



DRIVER ORIENTATION GENERAL RULES/CHECKLIST

General Rules

- All traffic laws must be obeyed at all times. ALWAYS DRIVE SAFELY!
- All drivers must wear seatbelts at all times.
- Any customer complaints on unsafe driving
- Drivers are responsible for maintaining their vehicle, keeping it in a safe and reliable condition.
- Money is to be dropped into your locked personal drop box after each delivery; you are never to leave the store with more than \$20.00. This includes personal money.
- Report any unsafe conditions or areas, such as icy or wet roads, construction, malfunctioning traffic signals, etc. to your manager immediately.
- No passengers (except other team members on duty with manager's approval) allowed on any delivery.
- If you cannot find an address within five minutes, call the phone number on the ticket or call the store.
- Get to know your deliver area and be alert. Never enter a customer's home. Never go into any suspicious or dark area. If you feel your safety will be threatened, immediately call the police and return to the store.

Any violation of Papa John's Rules and Policies may result in termination without warning at the discretion of your manager or supervisor.

DRIVER TIP REPORTING REQUIREMENTS

You must pay tax on all tips you receive. The IRS is aggressively auditing those who do not report their tips. If you receive more than \$20 per month in tips, the IRS requires you to report all of your tips to Papa John's. Papa John's will then withhold taxed from your next regular paycheck. You may report your tips weekly on form 4070, or if available, upon check-out from the POS system.

If you do not report your tips to Papa John's as required, you may be subject to the tax you owe and a 50% penalty plus interest. If you received more than \$20 in monthly tips and did not report these tips to Papa John's, you must figure your Social Security tax and Medicare tax on the tips. You should use IRS form 4137, Social Security and Medicare Tax on Unreported Tip Income and attach it to the longer federal 1040 form. You may not file a form 1040EZ, but must file the longer 1040 to report unreported tip income. It is easier to report your tips to Papa John's as you earn them.

I Certify that I have read and fully understand Driver Orientation Checklist Rules and Driver Tip Reporting Requirements.

Print Team Member Name: _____

Team Member Signature: _____

Manager/Supervisor Signature: _____

Date: _____

Bajco Group

dba Papa John's Pizza, 404 Vienna Avenue, Niles, OH 44446
Telephone: 330-533-0900 Fax: 330-533-6993



PIZZA DELIVERY AUTO INSPECTION REPORT INSTRUCTIONS

Exterior

Good general appearance – Inspector should observe the overall exterior appearance. Key areas to watch include the corners of the bumpers, checking for dents and scratches that might indicate driver has previously driven or backed into other autos or fixed objects.

Bumpers present and acceptable – Inspector should verify the condition of the bumpers. Also verify that the bumpers are “street legal” and of a proper height above the ground to meet legal requirements.

Windshield wipers operable – Have the driver demonstrate these.

External mirrors in place and adjusted – Inspector can stand behind the vehicle and verify the driver can see behind the vehicle.

License tag valid and present – Check for expired tag and other required stickers (i.e. county or state inspection stickers, wheel tax stickers, etc.)

Interior

Rear view mirror present and adjusted – Inspector can stand behind the vehicle and verify the driver can see behind the vehicle.

Windows clear of objects – Items in the back window can block vision and can also become missiles in the event of a collision and can cause injury to the driver.

Seat belt present and operable – Have operator demonstrate the seat belt works.

Does horn work – Have operator demonstrate the horn works.

Lights

Headlights – Have operator turn them on, and check both high beam and low beam.

Turn Signals – Have operator demonstrate and verify all four corners operate properly.

Back up lights – Have operator put car in reverse and verify lights operate.

Emergency flashers – Have operator demonstrate the flashers work.

Dome or interior lighting – Have operator demonstrate interior lights are operable.

Tires

Tire condition – General observation for cuts, scrapes, or other unusual conditions.

Rims – Look for bent spots or other damage that could indicate a safety hazard.

Tread – Observe tread for excessive wear (less than 3/32 tread depth indicates worn tires), unusual wear patterns that may indicate other problems. A good “rule of thumb” is to insert a Lincoln penny into the tread groove with Mr. Lincoln’s head going in first. If you can see his entire head, the tread is worn to an unsafe condition, if part of his head remains covered, the tread remains serviceable. The distance from the rim of the coin to the top of his head is approximately 3/32 of an inch.

Do brakes work – Have operator drive the car in the parking area and apply the brakes, watch for smooth stop, listen for unusual sounds, observe the car for vibration, all these are possible indicators of brake problems.

Note: Always validate the operator of the vehicle either owns the vehicle or has written permission to use the vehicle.



Pizza Delivery Auto Inspection Report

OPERATOR: _____

MAKE: _____ MODEL: _____

<i>Exterior</i>	Good general appearance?		Bumpers present and acceptable?		Windshield wipers operable?		External mirrors in place and adjusted?		License tag present and valid?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Comments: _____

<i>Interior</i>	Rear view mirror present and adjusted?		Windows clear of objects?		Seat belts present and operable?		Does the horn work?	
	Yes	No	Yes	No	Yes	No	Yes	No

Comments: _____

<i>Lights</i>	Headlights working?		Turn signals all in working order?		Back up lights working?		Emergency flashers?		Dome or interior lighting working?	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

Comments: _____

<i>Tires/Brakes</i>	Tires	Rims	Tread	Do the Brakes work?	
				Yes	No

Comments: _____

Employee: _____ Date: _____

Manager: _____ Date: _____

(Signature)

Note: Also validate operator owns the auto or has written permission to use it.

This checklist provides general information and procedures that may apply to many business operations; however, it is not a comprehensive treatise on the subject, nor a "turnkey" plan to be implemented. Consult with your staff and/or specialists to determine how best this information may guide you to specific plans for your operations. Additionally, this checklist does not substitute for legal advice, which should come from your own counsel. All recommendations described in this checklist are generic and not specific to your unique business operations.