

# **St. John Taxi Service, Corp. Handbook**

P.O. BOX 1005 CRUZ BAY, ST. JOHN U.S. VIRGIN ISLANDS 00831



St. John  
**Taxi**  
Service, Corp.

P.O. Box 1005 Cruz Bay, St John, U.S. Virgin Islands 00831

Phone: (340) 693-7530

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## **Operating Procedures**

### **1. General Requirements**

- Vehicles are to be kept in good operating condition and appearance.
- Ensure that the tariff is posted or readily available for the passengers.
- Charge fares as stipulated by the VI Taxicab Commission.
  - a. Vehicles and Equipment**
    - All taxis shall have an on-duty/off-duty sign displayed on the dashboard visible to anyone standing in front of the vehicle.
    - When on-duty, taxis are required to pick up all passengers except in areas where a taxi contact is awarded.
    - Operator identification badge noticeably displayed on the right hand sun visor.
    - The Certificate of Entitlement shall be placed alongside the identification badge.
    - A functional dome light is mandatory for all vehicles registered as a taxi.
    - All drivers are required to ensure that his or her vehicle is licensed and insured in accordance with the Virgin Islands Laws, National Park Services, and the VI Taxicab Commission.
  - b. Decals**
    - Drivers will be required to obtain an annual decal from the National Park Service to operate on Park grounds.
    - Drivers **must** have the issued decal affixed on the windshield of the taxi.
  - c. Passengers**
    - A driver shall not refuse a passenger unless the passenger is intoxicated and disorderly, or possession of a pet or animal (other than a seeing-eye dog) that is not properly and adequately secured in a kennel case or other suitable container. There shall be NO CHARGE for the seeing-eye dog or pet.
    - Shall not refuse a passenger, unless the person is carrying an article or package which would cause a vehicle to become stained or foul smelling or otherwise damage the interior of the vehicle.

### **2. Personal Appearance/Conduct**

- All driver are to be properly groomed and maintain a professional appearance.
- Maintain professional conduct at all times. Any inappropriate conduct will result in a fine. (See appendix Violations)
- Drivers shall conduct operation in a professional manner. No obscene or abusive language while on duty.
- Drivers are responsible for complying with all rules and conduct.



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## **Operating Procedures**

### **a. Uniforms**

#### **i. Approved Uniform**

- Black pants/slacks
- Orange shirt (logo) members
- Orange shirt (no logo) non-members
- Black closed-toe shoes

#### **ii. Appropriate clothing for all female drivers are as follows:**

- Slacks, jeans and skirts are to be worn in an appropriate manner.
- Undershirts are not to be longer than the sleeve of the uniform shirt.
- Long sleeve rash guards with length to the wrist are acceptable.
- Black closed-toe shoes.
- Capri pants, shorts, sandals, slippers, tank tops, cutoffs, flip-flops or sexually provocative attire **are NOT allowed.**

#### **iii. Appropriate clothing for all male drivers are as follows:**

- Slacks and jeans are to be worn in an appropriate manner.
- Undershirts are not to be longer than the sleeve of the uniform shirt.
- Long sleeve rash guards with length to the wrist are acceptable.
- Black closed-toe shoes.
- Capri pants, shorts, sandals, slippers, tank tops, cutoffs, flip-flops or sexually provocative attire **are NOT allowed.**

### **b. Drinking/Gambling/Other Illegal Activities**

- No driver shall conduct his/her vehicle if intoxicated, under the use of any substance that impairs judgment, engaged in or conduct any form of gambling, or violate any VI Law while on duty.

### **3. Start of Shift**

- No taxi driver will be allowed to put down his or her number and leave the stand or drive by the taxi stand and ask another driver to put his or her vehicle number on the daily pad.
- Once your number is on the daily pad each driver and his or her vehicle should be on the stand ready for work.

### **4. Loading requirements**

- All taxis waiting to load passengers must be stationed in the designated spaces on the taxi stand.
- Follow instructions and directives given by the Dispatcher.



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## **Operating Procedures**

- Stay within 6 feet of vehicle at all times to greet, and assist passenger(s) boarding.
- Adhere to vehicle load capacity as registered with the VI Taxicab Commission.
- Adhere to the quota (varies in season).
- Drivers **must** assist and make provisions for passengers needing special care or traveling with a service animal.

