When can I take or make a phone call when on an Iconic Chauffeur Job?

Regardless of whether the Iconic Chauffeur Job is a Tier 1, 2, 3, 4, or 5 Job the focus and priority must always be first to the CCRP. The following is a set of policies that Iconic Chauffeurs are to adhere to when it comes to taking or making a phone call when on an Iconic Chauffeur Job.

Taking or Making a Phone Call:

1. **When Driving ...**
    1. only when it is specifically related to the VIP or is coming from Iconic Event Managers;
    2. or in an emergency.

2. **When next to or in proximity of the VIP …**
    1. only when it is specifically related to the VIP or is coming from Iconic Event Managers;
    2. or in an emergency.

3. **When on AS DIRECTED or waiting and the VIP is not present or near the Chauffeur**...
    1. ***all phone number listed calls***
        1. if related to the VIP or the VIP job you are on or coming from Iconic HQ, you can answer the call and communicate up until the VIP returns to your proximity, and then the VIP gets your attention as you put the caller on hold or tell them you will call back.
        2. if it is not related to the VIP or the VIP job or is not from Iconic HQ. Continue with the conversation until the VIP returns or is in close proximity. You must then terminate the call immediately and tell the caller you will call them back.

    2. ***private number calls***
        1. briefly to determine if it is related to the VIP or VIP job. If it is not terminate the call and it is up to you if you wish to call back the person who had a private number.
        2. do not answer or take a private or personal call from family or friends unless an emergency.

Attached files:

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