** Lifting is strictly a driver option. You are encouraged to load and unload luggage, but only if you may do so safely.
8. In the interest of personal safety, we demand that all drivers wear their **SAFETY BELTS AT ALL TIMES!** It's the law, NRS 484.641.2.
9. You are responsible for your doors. Keep all doors locked whether loaded or empty. The Driver's side rear door should not be able to be opened from the inside. If you have a cab that it can be opened from the inside, check with a Supervisor or, if you know how, activate the Child Safety Lock for that door.
10. Anywhere there are cabs, buses and limousines you can expect to find oil and grease on the ground. To avoid slips and falls, use extreme caution in these areas.
11. Trunk Lids and Hatches - With some of the older cabs, trunk lids and hatches start to wear out and can fall unexpectedly, possibly causing injury to your head or hands. This can be a serious problem in strong winds. If you have one of these cabs, be sure to write it up so repairs can be made, and use caution while loading or unloading luggage.

Driver **Safety & Welfare** is our #1 concern.

It is important you know and use the emergency radio code designed for your protection and to afford you a margin of safety. We invite you to share with us any suggestions that would increase this margin of safety.

In the end, education, common sense, and awareness have proven to be the best method of ensuring driver safety.

1. Employees shall never violate the "Rules of the Road" or any state, municipal or administrative rules and regulations in discharging his or her duties as a taxicab driver for the Company.

2. The employee hereby acknowledges that although the extent of his or her compensation from the Company depends on his or her performance as a taxicab driver, the safety of the general public is of paramount importance. The employee shall not engage in conduct of any kind or nature whatsoever, while driving a taxicab that endangers or threatens the safety and well-being of the traveling or general public.
3. The employee hereby acknowledges that any conduct that violates the "Rules of the Road" or any applicable state, municipal or administrative rule and regulation or endangers the safety and well-being of the traveling or general public, is sufficient cause for his or her termination from employment with the Company.
4. The employee hereby further understands that any prior Company policy that contradicts any of the provisions set forth in this agreement is hereby null and void.
5. It is mandatory that all employees attend training (safety) meetings as directed by the employer. Attendance shall be on the employee's time without compensation.

XII.

Compensation

Shift Definition:

Any uninterrupted period of driving a taxicab for which the employee worked at least 10-½ hours and clocked in and clocked out.

Drivers will be compensated in the following manner:

Employee Pay:

Employees will be paid by commission.

Wage:

Wage Calculation:

Gross book less the following: (Gross Book does not include the Airport Tax)

- A. Trip Charge - \$0.65/trip.
- B. Gas based on the following formula:

1. If you have been employed less than 6 months, 100% of the gas.
2. At 6 months, you can have that % reduced to 75% and then down to 50% 12 months later.
3. If you skip the 6 month/75% reduction, you can move straight to 50% after 12 months employment.

C. 1/2 of Gross Book.

Any reduction in the % gas used in the wage calculation is done based on a review of your employment by the Operations Office. However, if you are in good standing with the company, it is usually a formality. Be advised that it is your responsibility to request this evaluation and no driver will receive any retroactive or back pay if they forget to request their review.

Taxable Wage:

Taxable Wage will be the wage calculated from the wage calculation plus declared tips based on the IRS / TRDA (Tip Reporting Determination Agreement), that you have signed.

XIII.

Bonuses & Benefits

Bonuses

Company Bonuses are paid out three (3) times a year. Depending on your date of hire, Bonus #1 and Bonus #2 will be calculated differently. Drivers hired before January 1, 2009, will receive a Semi-Annual Bonus while drivers hired January 1, 2009 or after will receive a Semi-Annual Safety Bonus. Bonus #3 is the same for all employees and is a Wage Bonus.

NO BONUS IS GUARANTEED.

Semi-Annual & Semi-Annual Safety Bonus Check Eligibility & Pick-Up Rules:

Employees must be employed by and in good standing with the Company on the date any Bonus Check is issued in order to receive any Bonus Check.