### **a. Job refusal**

- Drivers who refuse to load or take a job from the dispatcher will not be allowed to take the next available fare and would be in violation. (See appendix Violations)

## **5. Illegal Use of One Way Street**

- Drivers are prohibited to drive down the one way street by the public restroom.
- Any driver found in violation will be suspended.

## **6. Private Group(s)**

- Drivers that are not operating from the taxi stand and have a private group arriving to the island must notify the dispatcher prior to pick up.
- If driver is operating from the taxi stand and is expecting a private group, the driver must notify the dispatcher and will be removed from the lineup.

## **7. Fee/Dues**

### **a. Membership Application**

- Membership one-time nonrefundable application fee is \$375.
- Annual dues of \$240 are due once membership has been approved.
- 3 months' probation until the executive board makes a decision.

### **b. Members**

- Annual dues is \$240 or Monthly due is \$20 to be paid by the 15<sup>th</sup> of every month.
- Members can pay their dues in advance of said month.
- Members whose dues are not paid by the deadline may not put his or her number on the board and cannot work until such dues are paid.
- Daily fee is \$10 to operate on the taxi stand.

### **c. Non-Members Fee**

- Daily fee is \$20 to operate/pick up passengers on the taxi stand.



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## **Operating Procedures**

### **8. Guidelines for Administrative Action**

Failure to adhere to the Policies and Procedures set forth by St. John Taxi Service, Corp. will result in disciplinary actions. (See appendix Violations)

#### **a. Disciplinary Committee**

- Violations may result in suspension of operating privileges pending investigation of incident.
- Driver has 24 hours to request a hearing by the disciplinary committee.
- Driver will not be allowed to operate on the taxi stand until the hearing is concluded and any fees if necessary is paid.

### **9. Member Conduct and Grievance Procedures**

#### **a. Grievance Procedure**

- Charges brought against any member shall be made in writing, filed with the Grievance/Discipline Committee after proper and timely notice to the member against whom the charge is brought. Members aggrieved by the decision of the Grievance/Discipline Committee shall have the right of an appeal, which shall be in writing to the Executive Committee within ten (10) days.

#### **b. Restrictions on Petitions Against Executive Members**

- No member shall initiate, support or circulate any petition against an Executive Member that is malicious, frivolous, or intended to disrupt the operations or reputation of the Association. All concerns regarding the conduct or performance of an Executive Member must be submitted through the Association's established grievance or complaint resolution process. Failure to adhere to this provision may result in disciplinary action, including suspension of membership privileges.

### **10. Help A Driver Act**

- Members must submit a request to the board outlining the need for the loan.
- Loan amount for vehicle repair is \$1,500.00.
- Members must be in good standing. All dues paid, no penalties or suspensions within a 30 day period.
- Repayment of loan is due 6 months after the vehicle is in operation.
- Penalties for non-repayment:
  - Membership will be revoked, OR
  - 2 week suspension and \$500 fine.



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## **VIOLATIONS**

Members of the St. John Taxi Services shall be subjected to discipline by the Board for conduct reflecting negatively upon the Association or the business of taxicabs operating in St. John, or affecting the efficient and effective managing of the Association. Charges brought against any member shall be made in writing, filed with the Grievance/Disciplinary Committee after proper and timely notice to the member against whom the charges are filed. Discipline shall include, but not necessarily be limited to, loss of membership or suspension from the Association, and the imposition of a fine. The following is a list of disciplinary measures that will be taken when rules have been broken or if there is a violation of the rules and regulation that are set forth by the St. John Taxi Association.

