

AFFILIATE APPLICATION

S & G LIMOUSINE OF NEW YORK

S&G LIMOUSINES OF NEW YORK | OFFICE (516) 223-5555 | FAX (516) 688-3914 | WEBSITE www.SANDGLIMO.com



S&G
LIMOUSINE
24 HOUR LIMO & TOWN CAR SERVICE
Nationwide - 866 592 0398
Nassau County - 516 223 5555
Suffolk County - 631 886 5555



YOUR CAR IS WAITING



AFFILIATE APPLICATION

COMPANY INFORMATION

Name of Company:

Phone Number:

Toll Free Number:

Fax Number:

Mailing Address:

Suite Number:

City:

State:

Zip Code:

Website:

Email Address:

Contact Person:

Years in Business:

TITLE

NAME

PHONE

EMAIL

Owner/President:

General Manager:

Operations Manager:

Dispatch Manager:

Affiliate Manager:

Reservations:

Billing:



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QUESTIONNAIRE

Which Airports do you service? (Please include private airports)

AIRPORT NAME	CODE	INSTRUCTIONS	DISTANCE
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1:

2:

3:

4:

5:

Do you have a meet and greet service?	YES	NO
If yes, is there a fee?	YES	NO
If fee, how much?		

Do you track arriving flights?	YES	NO
If yes, how?		

Please explain your terms and conditions for no-show, late-cancel, modifications, & wait-time policy.
 Be as detailed as possible, and include link to website verbiage if available.



INSURANCE & OPERATIONS

INSURANCE (US ONLY)

General Liability:	YES	NO	Carrier:
	Aggregate Amount:		
Vehicle Liability:	YES	NO	Carrier:
	Aggregate Amount:		
Excess Liability:	YES	NO	Carrier:
	Aggregate Amount:		
Worker's Comp:	YES	NO	Carrier:
	Aggregate Amount:		

INSURANCE (INTERNATIONAL ONLY)

Please describe insurance coverage for Compulsory/Mandatory Insurance in Compliance with applicable local and regional by laws/regulations.

Comprehensive General Liability Coverage:	Aggregate Amount:
Vehicle Liability (include hired & non-owned):	Aggregate Amount:
Excess Liability Coverage:	Aggregate Amount:

OPERATIONS

In what cities do you provide service? (list main cities or counties)

Can reservations be made 24 hours a day / 7 days a week? YES NO

If not, what are the hours for reservations?

How are reservations handled outside of state hours?

Are drivers available 24 hours / 7 days a week? YES NO

Can drivers be booked outside the normal operational hours? YES NO



EMPLOYEE INFORMATION

How many staff members does your company have in each department?

Reservationists:	Dispatchers:	Accounting:
Marketing:	Maintenance:	Corporate:
Other:	Total number of staff:	

How many of the drivers are:

Employees:	Independent Contractors:
Owner Operators:	Total number of drivers:

Describe your driver's attire:

Are drivers drug tested before hiring?	YES	NO
Are drivers randomly drug tested during employment?	YES	NO
Are driver's abstracts checked before employment?	YES	NO
Are driver's abstracts checked yearly?	YES	NO
Is a copy of the driver's abstract kept in employee's file?	YES	NO
Is a driver's background checked before hiring?	YES	NO

What are driver abstract requirements?

Please describe your company's initial Driver Training:

Defensiver Driver Course?	YES	NO	Course Name?
Customer Service Course?	YES	NO	
Map Test / Route Course?	YES	NO	
On-the-Road Course?	YES	NO	Course Name?
Annual Refresher Driver Training?	YES	NO	

Please describe training:

Are records maintained in Employee's file?	YES	NO
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AFFILIATE QUALITY STANDARDS REQUIREMENTS

ALL S&G LIMOUSINE AFFILIATES MUST AGREE TO THE FOLLOWING:

- + Affiliate is required to maintain 24/7 dispatch coverage for all reservations.
- + Affiliate must provide S&G Limousines with emergency contact phone numbers that can be contacted, in case S&G Limo Transportation team cannot contact Affiliate in the event of an emergency.
- + Affiliate will train all chauffeurs on the S&G Limousines procedures.
- + Affiliate must provide S&G Limousines with an account manager.
- + Affiliate must comply with rated vehicle capacities.
- + Affiliate must track and update flight arrival times on all S&G Limousines trips
- + Affiliate must notify S&G Limousines in the event of any S&G Limousines customer complaints involving the move.
- + Affiliate must notify S&G Limousines in the event a vehicle is involved in any accident or any other instance that the vehicle requires towing, resulting in delaying the passenger.
- + Affiliate must report to S&G Limousines in the event that the vehicle cannot arrive on location at the arrival time.
- + Affiliate must immediately report any service issues to S&G Limousines that would prevent service to the passenger (including, but not limited to: mechanical failures, road closures, double bookings, etc.)
- + Affiliate must notify S&G Limousines, with an ample amount of notice, of any special event that would limit vehicle availability, and/or change rates during the event period.
- + Affiliate is to get approval from S&G Limousines before releasing a vehicle, if no contact was made with the passenger.
- + Affiliate must contact S&G Limousines for approval if the passenger wishes to change or add an additional service (if requiring additional charges) other than what was scheduled. This includes if waiting time is added.

AFFILIATE REQUIREMENTS CONTINUED

ALL S&G LIMOUSINE AFFILIATES MUST AGREE TO THE FOLLOWING:

- + Affiliate is to ensure that chauffeurs are properly licensed by the appropriate State DMV and local operation authorities.
- + Affiliate is to review chauffeur Motor Vehicle Reports (MVRs) of driver history and driver license status.
- + Affiliate drivers are to represent themselves as an addition of S&G Limousines.
- + Drivers are not to promote themselves or their primary transportation company.
- + Drivers must be clean and well-groomed.
- + Affiliate drivers are to be dressed in a black suit, white dress shirt, ties, and black dress shoes.
- + Drivers will not smoke or eat in the presence of the customer.
- + Affiliates are to make sure drivers carry a cell phone and/or a 2-way radio communication with dispatch.
- + Affiliates are to ensure drivers do not solicit gratuities from customers.
- + Affiliates are to provide S&G Limousines customers with current model, and impeccably clean vehicles requested by our customers.
- + Affiliates are to ensure vehicles are non-smoking for all S&G Limousines trips (unless requested differently by customers).
- + Drivers are to be on pick-location 15 minutes prior to scheduled time.
- + *S&G Limousines appreciates your company for assigning your best driver to provide the ultimate care for our clients! The S&G team promises to do the same for your company.

By signing you agree to the above requirements:

Applicant Signature:

Date:

Printed Name:

Title:



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