Chauffeur Policies Procedures & FAQ

When can I take a break?

Updated 16 May 2020 23:32 by @greg.paff

1. Added the policy of the **Split Break Time** offer option in this policy.

Throughout your shift all chauffeurs are allowed to take the recommended breaks. Always refer to the Fatigue Management policy as well.

1. 4 hour or less shift = (no breaks allowed)
2. 4- 8 hour shift = 30 minute break.
3. 9-12 hour shift = 60 minute break.
4. 13-18 hour sift = 120 minute break.
5. A **Split Break Time** offer option. To understand what this break policy is click here.

Any break that more than 5 minutes, is inclusive of your break time. Smoke breaks are also inclusive of your break time.

Chauffeurs may take their break in intervals of 10 minutes, 15 minutes, 20 minutes, 30 minutes or the whole hour. For example if a chauffeur is working an 8 hour shift, they can take 6 x 10 minutes breaks throughout their shift or 2 x 30 minute breaks. Chauffeurs are allowed to take their breaks at a time that suits them the best.

When going on a break of more than 5 minutes, the chauffeur **must use the SLACK BREAK CODES on the #Chauffeur Channel and tag @event.managers** and let them know they are on a break (if approved, the break is entered into the system). If the office or Steve is not available, the chauffeur is required to either:

1. Try again to call the events team on 02 8916-6224
2. Text their requested break to 0477 765 022; or
3. Leave a message with the answering service.
4. Email it to event.managers@iconicperformances.com.au

If no response is received, the chauffeur can assume the break is approved.

NO BREAKS CAN BE TAKEN DURING THE FOLLOWING PERIODS:

1. Within the first four hours of starting a shift.
2. Within the last 2 hours of the shift ending.
3. Between 7:00 and 10:30 Monday to Sunday
4. Between 12:30 and 14:00 Monday to Sunday
5. Between 17:00 and 20:30 Monday to Sunday
6. 60 minutes before a VIP Job.

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7. When a chauffeur is 5 minutes away from a registered Hot Spot Area on the Job App. The Chauffeur must drive towards and into the hot spot area to assist with the increase workload.

8. When you have used or taken a **Split Break Time** offer option. To understand what this break policy is click here.

Attached files:

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