- 1. GOING TO THE HEAD OF THE DOCK TO SOLICIT PASSENGERS.**
  - A. FIRST (1<sup>ST</sup>) OFFENSE - \$100.00 FINE AND 1 WEEK (7 DAYS) SUSPENSION
  - B. SECOND (2<sup>ND</sup>) OFFENSE - \$100.00 FINE AND 2 WEEKS (14 DAYS) SUSPENSION
  - C. THIRD (3<sup>RD</sup>) OFFENSE - \$100.00 FINE AND ONE (1) FULL MONTH SUSPENSION
  - D. FOURTH (4<sup>TH</sup>) OFFENSE – SIX (6) MONTHS SUSPENSION
- 2. TAKING A JOB OUT OF TURN.**
  - A. FIRST (1<sup>ST</sup>) OFFENSE - \$100.00 FINE
  - B. SECOND (2<sup>ND</sup>) OFFENSE - \$100.00 FINE AND 1 WEEK (7 DAYS) SUSPENSION
  - C. THIRD (3<sup>RD</sup>) OFFENSE - \$100.00 FINE AND 2 WEEKS (14 DAYS) SUSPENSION
  - D. FOURTH (4<sup>TH</sup>) OFFENSE – SIX (6) MONTHS SUSPENSION
- 3. REFUSING TO TAKE A JOB. ANY MEMBER REQUESTED BY A DISPATCHER TO TAKE AN ASSIGNMENT AND REFUSES.**
  - A. FIRST (1<sup>ST</sup>) OFFENSE - \$100.00 FINE
  - B. SECOND (2<sup>ND</sup>) OFFENSE - \$100.00 FINE AND 1 WEEK (7 DAYS) SUSPENSION
  - C. THIRD (3<sup>RD</sup>) OFFENSE - \$100.00 FINE AND 2 WEEKS (14 DAYS) SUSPENSION
  - D. FOURTH (4<sup>TH</sup>) OFFENSE – SIX (6) MONTHS SUSPENSION



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## **VIOLATIONS**

- 4. FIGHTING, ARGUING, AND USING PROFANITY WHILE ON DUTY, AND ON THE TAXI STAND OR WITHIN ITS FIFTY (50) FEET PARAMETERS.**
  - A. FIRST (1<sup>ST</sup>) OFFENSE - \$150.00 FINE AND 1 WEEK (7 DAYS) SUSPENSION
  - B. SECOND (2<sup>ND</sup>) OFFENSE - \$150.00 FINE AND 2 WEEKS (14 DAYS) SUSPENSION
  - C. THIRD (3<sup>RD</sup>) OFFENSE - \$200.00 FINE AND ONE (1) FULL MONTH
  - D. FOURTH (4<sup>TH</sup>) OFFENSE – ONE (1) FULL YEAR SUSPENSION
- 5. REFUSING TO REGISTER THE NAME AND NUMBER OF EXPECTED PARTY (PRESENT A VALID PRE-PAID VOUCHER) WITH THE DISPATCHER BEFORE THEIR ARRIVAL TO ST. JOHN.**





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## **Bylaws**

### **Discipline:**

Members of the Association shall be subjected to discipline by the Association for conduct or pattern of conduct reflecting negatively upon the Association or the business of Taxi Cabs operating in the Virgin Islands, or efficient and effective managing on the Association. Charges brought against any member shall be made in writing, filed with the Grievance/Discipline Committee after proper and timely notice to the member against whom the charge is brought.

Discipline shall include, but not necessarily be limited to, loss of membership or suspension from the Association, and/or the imposition of a fine not to exceed \$200.00, or suspension for a minimum of 24 hours depending on severity of the infraction. Members aggrieved by the decision of the Grievance/Discipline Committee shall have the right of an appeal, which shall be in writing to the Executive Committee within ten (10) days. The Executive Committee shall consider the appeal at its first Executive Meeting thereafter and within (10) days following said meeting give notice of its decision to the members.

Members of the Grievance/Discipline committee shall be appointed by the Executive Committee of the Association and shall serve for a period equal to that of the President said Committee shall consist of five (5) members. Members of the Executive Committee shall have the right to remove members of the Grievance/Discipline Committee for cause of moral turpitude. The President shall fill vacancies due to death, illness and/or resignation with approval of the Executive Committee.

### *Restrictions on Petitions Against Executive Members*

No member shall initiate, support or circulate any petition against an Executive Member that is malicious, frivolous, or intended to disrupt the operations or reputation of the Association. All concerns regarding the conduct or performance of an Executive Member must be submitted through the Association's established grievance or complaint resolution process. Failure to adhere to this provision may result in disciplinary action, including suspension of membership privileges.

### **Job Refusal:**

The Dispatcher has the authority to ask a member who refuses a job when it is his or her turn to take their number off the pad. Said member will not be able to place his or her number on the board for a twenty-four (24) hour period.

### **Financial Support:**

The financial support of this Association will be met by members daily and monthly contributions, which will be set, be the members in a general meeting as needs dictates. These

monies will go towards the operation and maintenance of the stand such as telephone, rent, dispatchers, etc.

**Dues:**

Monthly dues are to be paid by the 15<sup>th</sup> of every month. Members whose dues are not paid by the deadline may not put his or her number on the board and cannot work until such dues are paid. Members can pay their dues in advance of said month. Such member may challenge the position with the President and/or the Treasurer, but not with the DISPATCHER.

