



**Kia ora
'Sup
Hello
Yo**

Thank you very much for your interest in becoming a Runabout driver! As a Runabout driver you'll have another source of income working your own days and hours, you'll meet new people, and you'll be providing a hugely valuable service to people in your community.

This email will provide you with the information you need to decide whether becoming a Runabout driver is right for you and the steps to follow to get started. You'll find out a bit about us, the requirements you need to meet before you begin, and what we'll do for you. Then, if that sounds good, go ahead and read and sign the Terms and Conditions attached to this email and submit the required documentation to beepbeep@runabout.kiwi

If you have any questions regarding the application process please don't hesitate to contact us via email, we are more than happy to help!

**YOURS SINCERELY,
RUNABOUT NEW ZEALAND LTD**

**WWW.RUNABOUT.KIWI
BEEPBEEP@RUNABOUT.KIWI**

ABOUT US

Runabout was established to meet the local travel needs of people in small towns where there is limited or no public transport options. Often there are very few taxi services due to the small geographical size and populations, yet still an overwhelming need for local people to get from A to B.

Runabout was also established to provide employment to people within small or rural regions utilising skills they already have (driving), with flexible hours that suit around family life or other employment. This also helps to boost local economies and build small business.

Finally, Runabout hopes to build positive relationships between people in communities, particularly rural communities, where loneliness and isolation is all too common.

OUR GOALS



To offer a way for people to travel within small and rural communities.



To offer a source of employment that provides flexible working hours that supports families, and provides a secondary source of income that works for Kiwi's financial position rather than against it.



To support local business in NZ by offering a way to share their products with a wider audience and provide a means for them to sell online so they businesses can continue to operate when people cannot be physically in store.



To help boost local economies.



To build close-knit communities by providing a way for people to build relationships by increasing opportunities for social interaction.

HOW RIDE BOOKING WORKS

Passengers book drivers through the Runabout app that they download on to their smart phones. They must first register (this is also an important safety feature) by entering in their personal details and method of card payment. Then, they select their starting location and their drop off point. The app will provide an estimate of the cost of their ride.

When you want to pick up passengers you simply log into the driver app and start your shift. The driver app will notify you that a passenger has requested a ride and their address. You can accept or decline the ride. Once you have completed that ride the app will notify you of the next pick up point. You simply log out of the app when you are no longer available to pick up passengers.

How Rides Are Booked

You may receive notifications for passenger rides or from a local business who requires an item delivered. Delivery requests will come through the driver app just as passenger requests will.

The driver app is very simple to use but if you have any issues at all you can use the message system within the app to request immediate support from Dispatch.

If you decide to go ahead and become a Runabout driver you will receive access to videos and training documentation plus 24/7 support.

Clear as Mud?



You need a car that has 12 seats or less including the driver



You need a 'P' endorsement on your driver's licence



Your car needs a current registration



You need a smart phone with mobile data so you can connect to the app while you're working



Your car needs a current Certificate of Fitness



Your car needs to display our Small Passenger Service Licence card in the window



Your car must have insurance that covers you for being a ride-share driver.



How To Become A Driver

To be a Runabout driver you must hold a Passenger (P) endorsement on your driver's licence. This is certification provided by the NZ Transport Authority to indicate that you are suitable to carry paying passengers. The NZTA will conduct a background check and you must provide a medical certificate. Further information is provided on the NZTA website. You must have this endorsement before you can begin driving for us.

The vehicle you will be using as your Runabout must have a current registration and Certificate of Fitness (COF). A COF is a vehicle inspection for commercial vehicles that are driven as part of a Small Passenger Service (that's Runabout). Further information on COFs can be found on the VTNZ website.

You must record your hours worked in our electronic log book system. Further information about how to do this will be provided to you before you start.

Runabout drivers are considered self-employed contractors who supply services to Runabout New Zealand Ltd. This means you must pay your own tax, but you may also claim back your business expenses in tax credits through IRD. You can contact our friends at Ride Share Consultants to assist you with this.

If all of this sounds tickety-boo then please complete the application process or for further information please contact us via email at beepbeep@runabout.kiwi

Step By Step Guide

1

Apply for a passenger endorsement on your driver licence.

2

Obtain a Certificate of Fitness on your Runabout vehicle. Your vehicle must be 12 seats or less. If you require child-safety lock magnets you can purchase these through us. Just email us at to order.

3

Insure your vehicle with cover that includes the provisioning of ride-share services. Note, this is unlikely to be covered under standard insurance policies.

