Chauffeur Policies Procedures & FAQ

zzz Finishing my shift - things to know and do.

Updated on 17 May 2020 06:54 @greg.paff

1. Added the link to the new End of Shift Policy Procedure.
2. Removed duplicate clauses now written in the End of Shift Policy.

When finishing your shift, follow these procedures.

1. The shift ends at the time shown on the roster. For example, if your shift ends at 17:00, this is when you go offline and then commence your journey back to the vehicle drop off point. Do not go offline or return back to the drop off point until your shift ends.

2. Occasionally, you may get a job 5 minutes before your shift. We do kindly ask that you take this job to finish off the workload.

3. Check the vehicle for supplies. If low, send a text message or email to the events team and inform them of low supplies. Don't just expect us to know to refill.

4. Follow the End of Shift Policy Procedure by clicking here.

5. Sign out of Uber, by clicking on **GO OFFLINE** (found on the top left of the screen) ...

6. After pressing the **GO OFFLINE** button, to sign out of the platform account press on the profile image of your face.

7. Press on **Account** button

8. Press on Sign Out.

9. **Important to not leave the account offline.**

10. Press **YES** to officially sign out.

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11. Sign out of Slack Communications COMMS system as shown in Communication FAQ.
12. Turn off the iPad, by pressing the Power Button, and then sliding the bar to the right to power the phone off.
13. You do not need to sign out of the Tracker, this will automatically happen.
14. **Check the car, side doors, glove box and trunk for any garbage that may have been left.**
15. Ensure the vehicle is locked and alarmed.

Attached files:

Unique solution ID: #1103
Author: Alex Rozen
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