**Bereavement:**

In the event of a death of an association member or his/her immediate family, (spouse, child, father or mother). The Association will provide a bereavement payment of five hundred dollars (\$500.00).

**Job:**

If a driver is unable to do a regular run he or she will not put their number on the board. Said driver will notify the dispatcher of his or her situation and reason. If a short run or call should become available that is not in conflict with said driver's reason, that job is considered said drivers.

If there is more than one driver in this situation; then there will be a line system based on whoever informed the dispatcher first. If there is no dispatcher said driver(s) will make his or her situation known to the drivers whom he or she meets on the taxi stand.

**Conduct:**

All St. John Taxi members will conduct themselves in a professional manner and not as a business person providing a service. No abusive language will be tolerated in the presence of fellow members and customers. There will be no display of weapons on the premises with the intent to inflict bodily harm. The Disciplinary Committee will deal with such acts. No member will be allowed to place his or her number on the board if he or she is intoxicated.

**Vehicle Condition and Comfort Standards***Maintenance and Cleanliness*

All vehicles licensed to operate as taxis for the St. John Taxi Association must always maintain a professional appearance while in service. The exterior shall be kept in good cosmetic condition. No vehicle shall continue operation if it exhibits severe cosmetic damage unless specific written authorization is granted by the Association. In the event of an accident or incident that causes cosmetic damage, a reasonable time frame for repairs will be provided, as determined by the authority. Vehicles must be cleaned regularly to uphold their professional appearance and ensure a clean and respectable service for passengers.

*Enclosed Vehicle Requirement*

Any vehicle that is fully enclosed (i.e. equipped with doors, windows, and a roof) and not designated as an open-air safari must be equipped with a properly functioning air conditioning system. The air conditioning system must adequately cool the passenger compartment and be maintained in working condition at all times.

**Uniform:**

Members will wear designated shirts (**at this time orange shirt with logo**) and black pants/skirts during the week which includes Saturday. On Sunday's and Holidays members must wear white shirts with logo and black pants/skirts. Short pants sandals, slippers, tank tops, cutoffs, flip-flops

or sexually provocative attire of any kind will not be worn as uniform at any given time.

*Non-Members* will wear designated shirts (**at this time orange shirt without logo**) and black pants/skirts during the week which includes Saturday. On Sunday's and Holidays members must wear white shirts with logo and black pants/skirts. Short pants sandals, slippers, tank tops, cutoffs, flip-flops or sexually provocative attire of any kind will not be worn as uniform at any given time.

#### **Dispatching the Ferry:**

When the ferry arrives the employed dispatcher will go and dispatch the jobs. The dispatcher will ask for assistance when the situation dictated it (dispatcher discretion). In the absence of the dispatcher the last two (2) buses will dispatch. Each driver including safari drivers will stand by his or her vehicle. Drivers will not interfere with or hinder the dispatcher from performing his or her duties. There will be ten (10) passengers to a vehicle unless said passengers arrive in a group and wish to travel together. If a driver has a complaint or problem with the dispatcher said driver will register his/her complaint in **WRITING WITH THE EXECUTIVE COMMITTEE**, never with the dispatcher.

Any member of St. John Taxi Association Inc. caught tampering with a job or stealing a job off the telephone etc. will be fined.

#### **Non-Members:**

All non-members shall pay a daily fee of \$20 to the dispatcher to operate/pick up passengers on the stand. Any non-member refusing to pay the daily fee will not be allowed to put his or her number on the pad for the day.

#### **Membership Application Fee:**

There is a one-time nonrefundable application fee of \$375. The member will be placed on a three (3) months' probation until the executive board makes a decision. Once the member has displayed positive conduct throughout probation and the membership application has been accepted, the annual fee of \$240 is due.

#### **Taxi Stand Usage Non-Members:**

Drivers who are not members of the St. John Taxi Association, as well as any other individuals or agencies, must pay a \$20 usage fee if they park or conduct any business operations at the Association's designated taxi stand on a given day.



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## **Articles of Incorporation**

### **Preamble**

Whereas, we the taxi drivers, find it imperative, in our joint interest and in that of the public we serve, to organize in common association dedicated to the purpose of protecting and promoting out honorable, just, and reasonable interest.

Know, therefore, by these articles do we unite in a common effort and declare and publish the following as our constitution.

