

A Goff Limousine and Bus, LLC Pay Plan as of 8/1/2026*

Pay rates are determined by the type of equipment requested by the client and charged as shown below:

CDL Hourly – Applies to trips where the vehicle ordered by the client requires a CDL. - **\$16.00 per hour** worked **PLUS**.

Motorcoach Gratuity/Service Fee - \$8.00 per hour worked except overhead & contracts. Can be altered up or down by client.

Minibus Gratuity/Service Fee - \$6.00 per hour worked except overhead & contracts. Can be altered up or down by client.

CDL Notes:

There is a four-hour minimum guarantee and there is no guarantee of gratuity/tip/service fee.

Minimums are paid for all runs except split-runs.

Split Runs such as relieving another person, or mechanical or scheduling issues are not subject to the minimum.

If a minimum is paid on a short run bus captain must be available to work on other runs, if necessary, during the minimum.

Cash tips are tracked by the bus captain and reported directly on the bus captains' personal tax return.

The company does provide the IRS forms to report these tips and have taxes taken out as earned if desired.

Non CDL – Applies to trips where the vehicle ordered by the client does not require a CDL: **\$14.00 per hour** worked **PLUS**.

Non-CDL Gratuity/Service Fee – 12% of the base ride amount charged to the guest is added as a convenience.

A discretionary chauffeur tip service fee is usually added to the clients' bill purely for client convenience.

The client may alter this service fee altogether at their discretion based on their opinion of the chauffeurs' service level.

Some clients do not offer their guest this convenience – the guest may tip in cash, but it is always discretionary.

Cash tips are tracked by the chauffeur and reported directly on the chauffeurs' personal tax return.

The company does provide the IRS forms to report these tips and have taxes taken out as earned if desired.

There is no minimum hourly guarantee and there is no guarantee of gratuity/tip/service fee.

Special Rates (Taxed):

Contracts, Special Rates and Reimbursements:

W & L Traveller Express Shuttle Bus	CDL \$120.00, CDL Coordinator \$135.00.
H-SC Tiger Express Shuttle Bus	CDL Coordinator \$125.00.
Norfolk Warehouse Shuttle Bus	CDL Portsmouth \$110.00, Newport News \$125.00
Overhead Regular	\$14.00 per hour except bus moves & mechanical.
Overhead Bus Moves & Mechanical	\$20.00 per hour.
Overnight in a hotel	\$45.00 stipend taxed.
Middle Day Guarantee	12 hours guaranteed on middle days on trips lasting 3 days or longer.
CDL Qualified Area Coordinator Rate	\$2.00 per hour added to CDL Hourly Rate and All Overhead Rates.

Special Rates (Not Taxed):

Out-of-pocket company reimbursements	At cost including parking, tolls, washes, dumps, client waters/sodas, fuel, hotels, etc.
CDL medical card	Up to \$150.00 (w/receipt) 5 run minimum. (Maximum 1 time per 24 Months).
TWIC ID card	Up to \$200.00 (w/receipt) 5 run minimum. (Maximum 1 time per 24 Months).
Mileage Reimbursement	\$0.45 per mile except home to terminal unless pre-authorized

Other Items:

•Driving staff members are off duty as soon as the client is dropped at their destination and the vehicle is parked.

•Logs should reflect this; however, the company may continue to pay hourly during this off-duty time.

•Any traffic or parking tickets are the responsibility of the staff member.

•We do not pay for meals or snacks.

*Supersedes all previous pay plans as of the date listed above.

The company reserves the right to change the pay plan at any time.

I HAVE RECEIVED A COPY OF, READ, AND FULLY UNDERSTAND AND AGREE WITH THIS PAY PLAN:

Signature _____ Name _____ Date _____