Employees may only receive their check while in a work status. Checks may only be picked up by the employee, and cannot be picked up while an employee is on a Leave of Absence or Vacation!

The Company may elect to withhold a check until such time any money due the company is paid, or subtract from the check any money due the company.

Bonus Check Issue Dates

Bonus #1 will be paid on or within one week after June 30. Bonus #2 will be paid on or within one week of December 24. Bonus #3 is a Wage Bonus. Depending on your hire date, the Company Bonus will either be a Semi-Annual Bonus or a Semi-Annual Safety Bonus. Wage Bonus checks will be issued on or about the last day of the next month following the month that employee became eligible for the check.

Listed below are Desert Cab's Bonuses, which employees are eligible, the qualifications to receive the bonus and how it is calculated.

NO BONUS IS GUARANTEED.

Semi-Annual Bonus - Bonus #1 & #2 for drivers hired before January 1, 2009.

QUALIFICATIONS:

Must have had a permanent shift for a period of one year. Cut off dates for calculation purposes are May 31 and November 30. Employees must be employed by and in good standing with the Company on the date any Bonus Check is issued in order to receive the Bonus Check.

NOTE: Drivers hired on or after August 1, 1999 must work at least 80 shifts in any six-month period preceding the cutoff dates in order to receive this bonus. Drivers hired on or after January 1, 2009 must work at least 100 shifts in the six-month period preceding the cutoff dates in order to receive this bonus.

EXAMPLES:

If you got your shift by November 30, 1995, you would qualify for a bonus check in December 1996. If you got your shift December 1, 1995, you would qualify for a bonus check June 1997.

If you got your shift by May 31, 1996, you would qualify for a bonus check in June 1997. If you got your shift on June 1, 1996, you would qualify for a bonus check December 1997.

Employees must be employed by and in good standing with the Company on the date any Bonus Check is issued in order to receive the Bonus Check.

CALCULATION:

Drivers that have had a shift for less than five (5) years will receive a bonus equal to 50% of the gas they used during the six-month period prior to the cutoff dates.

Drivers that have had a shift for five (5) years or more will receive a bonus equal to 100% of the gas they have used during the six month period prior to the cutoff dates.

Semi-Annual Safety Bonus – Bonus #1 & #2 for drivers hired on or after January 1, 2009.

QUALIFICATIONS:

Same as the Semi-Annual Bonus

EXAMPLES:

Same as the Semi-Annual Bonus

CALCULATION:

The Semi-Annual Safety Bonus will be based on a percentage of your Wage. This bonus, when calculated, will be divided into 2 equal parts.

1. Bonus – 50%
2. Safety Bonus – 50%. The amount of the Safety Bonus is dependent on a driver's Safety Record for the previous 6 months. A driver's safety record can be affected by (but not limited to) the following:
 - a. Chargeable Accidents

- b. Legal Infractions
- c. Camera Incidents
- d. Supervisor Write-Ups
- e. Seat Belt Violations
- f. Cell Phone Violations

The **Wage Percentage** a driver qualifies for is as follows:

Drivers that have had a permanent shift for at least 1 yr. qualify for a 3 percent bonus.

Drivers that have had a permanent shift for at least 2 yrs. qualify for a 4 percent bonus.

Drivers that have had a permanent shift for at least 3 yrs. qualify for a 5 percent bonus.

Drivers that have had a permanent shift for at least 5 yrs. qualify for a 7 percent bonus.

Wage Bonus – Effective August 1, 1999

QUALIFICATIONS:

Must have had a permanent shift for a period of one year.

NOTE: Drivers hired on or after August 1, 1999 must work at least 200 shifts in the previous twelve (12) months in order to qualify.

All employees with a shift date of July 31, 1998 or before are eligible for the Wage Bonus beginning August 1, 1999.