### **Article I**

The name of the Corporation is St. John Taxi Services. The articles of incorporation may be amended when authorized by a vote of two-thirds of the members comprising the membership of any association incorporated under this chapter, given at a meeting or by the written consent of all members without a meeting. Such amended articles shall be executed and acknowledged by the officer in whom the management of the affairs of the corporations vested and shall be filed and indexed in the same place and manner as the original articles. In case of dissolution of the corporation, the assets will go to another non-profit organization.

### **Article II**

Membership in the Corporation shall be open to all licensed operators of motor vehicles who carry passengers for profit in St. John, and any other person who may be engaged in an enterprise related to that of operation of cars for hire. Operators of rental car agencies and buses who do not operate a taxi are ineligible for membership. Applicants for membership shall have attained the age of twenty-one (21) years and shall be no older than fifty (50) years of age, unless he/she makes a special application to the Executive Committee and possesses a valid license for the operation on a taxi, which shall not be under revocation or suspension for the year previous to application for membership.

Membership is restricted to citizens of the United States and to permanent resident of St. John. A condition of membership in compliance with all Virgin Island Laws, including that of maintaining an insurance policy in effect for the amount required by local law, and does not have membership in any other taxi organization in the district.

The President shall fill vacancies due to death, illness, and/or resignation with approval of the Executive Committee.

Any member missing two (2) consecutive meetings shall be fined twenty-five dollars (\$25.00) unless there is a justifiable reason for his/her absence, which reason shall be submitted in



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## **Articles of Incorporation**

writing. Said fine shall be paid within seven (7) days following its imposition or the member shall be suspended from all benefits, operation of tours, concession, etc.

Membership in the Corporation terminates under any of the following conditions:

- a) Conviction of a felony offense
- b) Failure to pay dues for three (3) consecutive months
- c) Voluntarily withdrawing from membership by written notice to the President, or Secretary of the Association
- d) Recommendation of both the Grievance/Discipline and Executive Committees that membership is revoked.

All members shall pay monthly dues of twenty dollars (\$20.00). New members accepted into the Corporation shall pay a non-refundable application fee of three hundred and seventy-five dollars (\$375.00) and shall serve a probationary period of ninety (90) days.

The Sergeant at Arms shall be appointed by the President and approved by the Executive Committee and shall assist the President in keeping order at all meetings of the corporation and shall make certain that all persons attending this meeting are bona fide members or guest of the Corporation. The term of office for the Sergeant at Arms shall be concurrent with that of the President.

Any member called to order by the Sergeant at Arms shall be warned the first time, fined five dollars (\$5.00) for the second offense, which fine is to be paid before the meeting is closed, and a third disruption will cause the member to be ejected from the meeting.

The Executive Committee shall prepare By-Laws for the association implementation and the provision of the Constitution and in general providing for the manner of conducting the affairs of the association for consideration and approval from time to time, as the Executive Committee deems necessary. Approval shall be two-thirds majority vote of the members present at the meeting.

## **Constitution Amendment**

The Constitution, upon its ratification shall be and constitute the fundamental code of the Association, and each member shall subscribe under oath to uphold and abide by its provisions. Oath of office: All officers, upon induction, shall reaffirm their oath to be bound by the terms of the Constitution and the By-Laws. Amendments of the constitution shall be made only by a two-third majority vote of members present at a meeting called for this purpose, which quorum shall be comprised of at least twenty-five (25) active members in good standing.



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## **Articles of Incorporation**

Notice of this meeting shall be made at least two (2) weeks prior to the meeting by posting on the bulletin board.

### **Article I- Meetings**

*Annual Meeting:* Annual meeting for the election of directors and other activities shall be held on the first Monday of January of each year at 6:00pm at the corporate offices, on St. John, U.S. Virgin Islands, or at such other place, date and time as the Boards of Directors may fix, but if that day is a legal holiday, the meeting shall be held on the next day not a legal holiday. If the meeting is not held on the day specified, a special meeting shall be called for the earliest practicable day thereafter.

*Special Meeting:* A special meeting of directors may be called by the President or a majority of the directors. The President shall call a special meeting at the written request of at least eight (8) members in good standing. The written request shall state the purpose of the meeting. If the President fails to call the meeting within a reasonable time, the directors or members who requested the meeting may call and give notice of a special meeting of directors. The President, or the directors shall fix the time and place within or outside the Virgin Islands of any special meeting, as the case may be, which call or request said meeting.

