

Get the Training ♦ Get the Job ♦ Get the Income

Learn the Inside Secrets of top professional “limo drivers”

Start your new career by learning these 17 lessons &
In just hours you can be on the road earning a Paycheck!



Lesson 1: DRIVER QUALIFICATIONS Covers licensing issues and developing personal traits & work habits that make you successful.

Lesson 2: FINDING WORK: Once you complete your training the next step is lining up a job. This lesson prepares you for the interview, how to dress, what to say & outlines several special techniques to get you hired.

Lesson 3: COMPANY INDOCTRINATION: Professional drivers know their duties & responsibilities backwards & forwards to avoid mistakes. This section covers all these points. Understanding company policies & procedures helps develop good working relationships + more income.

Lesson 4: LIMOUSINE FAMILIARIZATION: Quickly learn the features on your company's different sized vehicles. Lesson 4 helps familiarize you with the equipment + troubleshooting & valuable inside tips.

Lesson 5: TRIP SHEETS AND PAPERWORK: Like any business, paperwork makes things run smoothly & paperwork is how you get paid. Trip Sheets are initiated for each limousine reservation & since companies use different forms, this lesson covers 16 key similarities found on every Trip Sheet & how to correctly fill them out.



Lesson 6: COLLECTING FOR THE JOB: Companies differ how clients are charged for limousine services & it's confusing for new drivers who may mistakenly over/under bill clients. Get intensive training & important rules for collecting money; how to spot & handle different collection problems; + avoiding other collection pitfalls.

Lesson 7: CLEAN UP DUTIES: Image is everything in the limousine business, so fresh, sparkling clean vehicles earn better gratuities for drivers. When clients leave a mess behind, drivers must re-clean the vehicle before they return. Learn the 16 point setup & the quick clean shortcuts, so your vehicle is always shining. Clients love clean, sparkling cars.

Lesson 8: YOUR OFFICE IS YOUR BRIEFCASE:

Drivers must carry 16 basic items + office supplies which are the tools of the trade. Find out how to set up your briefcase. For instance how can you open a client's bottle of wine without a wine opener & how can you find your way without maps if GPS isn't available?



Lesson 9: WHAT TO WEAR: Different events require different clothes, so learn what attire you need for each occasion & how to use your present wardrobe to avoid buying new outfits; + easy tips for changing to different outfits between runs for different events.

Lesson 10: YOUR FIRST RUN: Your first client run may make you feel a bit nervous so to help you feel more comfortable, I'll walk you through the key points from the time the dispatcher calls you until you drop the client.



This lesson is a real confidence builder for new drivers.

Lesson 11: AIRPORT RUNS: Since Airport Authorities usually have strict guidelines for drivers to follow, this lesson acquaints you with these restrictions. You'll learn airport protocol like announcement signs, staging areas + how to greet clients & what to say to get better tips.

Lesson 12: FUNERAL RUNS: Provide day-time activity to earn money during the week. Since many religions conduct different types of services you'll need to know their procedures + funeral home protocol. Learn important safety rules for traveling in procession in tight formation to avoid accidents & tips on cemetery procedures.

Lesson 13: NIGHTLIFE RUNS: Here's where you get the big tips, but party players can be difficult to handle, need more attention & tend to dirty



up the vehicle requiring more cleanups. You'll receive invaluable training about managing these clients; controlling intoxicated, belligerent partiers; handling or avoiding damages to the vehicle such as cigarette burns & broken glassware; advice on dealing with occasional sick clients (+ "what-to-do" instructions when clients get sick in the vehicle); & how to avoid getting

stuffed on overtime charges.

Lesson 14: WEDDING RUNS: This session covers how to deal with various challenges in wedding events; different types of wedding

ceremonies; special cleanup techniques; handling nervous members of the wedding party; special procedures relating to photographers and Videographers; + I'll cover common etiquette for different type weddings; & lots of insider tips . . . like how to keep the bride's gown from getting soiled while entering & exiting the vehicle.



Lesson 15: DRIVING TECHNIQUES: I'll walk you through special driving & safety tips used by professional drivers; step-by-step instruction on stretch vehicle handling characteristics; how to give the "soft or gravity-free ride" clients love; braking and acceleration techniques; making lane changes lanes + executing turns & other general driving tips. You'll learn about unique problems reading your mirrors; why backing up causes more fender benders; & how to avoid becoming involved in minor accidents. Included are tips about making U-turns, special driver challenges when parking at hotels, restaurants & other locations + how to avoid the embarrassment of bottoming out or getting your vehicle high centered.

Lesson 16: TWO WAY COMMUNICATION: Although cell phones are

used extensively for administrative details, dispatchers need more efficient, reliable ways to stay in touch with drivers out on the road, so 2-way radios are still the answer. This lesson provides instructions on hand-held portables, how they function, industry communication jargon & what to do when special problems are encountered like weather conditions. Simulated radio transmissions are presented to help you get the hang of it. Special communication instructions are included when dealing with smaller airports handling private aircraft + necessary lingo for calling out aircraft tail numbers that experienced drivers use.



Lesson 17: DRIVER REVIEW OF KEY POINTS: The final lesson reviews key points from the training every driver should know to make sure students are absorbing the material.

DEFINITIONS: This section introduces new drivers to the most common terms used in the limousine.

Contact information: www.limodriverschool.com