All employees with a shift date of August 1, 1998 or before are eligible for the Wage Bonus one (1) year from their shift date.

Employees must be employed by and in good standing with the Company on the date any Bonus Check is issued in order to receive the Bonus Check.

EXAMPLES:

Your shift date is July 15; your Wage Bonus check will be issued on or about August 31.

CALCULATION:

Employees that have had a shift for one (1) year will receive a Wage Bonus check equal to 1/52 of their wages, as calculated for the previous twelve (12) months.

Employees that have had a shift for three (3) years will receive a Wage Bonus check equal to 2/52 of their wages as calculated for the previous twelve (12) months.

Employees that have had a shift for seven (7) years or more will receive a Wage Bonus check equal to 3/52 of their wages, as calculated for the previous twelve (12) months.

NO BONUS IS GUARANTEED.

Health Insurance:

Desert Cab provides health insurance coverage under the following guidelines:

1. Drivers hired on or after January 1, 2002 will be eligible for insurance coverage after he or she has worked eighteen (18) months or has had a shift for twelve (12) months, whichever comes first.
2. Drivers need to fill out applications for insurance coverage one month prior to his or her eligibility date. You must obtain these forms from the operations office. It is your responsibility to come to the office and obtain these forms. No one will come and remind you that you are eligible. These forms are to be filled out completely and turned in to the operations office. If you intend on insuring your dependents, there is a one-time enrollment fee of \$100.00 due at the time you turn in your application (see dependent coverage in Section 7).
3. Drivers hired on or before December 31, 1998 MUST WORK at least twelve (12) shifts per calendar month to have his or her insurance paid for by the Company. Drivers hired on or after January 1, 1999 MUST WORK at least sixteen (16) days a month to have his or her insurance paid for by the Company. Employees hired on or before December 31, 1998 that wish to work a schedule less than five (5) days a week will fall under the sixteen (16) day a month rule. This does not apply to those employees

that were already working a schedule of less than five (5) days a week prior to December 31, 1998.

4. Drivers hired on or before December 31, 1998 will be charged \$30.00 per day for the driver and each of his/her dependents, every day under the twelve (12) days per calendar month that the driver does not work.

Drivers hired on or after January 1, 1999 who fail to complete sixteen (16) full shifts during a calendar month shall reimburse the Company a percentage of the cost of driver and/or dependent coverage as follows:

Complete 15 full shifts only	70%
Complete 14 full shifts only	80%
Complete 13 full shifts only	90%
Complete 12 full shifts only	100%

Drivers hired on or after January 1, 2009 who fail to complete eighteen (18) full shifts during a calendar month shall reimburse the Company a percentage of the cost of driver and/or dependent coverage as follows:

Complete 17 full shifts only	70%
Complete 16 full shifts only	80%
Complete 15 full shifts only	90%
Complete 14 full shifts only	100%

There is an exception for the above. One month each calendar year a driver may elect to take a "vacation month." That month, no payments will be due.

If you owe money for not working enough days for the prior month, it will be posted on the drivers' bulletin board, which is YOUR RESPONSIBILITY TO READ!!! This money must be paid by the designated due date. If your money is not paid when due, YOUR INSURANCE WILL BE CANCELED!

5. If the driver has had his or her coverage canceled, he or she can be reinstated. You will have to pay your own monthly premium for a full year, from the date of reinstatement, BEFORE you will have free coverage again.
6. Any driver that is terminated can keep his or her insurance through COBRA. You would make payments to the Company and the Company will pay your insurance each month. There is a 2% service charge per month for this service.
7. There is dependent coverage available for drivers. When a driver becomes eligible for insurance, he or she has the option of signing up their dependents for insurance as well. If the driver so chooses, he or she will

be required to pay a one-time enrollment fee of \$100.00 to be turned in with the application. The driver will then be responsible for the cost of their dependent coverage for the first six (6) months. After the six (6) months, the dependent coverage will be paid by the company. Each driver must pay for this by the date designated by the company, and should be turned into the operations office. If this is not paid when due each month, your dependent coverage will be canceled. To be reinstated, you would have to pay the premium for a full year before they would have coverage again.

