

# INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made between Airport Shuttle of Phoenix and its affiliates, and \_\_\_\_\_, an independent contractor. Whereas the independent contractor will perform driving services for Airport Shuttle of Phoenix in exchange for compensation and is subject to the following. Prior to any services being performed, the independent contractor must apply for a driver's permit with Phoenix Sky Harbor Airport (PHX) and pass a fingerprint background check. Certain other requirements may need to be met like having a current CPR Certification if doing non-emergency medical transportation, or a DOT medical card if driving a van with DOT numbers on the side.

Initial: \_\_\_\_\_

## WORKERS COMPENSATION WAIVER

I am an independent contractor, doing business as \_\_\_\_\_, and performing work for Airport Shuttle of Phoenix. I am not an employee for workers' compensation or unemployment purposes. Therefore, I understand I am not entitled to workers' compensation or unemployment benefits from Airport Shuttle of Phoenix and their affiliated companies. I understand that if I have any employees working for me, I must maintain a workers' compensation policy covering them.

Initial: \_\_\_\_\_

## TAX AND COMPENSATION INFORMATION

Independent contractors are required to fill out a W-9, and paid every two weeks on Friday at 5 pm via check or direct deposit. Compensation is based on the driver pay calculator in Arizona, and subject to change when necessary by management. Airport Shuttle of Phoenix is not responsible for paying any tickets. Any outstanding advances will be paid out of the next payroll all or in part according to management. The cutoff for pay is the Sunday before at midnight.

Initial: \_\_\_\_\_

Independent contractors are not subject to withholding of state or federal income taxes including social security and medicare. 1099s are issued to contractors once per year per federal guidelines and reported annually if they meet certain income requirements. If you do not receive a 1099, then it is to your discretion what to report since filing one is

not required under law. Unlike employees, independent contractors are eligible for work related deductions for items like gas, cell phone, bottled water, meals and entertainment, clothing, etc. We cannot give you legal or tax advice, so please consult a tax professional for more details.

Initial: \_\_\_\_\_

## **ZERO TOLERANCE POLICY**

Airport Shuttle of Phoenix has a zero tolerance policy prohibiting the use of intoxicating substances or smoking in or around vehicles. Any driver using intoxicating substances, smoking cigarettes, or failing an alcohol or drug test will be automatically terminated and not eligible for rehire. Drivers will receive a copy of this policy and agree to it prior to employment or contract work. Any driver suspected by company management of using intoxicating substances will be required to be tested as soon as possible; the company also reserves the right to do random drug and alcohol testing. Drivers will not be able to pick up passengers until they are tested. Any refusal to testing will result in termination. Passengers suspecting the use of intoxicating substances by a driver are encouraged to send us an email or call our main number to report an incident.

Initial: \_\_\_\_\_

## **TERMINATION**

This agreement can be terminated by either party with or without notice after completed the current trips assigned. All interactions with management are for training and scheduling purposes only, and should not be interpreted as control or supervision. Independent contractors with vehicle violations, accidents, marking trips completed and not showing up, being late picking up customers, unprofessional behavior, bad reviews, or failing to meet minimum standards for driver performance will be terminated, and are not eligible for unemployment benefits. Upon termination all company property including vehicles, keys, and proprietary information must be returned immediately, or the replacement cost of the items will be deducted from the contractors final pay. If the value of the items exceeds final pay to the contractor, a police report will be filed for the stolen items if they are not received within 3 business days.

Initial: \_\_\_\_\_

# DIRECT DEPOSIT ENROLLMENT

I, \_\_\_\_\_, authorize Airport Shuttle of Phoenix and its affiliates to deposit my pay into the following account. The name on the account must match in order to be verified, which takes about 5 days.

9-Digit Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

X \_\_\_\_\_  
Independent Contractor

Date: \_\_\_\_\_