


Being a Tagsi Driver

Driving Rules & Etiquettes


Make sure vehicle is safe to drive

- ▶ Has sufficient gasoline/dairy
- ▶ Recent inspection
- ▶ In perfect working order



Keep Car Clean

- ▶ Take for regular car wash
- ▶ Vacuum regularly
- ▶ Pick up debris and loose items




Learn each day's schedule

- ▶ Understand route and directions ahead of time
- ▶ Get familiar with which children will be picked - age, disability, school & classroom, need for booster
- ▶ Keep track of daily changes to schedule



Pick up / drop off at pre-scheduled locations

- ▶ Pre-scheduled pick-up and drop-off addresses on tagsi app must be followed
- ▶ Passengers can not request destination changes verbally




Display Tagsi magnet decal clearly

- ▶ Attach Tagsi magnet decal to both driver side and passenger side front doors whenever giving rides for Tagsi
- ▶ Do not remove when using vehicle for personal reasons
- ▶ Keep magnets clean for them to adhere properly to car




Be Hands-free inside vehicle

- ▶ No talking on phone while driving, except by speaker phone or blue tooth
- ▶ No texting while driving
- ▶ Attach phone to holding device and do not carry on hand or leave it loose in vehicle



Don't give food or drinks to passengers

- ▶ No food, including snack food, fruits, etc.
- ▶ No drinks including water
- ▶ No candy!
- ▶ If child needs food or drink due to health issue, driver will be informed



No Religious Practice during Rides

- ▶ Religious diversity of riders must be respected
- ▶ Religion should not be deliberately verbalized or imposed on riders, though a religious symbol can be displayed if you desire
- ▶ Please do not play religious music or sing religious songs or prayers
- ▶ Please do not teach any religious practice to child riders



No foul language

- Do not swear or use bad words when riders are in vehicle
- Do not play radio stations which use foul language
- Do not use abusive language when talking to passengers



Embrace Diversity

- Tagsi drivers do not discriminate riders based on race, color, age, disability, national origin, sexual orientation, or their origin/destination.
- Tagsi serves clients with a wide range of backgrounds and disabilities and we trust our drivers to offer compassionate service to each and every rider.



Follow Zero Tolerance Policy

- No drug or alcohol use before or during rides!
- No talking on the phone (without Bluetooth) or texting when driving!
- Any driver found violating these policies will be asked to leave! Tagsi.




Get trained for handling Disabilities

- Tagsi certifies its transport of children, adults, and seniors with special needs
- Understand special needs or disability of your passengers in advance and what precautions may need to be taken. Notify the Tagsi driver in advance or call
- Take usual or disabled children/foul seniors by hand when loading from home or classroom to vehicle, seat in booster if needed, and fasten securely



Tagsi Driver: Loading & Unloading Responsibilities

- The Tagsi driver loads the child/ senior into the vehicle at the pick-up site. At the drop-off site, the Tagsi driver unloads the student.
- Though sometimes, another adult like a parent, caregiver, or teacher may help in the loading or unloading, it is the Tagsi driver's responsibility to ensure that the child is safely and securely placed during the loading.



Parent or Caregiver: Loading & unloading responsibilities

- Before school, the parent/caregiver makes sure child is at curb on time with proper equipment. The parent/caregiver supervises child until the Tagsi vehicle arrives.
- After school, the parent/ caregiver meets the student at the curb on time during drop-off at home.
- A parent or caregiver can help load (helps into the vehicle or helps fasten seat belt). Tagsi driver rechecks and makes sure child is secure before moving vehicle.



Teacher: Loading & Unloading Responsibilities

- The teacher's responsibilities are usually similar to those of the parent or caregiver:
- to meet the student upon arrival at school
- to load the child/ senior into the vehicle at the pick-up site on time and supervise the student until the Tagsi vehicle arrives



Always wear seat-belts

- Make sure to buckle up before starting to drive
- Make sure passengers get buckled up as soon as entering vehicle
- Help passenger buckle up if they can not do it themselves
- Help kids under 8 years onto booster seats



When Securing the Student with a Seatbelt:

- General guidelines:
 - Over the pelvic bones, not the abdomen.
 - Adjust the lap belt so it's snug.
 - Increase the shoulder belt so it does not cross the student's knee or neck. Never position the shoulder belt under the student's arm where it would cross the rib cage.
 - Adjust car seat/cracker belt to achieve firm but comfortable tension.
 - Never tuck the belt. The belt should always lie flat against the body.



Rules for Booster Seats

- Tagsi app will indicate whether a child needs booster seat
- Children under 8 years and under certain height/weight limits must always sit in a booster seat
- Booster seats, just call tagsi
- Booster seats must be used with the side portion placed against the back of the seat. In picture below, seat the child comfortably onto the booster, and then strap seatbelt over the child and booster
- Most vehicle backseats can comfortably fit 3 Tagsi boosters side-by-side, though the make and model of your vehicle will need to be taken into account



Create a Seating Plan

- Things to consider:
 - Loading order
 - Medical conditions
 - Evacuation
 - Behavior: Which students are compatible and which aren't?
- Questions: Who needs to be accommodated? Is there an alternative for a medical condition?



Create a Safe Stopping Plan

- Things to consider:
 - Where are drop-off or pick-up lots on route
 - Where to stop so that you can be seen by other users.



SAFETY always comes first!!

- Keep safety of yourself and passenger as priority in any circumstance
- Prioritize passenger's safe entry into vehicle and buckling up over using Tagsi app, especially during busy school pick-up zones or other congested areas
- Try to drop off children on the same side of street as house or building which they are entering to avoid crossing streets
- Do not allow more riders into vehicle than legally allowed



One last important safety rule:

- Under no circumstances should the vehicle move before all the kids are fully secured, even if it is a teacher or parent securing them.
- Usually a confirmation on the app needs to be done before the vehicle starts, but in busy and time-sensitive pickup locations like a school, it is important that the app/phone/teach and the priority should be given to securing the child safely.
- In such circumstances, you should park at a safe place after leaving the school/garage and register confirmations on the app, and then move on with the journey



tagsi

Be Safe!

"The End"