OPEN ENROLLMENT:

All employees who have been covered by our Group Insurance Plan for six (6) months will have their dependent coverage premiums paid in full by Desert Cab. However, you must enroll your dependent(s) by the deadline for Open Enrollment. The cost to the Employee is a \$100.00 one-time enrollment charge.

8. Any forms you need for enrollment can be obtained from the operations office during business hours.
9. Please note that the company does not pay for dependent care Dental or Vision Insurance. That must be paid by the employee at the beginning of each month.

It is the employee's responsibility to notify the company when and/or if you want to use your one (1) annual free vacation month.

Maintaining Full-Time Employee Status:

Benefits are for full-time employees only. Part-time employees may not qualify for any benefits. All drivers must work one hundred fifty (150) shifts per calendar year in order to maintain their full-time employee status. (The company may make exceptions to this rule on a case-by-case basis.)

Deductions for All Employees:

The law requires Desert Cab to make certain deductions from every employee's pay. Among these are applicable federal, state and local income taxes, and state disability insurance. The employer must also deduct social security taxes on each employee's earnings up to a specific limit called the social security "wage base." The Company matches the amount of social security taxes paid by each employee.

Eligible employees may voluntarily authorize deductions from their pay to cover the cost of participation in various benefit programs.

Occasionally, Desert Cab is court ordered to make deductions from an employee's pay, usually for IRS, child support, or to satisfy unpaid debts or judgments. Desert Cab will comply with applicable state and federal laws regarding garnishment and assignment of wages. In such circumstances, the Company reserves the right to charge any fees or costs, such as an administration fee, for this service as permitted by law.

Your pay stub or other documentation, where authorized by state or local law, will generally itemize amounts that have been withheld. It is important you keep this information for tax purposes. If you have questions concerning deductions made from your pay or how there were calculated, the Administrative Manager will assist in having your questions answered.

Employees are responsible for all the property, materials, or written information issued to them or in their possession or control. Employees must return all property immediately upon request or upon termination of employment. Desert Cab may take any action deemed appropriate to recover or protect their property. This includes, but is not limited to, recovering cell phones, pagers, uniforms, pay advances and other monies that may be owed.

Employees will be required to pay for any cash shortages or for damaged or unreturned property due to the intentional or negligent conduct of the responsible employee to whom the shortage or loss is attributable. Employees will also be required to pay for any debt owed to Desert Cab for items such as parking tickets, phone bills or credit card charge backs. The amount equivalent to the cash shortage, value of the damaged or unreturned property, or debt will be deducted from the pay of the responsible employee. The responsible employee will be required to acknowledge the amount and sign an authorization slip to withhold the amount of the shortage or loss from the employee's pay. Employees will be given a reasonable amount of time to review and sign the authorization. Employees may dispute the loss by filing a notice of appeal, in writing, with the Administrative Manager within 5 days of receipt of the authorization slip. In the event an employee disputes an assessment of responsibility or amount, by filing a notice of appeal in accordance with this policy, a further investigation will be conducted, which will affirm, reverse or modify the prior decision regarding attribution of responsibility to the employee and/or amount. Refusal to reimburse your employer pursuant to this policy will subject you to disciplinary action, up to and including termination of employment.

XIII.

Accident Policy

Accident Definition:

An accident is defined as any incident that exposes the Company to liability.

"At Fault" Definition:

The Company will decide, through its own investigation, who was "at fault" in any accident. A person may be deemed "At Fault" who causes and/or contributes to an accident.

"Liability" Definition:

Liability is defined as any cost to the Company that is a direct result of the accident. This includes but is not limited to: Lost Revenue from the Company's Cab, The Company's Supervisor's Time and Fees, Insurance Adjuster's Fees, Damage to the Company's Cab, Damage To Any Other Vehicle Or Property Involved In The Accident, Attorney Fees, Administrative Fees, Appraisal Fees, Towing Bills and Passenger Transportation Costs.

Employee Liability:

First "At Fault" Accident: Excluding "At Fault Rear-End Accidents" and "Passenger/Pedestrian Injuries Due To Employee Negligence". The employee will be suspended for five (5) working days and assuming he/she is not terminated, will be responsible for the first \$1,000.00 of the company's liability.

Second "At Fault" Accident: Employees that are involved in a second "At Fault" accident within a two (2) year period will be suspended for five (5) working days and assuming they are not terminated will be responsible for the first \$2,000.00 of the company's liability.

If an employee has an "At Fault" accident and then goes two years without another "At Fault" accident, then has an "At Fault" accident, that accident for liability purposes will be treated like the employee's first "At Fault" accident.

"At Fault Rear-End Accidents": The company cannot and will not tolerate "At Fault Rear-End Accidents". Employees that have "At Fault Rear-End Accidents" will be suspended for five (5) working days and assuming they are not terminated will be responsible for the first \$3,000.00 of the Company's liability (whether it is their first "At Fault" accident or not).

"Passenger/Pedestrian Injuries Due to Employee Negligence": Employee's liability is the same as "At Fault Rear-End Accidents".

Accidents of Extreme Negligence or High Property Damage Costs: If an employee has an accident that is not an "At Fault Rear-End Accident" or a "Passenger/Pedestrian Injury Due to Employee Negligence", but the cause of the accident was due to extreme employee negligence or the property damage costs are very high, the Company may elect to treat the accident in the same manner as an "At Fault Rear-End Accident" or a "Passenger/Pedestrian Injury Due to Employee Negligence" type of accident.

Employee Liability Payments:

Any employee that has a liability as a result of an accident must do one of the following:

1. Pay the maximum amount the employee could or does owe, in full.
2. Pay \$10.00 or more per scheduled shift towards the balance of the liability or the Company's estimate of that liability, whichever is known at the time payments begin.

Note: Should the Company's total liability for an accident be less than the total amount the employee paid, the Company will refund to the employee any amount overpaid. This is assuming the employee is still employed with the Company when the total liability is known. The employee may make an appointment with the Company's Operations Manager or the Company's General Manager to discuss the current status of his/her "At Fault Accident Liability" and the balance of that liability.

Employees must begin payments within fourteen (14) days from the date the accident occurs. The employee will be assigned a payment day by management.

Extra Board employees will pay a minimum of \$40.00 per week.

Payments will be made in the operations office. The employee will be given a receipt for each payment.

Any employee that fails to make his/her payment on time will be suspended until the payment is made. Any employee that has two (2) late payments will be subject to immediate termination. If the employee is not going to be present on his/her scheduled payment day, he/she will make that payment in advance. Failure to do so will result in termination. This includes vacations and leaves of absence.

The Company reserves the right to withhold 100% of all bonus checks until the liability is satisfied.

The liability payments are not designated as punishment for having an "At Fault" accident, but rather as a deterrent from having an "At Fault" accident.

Driver's Choice:

No driver will be forced to pay for the costs of any accident. It is the driver's choice. The driver may choose to terminate his employment with Desert Cab, Inc. and the company will not pursue the matter further. However, if the driver remains with the company, he agrees to all the terms of this policy.

XIV.

T.A. REGULATIONS FOR DRIVERS

Please note that these regulations will change from time to time as the Nevada Legislature revises the applicable statutes. It is your responsibility to stay informed of any revisions of these regulations.

NRS 706.8841. Driver's permit: Issuance; fingerprints and qualifications of applicant; grounds for refusal to issue permit; fees

1. The Administrator shall issue a driver's permit to qualified persons who wish to be employed by certificate holders as taxicab drivers. Before issuing a driver's permit, the Administrator shall:

- b) Require the applicant to submit a complete set of his fingerprints which the Administrator may forward to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation to ascertain whether the applicant has a criminal record and the nature of any such record, and shall further investigate the applicant's background; and

(b) Require proof that the applicant:

- (1) Has been a resident of the State for 30 days before his application for a permit;
- (2) Can read and orally communicate in the English language; and
- (3) Has a valid license issued under NRS 483.325 which authorizes him to drive a taxicab in this State.

2. The Administrator may refuse to issue a driver's permit if the applicant has been convicted of:

- (a) A felony relating to the practice of taxicab drivers in this State or any other jurisdiction at any time before the date of the application;
- (b) A felony involving any sexual offense in this State or any other jurisdiction at any time before the date of the application;

- (c) A violation of NRS 484.379 or 484.3795 or a law of any other jurisdiction that prohibits the same or similar conduct within 3 years before the date of the application; or
- (d) A violation of NRS 484.37955 or a law of any other jurisdiction that prohibits the same or similar conduct.

3. The Administrator may refuse to issue a driver's permit if the Administrator, after the background investigation of the applicant, determines that the applicant is morally unfit or if the issuance of the driver's permit would be detrimental to public health, welfare or safety.

4. A taxicab driver shall pay to the Administrator, in advance, \$40 for an original driver's permit and \$10 for a renewal.

(Added by Laws 1969, p. 1245. Amended by Laws 1971, p. 583; Laws 1975, p. 1325; Laws 1977, p. 749; Laws 1979, p. 649; Laws 1981, p. 2015; Laws 1983, p. 1032; Laws 1999, p. 3437; Laws 2003, c. 270, § 2, eff. July 1, 2003; Laws 2003, c. 463, § 62, eff. June 10, 2003; Laws 2003, c. 447, § 69, eff. July 1, 2003; Laws 2005, c. 63, § 61, eff. Oct. 1, 2005.)

NRS 706.8842. Physician's certificate: Issuance; renewal; health requirements

1. Before applying to a certificate holder for employment as a driver, a person must obtain a physician's certificate with two copies thereof from a physician who is licensed to practice in the State of Nevada.

2. A physician shall issue the certificate and copies described in subsection 1 if he finds that a prospective driver meets the health requirements established by the Federal Motor Carrier Safety Regulations, 49 C.F.R. §§ 391.41 et seq.

3. The certificate described in subsection 1 must state that the physician has examined the prospective driver and has found that he meets the health requirements described in subsection 2. The certificate must be signed and dated by the physician.

4. The physician's certificate required by this section expires 2 years after the date of issuance and may be renewed.

(Added by Laws 1969, p. 1245. Amended by Laws 1991, p. 1965; Laws 2003, c. 267, § 3, eff. May 28, 2003.)

NRS 706.8843 Conditions of employment of driver by holder of certificate.

1. A certificate holder shall not employ a driver unless the driver has obtained and has on his person:

- (a) A valid driver's license for the State of Nevada obtained under the provisions of NRS 483.010 to 483.630, inclusive;

- (b) A copy of a physician's certificate obtained pursuant to NRS 706.8842; and
- (c) A driver's permit issued by the administrator pursuant to rules and regulations of the taxicab authority.

2. A certificate holder shall, at the time he employs a driver, provide the driver with a complete copy of the rules and regulations described in NRS 706.8844 to 706.8849, inclusive, and such other rules and regulations as may be adopted by the taxicab authority, and require the driver to sign a statement that he has received a copy of the regulations and has read and familiarized himself with the contents thereof.

(Added to NRS by 1969, 1246; A 1971, 583)

NRS 706.8844 Trip sheets.

1. A certificate holder shall require his drivers to keep a daily trip sheet in a form to be prescribed by the taxicab authority.