*Notice of Meeting:* Notice of each meeting shall be in writing, shall state the time and place, and shall be posted at the St. John Taxi board at least one (1) week prior to the meeting. Notice to any director shall be deemed given on delivery to him personally or upon mailing addressed to the director at his/her address as it appears on the corporation's records. Notice need not be given to any director, who before or after the meeting, waives notice in writing. If any meeting for which proper notice has been given is adjourned, notice of the time and place to which the meeting is adjourned, need not be given except by announcement at the meeting.

*Voting:* Each director of record shall be entitled to one vote. The Board of Directors (also referred to in corporate document as the Executive Committee) may fix in advance a date, not more than fifty (50) days before the date of any meeting, as a record date for the determination of directors entitled to notice of and to vote at the meeting. At any meeting of directors, each question shall be decided by a majority of the votes actually voted on the question.

### **Article II- Board of Directors/Executive Committee**

*General Powers:* The Board of Directors, which shall consist of the number of persons, shall



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## Articles of Incorporation

manage the property, affairs, and activities of the corporation provide for in the Articles of Incorporation and in no event fewer than three (3) members until changed by amendment of this section in accordance with the provisions of Article VIII. All officers of the corporation shall also be members of the Board of Directors.

*Election and Term of Office:* The directors at the annual meeting shall elect the Directors by a plurality of the votes cast at such election. Election by ballot may be waived in accordance with the provisions of Article I or the Articles of Incorporation. Each Director shall hold office until the annual meeting of directors held next after his/her election and until his successor is elected, or until his/her death, resignation or removal, or as otherwise provided in the articles of Incorporation.

*First Meeting:* The first meeting of each newly elected Board of Directors shall be held as soon as practicable after each election of Directors, at such time and place within the Virgin Islands as is stated in the notice thereof or without notice if it is held immediately after, and at the same place as, such election.

*Regular Meeting:* The Board of Directors, by resolution, may provide for the holding or regular meetings with or without notice, and may fix the times and places within or outside the Virgin Islands at which such meeting shall be held. Meetings shall further be held in accordance with the corporation's Articles of Incorporation.

*Special Meeting:* Special meeting of the Board of Directors may be called at any time by the President and or Director.

*Resignation:* Any Director may resign at any time by giving written notice of resignation to the President and Vice President who shall promptly notify all other Directors within a two (2) week period. The resignation shall not take effect until the Executive board meets within two (2) week of the written notice.

*Removal:* Any Director may be removed either for or without cause at any time at a meeting of directors called for that purpose.

*Vacancies:* Any vacancy among the Directors shall be filled by appointment by a majority of the remaining Directors.

*Committee:* The Board of Directors, may by resolution adopted by the vote of a majority of the entire Board, designate one or more committees, each committee to consist of two (2) or more



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## **Articles of Incorporation**

Directors, which to the extent provided in such resolution or in any other resolution adopted from time to time be the vote of a majority of the entire Board, shall have and may exercise the power of the Board of Directors in the management of the property, affairs and activities of the corporation, including the power to authorize the seal of the corporation to be affixed to any documents that may require it.

### **Article III- Officers**

*Number, Election, Term of Office & Qualifications:* The officers shall be a president, one (1) or more Vice Presidents, a Secretary, a Treasurer, and such other officers as the Board of Directors may designate. Any person may hold two (2) or more offices except President and Vice President or both president and secretary. Each officer shall be elected by the members and shall hold office until his/her successor is duly elected and qualifies or until his/her death, resignation, disqualification or removal. Any officer may be removed as provided for in the Articles of Incorporation.

*Resignation:* Any officer may resign at any time by giving written notice of resignation to the President and Vice President who shall promptly notify all the directors hereof.

*The President:* The President shall be the chief executive officer, and subject to the control of the Board of Directors, shall have charge of the property, affairs and business of the corporation and control over its other officers. The President shall perform such other duties and have such other powers as are provided by these by-laws or are from time to time assigned to him/her by the Board of Directors.

*The Vice President:* In the absence of disability of the President, the Vice President, in order of seniority, or in such order as the Board of Directors designates, shall perform all the duties of the President and when so acting shall have all the powers of the President. Each Vice President shall perform such other duties and have such other powers as are provided by these by-laws or as are from time to time assigned to him/her by the Board of Directors or the President.