4

Email us a photo of the front and reverse of your Passenger endorsement ID card. Your vehicle's Certificate of Fitness, evidence of your vehicle insurance policy, and the signed Terms and Conditions (at the bottom of this page).

5

Runabout will send you a Transport Service Licence card to display in your windscreen, and provision you access to our driver app, electronic log book and payment system, and employee discount programme. You will also receive videos and training manuals on these systems.



That's it! You're good to go!

There are a few other things we would highly recommend but these are optional: A dash cam, a first aid certificate, a reversing camera, a phone charger, a good quality smartphone with large mobile data plan, and independent tax advice from www.rideshareconsultants.co.nz

Read Me I'm Important

See, the thing is, these Terms & Conditions are really boring. They're usually full of legal stuff nobody understands, but we say "she'll be right" and more often than not, she is right. But sometimes she ain't.

So, even though this is five minutes of your life you'll never get back, we would really really like you to read this piece of paper. Why? Because we care about you. For real. At Runabout we believe our drivers are our biggest asset. If you're happy, we're happy so we want to make sure that you understand what being a Runabout is all about, including the legal and tax side of things. If you get stuck and want to speak to a real human, you can send us an email to beepbeep@runabout.kiwi. You could also seek independent advice from a lawyer you trust, or have a yarn to Vincent and his mates from www.rideshareconsultants.co.nz who are experienced ride-share tax people and work for you, not for us. They don't care if they hurt our feelings because we do not pay them.

OK here goes. These are the Driver Terms and Conditions as at 1 May 2021. We are asking you if it's OK if we use some of the information you give us to help run our business. To operate a ride-share company, we need to ensure that you meet the legal requirements of driving for that service. Are you still with me? So basically, we want to know if we can share your information with the company that operates the electronic log book system "LogMate" where you will record your driving hours. We want to know if we can enter your information into a system from the NZTA to confirm your driver licence and vehicle certifications are all valid.

We also want to enter some of your information into the "Fleet Coach" driver training system so you can log in and complete the online training sessions. One more thing. We want to make your name available to passengers when they book a ride through our app. Is that OK?

The document you're reading right now (me. I'm this document). Is something called a Services Agreement. It is a legal document (don't freak out, but yes this is a legal document) between you, an individual ("you") and Runabout New Zealand Limited, a company registered in New Zealand with Company Number 7821377 ("us").

Kapesh? Runabout will do the job of finding customers who need rides places, and telling you about it via our app. We provide you with the use of our driver app so you can make an agreement through this app with customers to give them a ride somewhere or pick up and deliver goods for them. You are not employed by us but you are a self-employed person who we send opportunities for work to with our technology.

Stares blankly while tumbleweed rolls past Hang in there buddy. Just remember this is super important stuff. Tell you what. I'll start the next bit on another page so it feels like you're getting somewhere.



More Important Stuff

Runabout will let you use the Runabout Driver App. That's a mobile application provided by Runabout that enables you to access and receive driving requests, and takes payment from passengers (or our business customers).

To be able to use the driver app you need to agree to the stuff in this document. So when you sign it electronically that means you agree to it. Don't sign it if you don't understand it or don't agree to it K?

When the Driver App is active, User requests might appear in the Driver App, you'll know if they do because it makes an angry beeping noise at you unless your sound is off. The Driver App angrily beeps at the closest car to the passenger unless they're on another job. It will also angry beep if you're within a certain distance to where you're scheduled to drop the current one off. We can't guarantee any user requests will come through the driver app. I mean, we'll do our best through marketing and things to get people to request transport, but since they have free will they might not. What I'm saying is, there is no guarantee you'll get any work. But we'll let you know through angry beeping if we do.

If you accept a User (also referred to as passenger)'s request for Transportation Services (or "a ride" as we usually say), you will be provided with the User's first name and pickup location via the Driver App. You acknowledge and agree that the Uber App may provide the User with certain information about you, including your first name, contact information, location, and your vehicle make, model and licence plate number.

You shall not contact any User or otherwise use any of the personal information made available to you by Runabout via the Driver App or otherwise, other than for the purposes of fulfilling Transportation Services. That means, don't contact anyone for any reason other than to pick them up and give them a ride somewhere as a Runabout driver if we give you their contact details. Don't call them, text them, Facebook message them, Whatsapp them, Viber them, Instagram them, Snap Chat them, or anything them. Please? Don't contact them. It's creepy and you're not allowed, OK?

You acknowledge and agree that you alone will choose the most effective and safe manner to perform each instance of Transportation Services, and, except for the provision of Runabout Services and the use of the Driver App, you will need to provide (at your own expense) all necessary equipment, tools and other materials to perform Transportation Services. Right. So. It's your responsibility to make sure that when people get a ride with you they are safe, you are safe, and you need to pay for the stuff you need to be a Runabout driver. We can give you an idea of what you need, but you need to get it and pay for it.

Still Important

You acknowledge and agree that your provision of Transportation Services to Users creates a legal and direct business relationship between you and the User. We'll say, "Hey Driver, This Guy needs a ride" and then when you accept that ride you're making an agreement between you and This Guy. It's got nothing to do with us (legally we mean). You driving This Guy somewhere is between you and him. This isn't a thurple. It's a monogamous relationship between you and John.

Runabout New Zealand is not responsible or liable for the actions or inactions of a User in relation to you, your activities or your vehicle. You shall have the sole responsibility for any obligations or liabilities to Users or third parties arising from your provision of Transportation Services. Errr how do we say this. What you do is not legally our responsibility. What passengers do is not legally our responsibility. What you commit to with other people or companies is not our responsibility.

You acknowledge and agree that you are solely responsible for taking such precautions as may be reasonable and proper (including maintaining adequate insurance that meets the requirements of all applicable laws) regarding any acts or omissions of a User or third party. Everything is on you man. Literally, you need to protect yourself. Think about what could happen and try and do things to reduce the chance of that happening. We can give you some ideas, like dashcams, first aid kits, cleaning kits, insurance, breath mints but if you don't protect yourself and something happens, don't say we didn't warn you.

You acknowledge and agree that, unless consented to by a User, you may not transport or allow inside your vehicle individuals other than a User and any individuals authorised by such User, during the performance of Transportation Services for such User. You acknowledge and agree that all Users should be transported directly to their specified destination, as directed by the User, without unauthorised interruptions or stops. What we're trying to say is, unless the passenger specifically says yes (and remember silence does not mean yes, does it) don't bring anyone else in the car with you. Also, don't stop anywhere on the way, like to get a coffee, or do your groceries. You need to drop the passenger off first then go and do that stuff. Obviously.

You acknowledge and agree that you have a business relationship with Runabout New Zealand. Runabout New Zealand does not direct or control you generally or in your performance under this Agreement, including in connection with your provision of Transportation Services, your acts or omissions, or your operation and maintenance of your vehicle. You do you OK. We don't control you. You control yourself. You have freewill. You do whatever you want, we don't make you do anything you are are free elf.

You can decide when and for how long you will utilise the Driver App or the Runabout Services. You alone decide when, where and for how long you want to use the Driver App, and when to try to accept, decline or ignore a User request. Users can cancel rides they requested. You can be mad about it, it will probably happen and will probably be annoying, but we just have to let you know they can.

You retain the complete right to engage in other business or income generating activities except for other ride-sharing companies. You can use other ride-sharing services as a passenger but you are not allowed to drive for other ride-sharing companies while you're offering your services to Runabout under this agreement. We get jealous so please don't cheat on us.

Runabout New Zealand retains the right to, at any time at its sole discretion, restrict you from using Runabout services or our driver app. In English, this means that we can ghost you at anytime.

Are you still there? Good on you if you're still reading, this legal mumbo jumbo cant be hard work but keep on keeping on, you're doing well.

Blah Blah Keep Reading

Maybe we should have just made you a video to watch. Ahh well, too late, keep reading.

You acknowledge and agree that:

- You may be subject to certain background, driving record and other checks from time to time. We will repeat these checks to confirm you're still good.
- You acknowledge and agree that at all times you shall hold and maintain a valid driver's licence and all other required licenses, permits, work entitlements, approvals and authority to provide passenger Transportation Services in New Zealand.

- You acknowledge and agree that you have a citizenship, residency or visa status that allows you the right to work in New Zealand.
- You acknowledge and agree that you will provide the Transportation Services with due skill, care and diligence and that you will maintain high standards of professionalism, service and courtesy. Be nice. And Clean. For the love of God.
- You acknowledge and agree that your vehicle will have a Certificate of Fitness and be authorised by Runabout New Zealand.
- Your vehicle must meet all the legal requirements to provide commercial passenger transport in New Zealand. It must be either owned or leased by you or otherwise in your lawful possession, kept in a clean and sanitary condition, and maintained in good operating condition consistent with industry safety and maintenance standards for a vehicle of its kind and any additional standards or requirements that required of it by New Zealand law. Your car always needs to be road legal and meet the requirements of the Certificate of Fitness. And Clean. Keep it clean. For the love of God.