2. At the beginning of each period of duty the driver shall record on his trip sheet:

- (a) His name and the number of his taxicab;
- (b) The time at which he began his period of duty by means of a time clock provided by the certificate holder;
- (c) The meter readings for total miles, paid miles, trips, units, extra passengers and extra charges; and
- (d) The odometer reading of the taxicab.

3. During his period of duty the driver shall record on his trip sheet:

- (a) The time, place of origin and destination of each trip; and
- (b) The number of passengers and amount of fare for each trip.

4. At the end of each period of duty the driver shall record on his trip sheet:

- (a) The time at which he ended his period of duty by means of a time clock provided by the certificate holder;
- (b) The meter readings for total miles, paid miles, trips, units and extra passengers; and
- (c) The odometer reading of the taxicab.

5. A certificate holder shall furnish a trip sheet form for each taxicab operated by a driver during his period of duty and shall require his drivers to return their completed trip sheets at the end of each period of duty.

6. A certificate holder shall retain all trip sheets of all drivers in a safe place for a period of 3 years immediately succeeding December 31 of the year to which they respectively pertain and shall make such manifests available for inspection by the administrator upon reasonable demand.

7. Any driver who maintains a trip sheet in a form less complete than that required by subsection 1 is guilty of a misdemeanor.

(Added by Laws 1969, p. 1246. Amended by Laws 1991, p. 1966)

NRS 706.8845 Standards of conduct while on duty. While a driver is on duty, he shall:

While a driver is on duty, he shall:

1. Be appropriately dressed by the standards of the taxicab business.
2. Be neat and clean in person and appearance.
3. Refrain from talking loudly, uttering profanity and from shouting to other drivers.
4. Not have in his possession a lighted cigar, cigarette or pipe while a passenger is being carried in his taxicab.
5. Not chew tobacco or use snuff while a passenger is being carried in his taxicab.
6. Attend his taxicab if it is being held out for hire.
7. Not permit his taxicab to remain at a taxicab stand unless it is being held out for hire.
8. Discourage passengers from entering or leaving a taxicab from the left side except at the left curb of a one-way street or while the car is parked perpendicularly to a curb.
9. Not load or unload passengers or luggage at an intersection or crosswalk or at any place or in any manner that will interfere with the orderly flow of traffic.
10. Not carry more than two passengers in the front seat of the taxicab or carry more passengers in the back seat of the taxicab than are authorized by the manufacturer's recommendations.
11. Not leave his taxicab unattended with the key in the ignition lock.

12. Operate his taxicab in accordance with all applicable state and local laws and regulations and with due regard for the safety, comfort and convenience of passengers and of the general public.

(Added by Laws 1969, p. 1246. Amended by Laws 1981, p. 2055)

NRS 706.8846 Prohibited acts concerning destination of passenger. With respect to a passenger's destination, a driver shall not:

With respect to a passenger's destination, a driver shall not:

1. Deceive or attempt to deceive any passenger who rides or desires to ride in his taxicab.

2. Convey or attempt to convey any passenger to a destination other than the one directed by the passenger.

3. Take a longer route to the passenger's destination than is necessary, unless specifically requested so to do by the passenger.

4. Fail to comply with the reasonable and lawful requests of the passenger as to speed of travel and route to be taken.

(Added by Laws 1969, p. 1247. Amended by Laws 1977, p. 750)

NRS 706.8847 Compliance with passenger's directions; expectation.

1. A driver shall not refuse or neglect to transport any orderly person to that person's destination if:

- (a) That person requests the driver to transport him; and
- (b) The requested destination is within the area allocated to the certificate holder who employs the driver.

2. Subsection 1 does not apply if the driver can show beyond a reasonable doubt that:

- (a) He has good reason to fear for his personal safety;
- (b) The taxicab has been previously engaged by another person; or
- (c) He is forbidden by law or regulation to carry the person requesting transportation.

