

**Affiliate Application**

# Company Information:

Company Name

(Full legal name):

Does your firm have a dba? Yes No

If so, please list the other names :

Street Address:

City: State: Zip: Country:

Mailing Address:

City: State: Zip: Country:

Contact Name: Title:

Telephone #: Fax #:

Email Address: Website:

Alternate Contact Name: Title:

Alternate Telephone # Fax #

Company Principles:

Name: Title:

Name: Title:

Name: Title:

Business Type:

Owner/Operator Employee Based Both

Are you a member of NLA? Yes No

# Operations Information:

Do you provide chauffeured ground transportation 24/7? Yes No

What is your 24/hour telephone number?

Which areas do you provide coverage?

Which airports does your firm serve?

Please list the operating licenses/permits that are held by your firm (US DOT, Country, State, City, County and Regional)

Authority Name License/Permit #

Do you provide 24-hour reservation capability? Yes No

Which operating ground transportation software do you utilize?

How is reservation information transmitted?

Fax E-mail Internet Odyssey/Transponet

What is your Transponet ID #?

How do you communicate with your drivers?

Do you monitor flights? Yes No

If yes, please describe procedures:

Where does the chauffeur meet passengers for airport pick-ups?

Domestic Flights:

International Flights:

# Employee Information:

Do you perform a pre-employment screening on your employees? Yes No

What areas do you check? How many years do you check? Criminal History # of years

Motor Vehicle History # of years

DMV History # of years

Do you perform a pre-employment drug screening on your employees? Yes No

Are any of your drivers owner/operators? Yes No

If so, how many?

Are any of your chauffeurs under 25 years of age? Yes No

If so, how many?

What is the average number of years all chauffeurs have been employed by your firm?

Are your chauffeurs required to attend training courses? Yes No

If so, please list the courses?

Course Length of Course

# Fleet Information:

What is the total number of vehicles in your fleet?

What types of vehicles are in your fleet? How many of each type do you have?

|  |  |  |
| --- | --- | --- |
| Sedans |   | #  |
| Limousines |   | #  |
| SUV’s |   | #  |
| Vans |  | #  |
| Mini Buses |   | #  |
| Motor Coaches |   | #  |

Please provide detailed information on the make, model, and age of the vehicles in your fleet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Manufacturer** | **Model** | **Year** | **Color** | **Seating** |
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# Billing Information:

What is your cancellation policy?

Sedans:

Limousines:

SUVs:

Vans: Mini-Coaches:

Coaches:

What constitutes a stop?

Specify how you charge for stops?

What is your no-show policy?

How much complimentary wait time do you offer on pick-ups?

Airport: Domestic:

International:

Non-Airport:

What is your wait time policy?

What is your affiliate discount rate?

Do you charge any extra fees, i.e. night fee, airport fee, surcharge, tax, etc? If so, please specify:

Do you charge extra for chauffeurs to greet passengers inside the airport terminal: If so, please describe:

# Additional Information:

In order to complete the application process, please fax or mail the following documents: An ACORD insurance certificate naming D.T.S. Worldwide, LLC as an additional insured:

D.T.S. Worldwide Transportation, LLC

2211 Spencerville Road

Spencerville, MD 20868

Your current affiliate transfer and hourly rate sheets.

**D.T.S. Worldwide Standard Requirements:**

# Vehicle and Chauffeur Requirements:

All chauffeurs will present themselves in a dark suit with black polished shoes. Chauffeurs will represent themselves as an extension of the D.T.S. Worldwide Chauffeurs will refrain from promoting themselves or their primary company Chauffeurs will use the D.T.S. Worldwide provided signage





Chauffeurs will direct client questions to D.T.S. Worldwide Telephone# (800) 633-3373 Chauffeurs will refrain from smoking, eating, or use of any mobile devices in the vehicles and in the presence of the passengers



Provide a fully trained and properly licensed chauffeur

Provide an impeccably maintained and serviced late model vehicle of the exact type requested

 Companies must maintain a minimum of 1.5k min insurance coverage

# Service Requirements:

No job should be subcontracted without authorization from D.T.S. Worldwide Companies are to provide service in accordance with D.T.S. Worldwide reservation confirmation





Reservations are to be confirmed within 2 hours of receipt

Companies are required to provide phone access to dispatch 24 hours a day

It is the affiliate’s responsibility to check all flight arrivals and adjust their dispatch time accordingly

 All airport pickups are performed as a meet & greet service inside terminal unless otherwise instructed.

# Communication Requirements:

 Affiliates must notify D.T.S. Worldwide of trip status: Driver assigned with cell phone number 8hrs. Prior to trip, Driver en route, Driver on location, Passenger on board and Trip Over. Information may be called in or emailed to customerservice@dtstransportation.com

 If you do not make contact with our passenger please contact us immediately; do not release the vehicle without authorization from D.T.S. Worldwide



Do not contact a D.T.S. Worldwide passenger directly

Any service issues, accidents must be reported to D.T.S. Worldwide Management immediately

 Under no circumstances, should a D.T.S. Worldwide passenger be billed by you (the affiliate)



No receipts should be given to our passengers

Companies must provide final details and charges rendered to D.T.S. Worldwide ASAP no later than 24 hours after completion of service email to: accounting@dtstransportation.com



Affiliates should be on site 15 minutes prior to scheduled pick up time

 Any additions or changes in itineraries must be communicated immediately to D.T.S. Worldwide



If a chauffeured is asked: “Is tip included?” They must respond “Yes” NEVER ask for tip Confidentiality is a requirement. Chauffeurs should engage in only casual conversation with the client, and should refrain from engaging in any negative or potentially controversial subjects.

By signing this agreement, you are agreeing to the terms as stated herein.

Name:

Date: