

Contact Us

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Chauffeur Quick
Reference Guide

<p>Company Details</p> <p>Marquee Limousines ABN 66 163 578 827 Syd ph: +61 2 9695 7371 NZ ph: +64 9 884 1200 E: bookings@marqueelimousines.com W: www.marqueelimousines.com</p>	
<p>Uniform</p> <p>Black Suit White Shirt Company Tie Black Shoes Clean and tidy appearance</p>	
<p>Equipment List</p> <p>Phone holder Black charging cables External battery pack 12v twin USB adaptor Water Esky Frozen ice bricks Black golf umbrella Magazines Mints Towel Baby wipes Vomit bags Business cards</p>	
<p>What to do in an accident</p> <p>Take note of:</p> <ul style="list-style-type: none"> - Registration of other vehicle - Make/model of other vehicle - Photograph license (both sides) - Address (must have) - Phone number (must have) - Insurance company of other vehicle - Record damages - Photograph damages - Fill out accident form 	

Do's

Driver

- Positive attitude
- Arrive 10 minutes before pick up time
- Text client upon arrival
- Knowledge of Sydney CBD/landmarks
- Report trip issues immediately

Safety

- Obey road rules
- Smooth acceleration & deceleration

Vehicle

- Always clean interior & exterior
- Always vomit bags, mints & water

Dont's

- DON'T EVER BE LATE!!!! On time is late!!!!
- Play inappropriate music in the vehicle
- Engage in too much small talk, gauge the situation
- Don't discuss your opinion on religion & politics
- Don't sit for long periods with the engine running
- Don't sit for long periods with the accessories on or the key in the ignition
- Don't ignore warning lights, please advise the office immediately

Apps we use

At Marquee Limousines we are registered on numerous platforms and the majority of those have applications Chauffeurs can use on their phone to make your life easier.

Limousine Manager – MAIN APP

There is a separate manual on how this App works.

Username:

Password:

This is our dispatch software. You will receive all jobs and job details the day/night before your job is to be completed.

Jobs are to be completed as they are being done and all tolls, parking and waiting time is to be entered so that the correct rate can be paid to you. If you complete the job without entering any of the above details please ring the office as soon as you realise so that this can be entered from the office end.

Apps cont.

Blacklane – SECOND MOST USED APP

Username:

Password:

Details needed to be entered into their app correctly and at the appropriate time, as these times will be used in their database.

We are also rated monthly on our performance within the app.