(Added by Laws 1969, p. 1247)

NRS 706.8848 Sanctions imposed by administrator for certain violations; hearing.

1. If a driver violates any provision of NRS 706.8844 to 706.8847, inclusive, the administrator may impose the following sanctions:

- (a) First offense: Warning notice or a fine of not more than \$100, or both warning and fine.
- (b) Second offense: 1 to 3 days' suspension of a driver's permit or a fine of not more than \$200, or both suspension and fine.
- (c) Third offense: 4 to 6 days' suspension of a driver's permit or a fine of not more than \$300, or both suspension and fine.
- (d) Fourth offense: 10 days' suspension of a driver's permit or a fine of not more than \$500, or both suspension and fine.
- (e) Fifth offense: Revocation of a driver's permit or a fine of not more than \$500, or both revocation and fine.

2. Only violations occurring in the 12 months immediately preceding the most current violation shall be considered for the purposes of subsection 1. The administrator shall inspect the driver's record for that period to compute the number of offenses committed.

3. The administrator shall conduct a hearing prior to suspension or revocation of a driver's permit or imposing a fine under this section or NRS 706.8849.

(Added by Laws 1969, p. 1247. Amended by Laws 1977, p. 750)

NRS 706.8849 Prohibited and required acts of drivers; imposition of sanctions; hearings.

- 1. A taxicab driver shall:
 - (a) Ensure that the fare indicator on the taximeter of his taxicab reads zero before the time that the taxicab is engaged.
 - (b) Ensure that the taximeter of his taxicab is engaged while the taxicab is on hire.
 - (c) Not make any charge for the transportation of a passenger other than the charge shown on the taximeter.
 - (d) Not alter, manipulate, tamper with or disconnect a sealed taximeter or its attachments nor make any change in the mechanical condition of the wheels, tires or gears of a taxicab with intent to cause false registration on the taximeter of the passenger fare.

- (e) Not remove or alter fare schedules which have been posted in his taxicab by the certificate holder.
- (f) Not permit any person or persons other than the person who has engaged the taxicab to ride therein unless the person who has engaged the taxicab requests that the other person or persons ride in the taxicab. If more than one person is loaded by the taxicab driver as set forth in this paragraph, the driver shall, when one of the persons leaves the taxicab, charge that person the fare on the meter and reset the taximeter.
- (g) Not drive a taxicab or go on duty while under the influence of, or impaired by, any controlled substance, dangerous drug, or intoxicating liquor or drink intoxicating liquor while on duty.
- (h) Not use or consume controlled substances or dangerous drugs which impair a person's ability to operate a motor vehicle at any time, or use or consume any other controlled substances or dangerous drugs at any time except in accordance with a lawfully issued prescription.
- (i) Not operate a taxicab without a valid driver's permit issued pursuant to NRS 706.8841 and a valid driver's license issued pursuant to NRS 483.325 in his possession.
- (j) Obey all provisions and restrictions of his employer's certificate of public convenience and necessity.

2. If a driver violates any provision of subsection 1, the administrator may, after a hearing, impose the following sanctions:

- (a) For a first offense, 1 to 5 days' suspension of a driver's permit or a fine of not more than \$100, or both suspension and fine.
- (b) For a second offense, 6 to 20 days' suspension of a driver's permit or a fine of not more than \$300, or both suspension and fine.
- (c) For a third offense, a fine of not more than \$500.

In addition to the other penalties set forth in this subsection, the administrator may revoke a driver's permit for any violation of a provision of paragraph (g) of subsection 1.

3. Only violations occurring in the 12 months immediately preceding the most current violation may be considered for the purposes of subsection 2. The administrator shall inspect the driver's record for that period to compute the number of offenses committed.

(Added by Laws 1969, p. 1247. Amended by Laws 1975, p. 1326; Laws 1977, p. 751; Laws 1981, p. 2056; Laws 1991, p. 1966; Laws 1995, p. 1724)