You must provide Runabout NZ with copies of all such licenses, permits, work entitlements, approvals, authority, registrations and certifications (including renewals) prior to and during your provision of any Transportation Services, and allow Runabout NZ (or a Runabout NZ Affiliate) to review any of this documentation on an ongoing basis.

You must notify Runabout NZ immediately if you cease to hold any license, permit, work entitlements, approvals, authority, registration or certification or there are changes to the terms of any of those which would alter your ability to provide the Transportation Services in accordance with applicable laws.



Yes There's More

Look we dropped the columns to spice things up a bit.

You can charge a fare for your driving services to the passenger. The Runabout driver app will provide an estimate/recommendation for how much that journey will cost using the GPS on your phone. We can change those estimates at any time. The fare estimation is a recommended amount, and the primary purpose of the estimation is to act as the default fare in the event you do not negotiate a different fare. We'll give you notice that the fare estimates will change and if you continue to use the Runabout driver app after the change, you are indicating that you accept the change. You can negotiate a lesser fee with the passenger and you can charge the passenger for any tolls or other expenses incurred throughout the journey such as parking costs while you wait for them.

To facilitate collection of the Fare, Runabout will accept initial payment from a User through the driver app. If a User cancels their request for Transportation Services prior to your arrival, Runabout may charge a cancellation fee on your behalf. A Service Fee will be payable to Runabout NZ which is a percentage of each ride provisioned.

You will be paid that fare minus Runabout's service charge on at least a monthly basis.

Runabout NZ reserves the right to adjust payment in relation to a particular Fare for reasons such as inefficient routes, failure to properly end a particular instance of Transportation Services in the Driver App, or technical error. In more serious situations, such as fraud, charges for Transportation Services that were not provided or User complaints, Runabout NZ may cancel a Fare entirely or if the Fare has already been paid, require reimbursement of the Fare from you. Runabout reserves the right, in its sole discretion, to seek reimbursement from you if Runabout NZ discovers payment processing errors and authorises Runabout to seek such reimbursement. Runabout may obtain reimbursement of any amounts owed by you to Runabout NZ by deducting from future Fares owed to you, debiting your card on file or your bank account on record, or seeking reimbursement from you by any other lawful means. You authorise Runabout or any Affiliate to use any or all of the above methods to seek reimbursement.



This bit's Extra Important

You agree to pay Runabout NZ a service fee on a per transaction basis, which as at 1 May 2021 is calculated as a percentage of the Fare Calculation ("Service Fee") (regardless of any Negotiated Fare).

Just to be clear, the Service Fee is the percentage of the passenger's total fare that is paid to Runabout New Zealand for your use of our services.

The service fee percentage includes GST.

You acknowledge and agree that Runabout NZ may, in its sole discretion: (i) adjust the Service Fee; or (ii) introduce a new model to determine the Service Fee payable by you. Runabout NZ will provide you with at least 14 days' notice in the event of an increase to the Service Fee under (i) above or the introduction of a new Service Fee model under (ii) above. If either of these occurs, you have the right to terminate the Agreement immediately, without notice. Continued use of the Runabout driver app after any such change in the Service Fee calculation shall constitute your consent to such change.

The money Runabout pays you has not had any taxes deducted. You need to arrange payment of taxes yourself. We recommend you hire an accountant to assist with this.

You acknowledge and agree that Runabout NZ may, in its sole discretion, charge other fees in addition to the Service Fee. Runabout NZ will provide you with at least 14 days' notice before it implements any such fees. Your use of the Runabout Services after the implementation of the new fees shall constitute your consent to Runabout NZ charging such fees. If Runabout NZ changes the fees it charges and you do not agree with them, you have the right to terminate this contract immediately.



Read Forrest Read

Hey, is anyone still out there? Let's talk about data.

You are responsible for the acquisition, cost and maintenance of your mobile device/s and any associated wireless data plans that you use to access the Driver App. Subject to this Agreement, Runabout grants you a personal, nonexclusive, non-transferable, non-sublicensable user right to install and use the Runabout-granted Driver App on your device solely for the purpose of providing Transportation Services. This license shall immediately terminate in the event that this Agreement terminates, your access to the Driver App is deactivated or you otherwise cease to provide Transportation Services using your mobile device, and you must delete the Driver App from your mobile device.

You agree not to give the Driver App or any associated data to anyone else.