*Secretary:* The Secretary shall keep the minutes of director and of the Board of Directors, give all notices required by law or of these by-laws, keep the records and seal of the Corporation, and in general, perform all duties and have all powers incident to the office of Secretary and perform such other duties and have such other powers as are provided by these by-laws or as are from time to time assigned to him/her by the Board of Directors.

*Treasurer:* The Treasurer shall supervise the funds, securities, receipts and disbursement of the





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Corporation, keep correct books of account and accounting records of all business transacted in accordance with generally accepted accounting principles, and in general perform all duties and have all powers incident to the office of Treasurer and perform such other duties and have such other powers as are provided by these by-laws or as are from time to time assigned to him/her by the Board of Directors or the President.

### **Article IV- Execution of Instruments**

*Checks, etc.:* All checks, notes, evidences of indebtedness, and similar instruments shall be signed in such a manner and by two (2) officers of the Board of Directors.

*Instruments Generally:* All other contracts, instruments, documents, and writing, of the Corporation shall be signed, executed, verified, acknowledged, and delivered by the President, Vice President, Treasurer or Secretary, and by such other officers, agents or employees as the Board of Directors from time to time authorizes.

### **Article VI- Corporate Seal**

The seal of the Corporation shall be in such form as is from time to time approved by the Board of Directors.



P.O. Box 1005 Cruz Bay, St John, U.S. Virgin Islands 00831  
Phone: (340) 693-7530

## **Uniform Policy**

St. John Taxi Service, Corp. and its drivers serves as ambassadors for the island of St. John. As such, all drivers shall dress appropriately at all times.

All clothing worn must be neat, clean, and appropriate for on the job appearances.

### **Approved Uniform**

- Black pants/slacks
- Orange shirt (logo) members
- Orange shirt (no logo) non-members
- Black closed-toe shoes

### **Appropriate clothing for all female drivers are as follows:**

- Slacks, jeans and skirts are to be worn in an appropriate manner.
- Undershirts are not to be longer than the sleeve of the uniform shirt.
- Long sleeve rash guards with length to the wrist are acceptable.
- Black closed-toe shoes.
- Capri pants, shorts, sandals, slippers, tank tops, cutoffs, flip-flops or sexually provocative attire **are NOT allowed.**

### **Appropriate clothing for all male drivers are as follows:**

- Slacks and jeans are to be worn in an appropriate manner.
- Undershirts are not to be longer than the sleeve of the uniform shirt.
- Long sleeve rash guards with length to the wrist are acceptable.
- Black closed-toe shoes.
- Capri pants, shorts, sandals, slippers, tank tops, cutoffs, flip-flops or sexually provocative attire **are NOT allowed.**

Non-members uniform shirts are \$40 and can be purchased from a board member.

St. John Taxi Service, Corp. recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons. In such case, the driver must get approval from the board for deviation from the dress policy for the specified period.

Any driver deemed inappropriately dressed according to this dress code policy will not operate from the taxi stand until he/she returns in appropriate uniform.





St. John  
**Taxi**  
*Service, Corp.*

P.O. Box 1005 Cruz Bay, St John, U.S. Virgin Islands 00831  
Phone: (340) 693-7530

## Help A Driver Act Application

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

**Full Name:** \_\_\_\_\_

**Taxi Plate:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

### Loan Request Details

**Reason for Loan Request:** (Explain why the loan is needed)

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**Loan Amount:** **\$1,500.00**

### Membership Standing Confirmation

I confirm that I am a member in good standing, with all dues paid and no penalties or suspensions in the last 30 days.

- ☐ ☐ Yes
- ☐ ☐ No (If no, application may be denied)

### Repayment Agreement

I understand that repayment is due **six months after the vehicle is operational**. Payments must be submitted in cash or by check to the Treasurer. Please make checks payable to St. John Taxi Services, Inc. If I fail to repay, I acknowledge that:

1. My membership **may be revoked**, OR
2. I may face a **2-week suspension and a \$500 fine**.

**Applicant Signature:** \_\_\_\_\_

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



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## Help A Driver Act Application

### Board Decision

#### Approval Status:

- ☐ ☐ Approved
- ☐ ☐ Denied

#### Reason for Denial (if applicable):

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**Board Representative Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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### Notary Public Section

**State of:** \_\_\_\_\_

**County of:** \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within this document.

**Sworn to and subscribed before me this** \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

**Notary Public Signature:** \_\_\_\_\_

**Notary Seal:**

**My Commission Expires:** \_\_\_\_\_