You agree that using the Runabout driver app may consume very large amounts of data, and Runabout NZ recommends that your mobile device should only be used under a data plan with unlimited, or at least very high, data usage limits. Neither Runabout nor their Affiliates, shall be responsible or liable for any fees, costs, or overage charges associated with any data plan.

You shall not use any of Runabout's names, logos or marks for any purpose except as Runabout expressly allows, nor shall you try to register or otherwise use or claim ownership over any of Runabout's or its Affiliates' names, logos or marks.

This Agreement and any information provided by Runabout designates as confidential or which you should reasonably know should be treated as confidential, should be treated accordingly.



Read the Fine Print Won't You?

As a Runabout driver you are not an employee, or a worker for the purposes of any workers compensation laws or occupational accident injury insurance and therefore acknowledge that Runabout NZ is not required to, maintain or provide you with workers' compensation insurance or maintain other occupational accident injury insurance on your behalf. You are not an employee of Runabout you are contracted to provide your driving services to Runabout.

You agree to maintain at your cost during the term of this Agreement workers' compensation insurance or other occupational accident injury insurance (or the local equivalent) as required by any applicable law.

You are a self-employed individual (including from a labour and social security perspective) and otherwise comply with all statutory workers compensation requirements. If permitted by applicable law, you may choose to insure yourself against industrial injuries by maintaining occupational accident insurance in place of workers' compensation insurance. Furthermore, if permitted by applicable law, you may choose not to insure yourself against industrial injuries at all, but do so at your own risk.

You shall indemnify, defend (at Runabout NZ's option) and hold harmless Runabout NZ and their respective officers, directors, employees, agents, successors and assigns from and against any and all liabilities, losses, costs, expenses (including legal fees), damages, penalties, fines, social security contributions and taxes arising out of or related to: (a) your breach of your representations, warranties or obligations under this Agreement; or (b) a claim by a third party (including Users, regulators and governmental authorities) directly or indirectly related to your provision of Transportation Services or use of the Runabout Services ("Losses").

You shall comply with all of your obligations under tax and social security laws to the extent applicable to this Agreement. You shall indemnify Runabout NZ and their Affiliates from all tax liabilities, duties, levies, claims and penalties that may be imposed on you or on Runabout NZ or their Affiliates as a result of your failure to comply with any of your tax obligations, or for providing false information requested of you.

In particular, but without limitation to the foregoing, such taxes or duties shall include taxes, wages or other duties or withholdings (including any wage tax, social insurance premiums or employee insurance premiums) ("Tax Liabilities") arising in the event that the relationship described in this Agreement, contrary to the intention and meaning of the parties, should be held to be an employment agreement between Runabout NZ and you by the New Zealand taxation or fiscal or social security authority or the taxation, fiscal or social security authority of any other country or labour authority.

If you require any assistance to understand and/or adhere to your taxation obligation please contact Runabout New Zealand or seek independent advice.



You accept, the Runabout Driver App on an "as is" and "as available" basis, and do not represent, warrant or guarantee that the Runabout Driver App will be uninterrupted or error free or will result in any requests for Transportation Services.

Runabout NZ functions as on demand lead generation and related service providers only and Runabout NZ makes no representations, warranties or guarantees as to the actions or inactions of the Users who may request or receive Transportation Services from you, and Runabout NZ does not screen or otherwise evaluate Users. Notwithstanding the Fare collection facilitation provided by Runabout NZ expressly disclaims all liability for any act or omission of you, any User or other third party.

Runabout NZ does not guarantee the availability or uptime of the Driver App. You acknowledge and agree that the Runabout Driver App may be unavailable at any time and for any reason (e.g., due to scheduled maintenance or network failure).

Further, the Driver App may be subject to limitations, delays, and other problems inherent in the use of the internet and electronic communications, and Runabout NZ is not responsible for any delays, delivery failures or other damages, liabilities or losses resulting from such problems.

Runabout NZ reserves the right to modify the terms and conditions of this Agreement at any time, effective upon publishing an updated version of this Agreement as defined by the version number printed on this document. You hereby acknowledge and agree that, by using the Runabout Driver App, you are bound by any future amendments and additions to this Agreement, information referenced at hyperlinks herein, or documents incorporated herein, including with respect to Fare Calculations. Continued use of the Runabout Driver App after any such changes shall constitute your consent to such changes.

By signing below you expressly acknowledge that you have read, understood, and taken steps to thoughtfully consider the consequences of this Agreement, that you agree to be bound by the terms and conditions of the Agreement, and that you are legally competent to enter into this Agreement with Runabout NZ.