



**Kevin Smith
Transportation Group**

**2020
Affiliate
Packet**

Updated June, 2020

A letter from our President

COVID-19 has changed the ground transportation forever. Here in Philadelphia, Kevin Smith Transportation Group (KSTG) is leading the way in providing our affiliate partners with a superior level of service while running in parallel a safety program benchmarked against the strictest of standards.

KSTG offers a variety of fleet options to support your most important clients. We've also taken this slowdown to upgrade our existing fleet and add in additional vehicles as we engage with clients who are moving away from transportation apps. All of these additions continue to improve our ability to deliver for our trusted affiliates.

We started KSTG as a platform to give back, launching the company as part of a \$250,000 gift in kind donation for breast cancer patients in need (you can read about it on our website under the About Us page). Today, we provide chauffeured services across a variety of verticals. Every affiliate is assigned a dedicated Concierge to ensure every service request is handled to perfection. We just believe we will work harder for you than anyone in our market.

I want to thank you in advance for considering KSTG as a trusted affiliate partner in the Philadelphia area and we look forward to partnering with your team in the future.

Stay safe,

Megan Smith
President
Kevin Smith Transportation Group

Megan Smith

Contact Information

Tax ID: #46-5456843

PUC certified for the following vehicle sizes: Up to 10 passengers, 11-15 passengers, 16+ Passengers

Address: 565 Hollow Road, Suite B, Phoenixville PA 19460

Phone Number: 610-222-6225

Email: info@kevin-smithgroup.com

Website: www.kevin-smithgroup.com

Leadership

Kevin Smith

Owner and C.E.O

Megan Smith

Owner and President

Adam Sitsis

C.O.O. and Director of Affiliate Relations

Patrick Morgera

Fleet and Chauffeur Manager

Jackie Boyer

Client Relations Manager

Reservations, Dispatch & Accounting

Phone #: 610-222-6225

General: info@kevin-smithgroup.com

Reservations: reservations@kstglimo.com

Weddings: weddings@kevin-smithgroup.com

Dispatch

Phone Number: 610-222-6225

Dispatch Manager: Patrick Morgera

Email: pmorgera@kevin-smithgroup.com

If you would like the name of the chauffeur assigned to your order, please call our dispatchers 4 hour priors to the scheduled pickup time. If you would like to know if your chauffeur is on location, please call our dispatchers 15 minutes prior to the scheduled pickup.

Dispatch is always in communication with the chauffeurs.

Trip Status Updates: Our system can be configured to send you automatic updates when your chauffeur is assigned, when they are en route, on location, customer in car, and dropped. Please let us know if you would like to modify any of these notifications.

Accounting/Billing

Accounting: Jackie Boyer

Email: jboyer@kevin-smithgroup.com

For all affiliate work, we only accept credit card payments. All cards will be charged within 1 business day of completed reservation, with receipts sent promptly.

Airports

We service all Philadelphia area airports, as well as those in the New York City, Northern New Jersey, and Baltimore regions. This includes all Private Airports (FBO's).

PHL – Philadelphia International Airport

EWR – Newark International Airport

JFK – John F. Kennedy International Airport

ABE – Lehigh Valley International Airport

ACY - Atlantic City International Airport

BWI – Baltimore/Washington International Airport

MDT – Harrisburg International Airport

Private Airports

Please provide FBO location, tail #, arrival/departure dates, times & passenger name (s). The chauffeur will check-in at the front desk with the above information, then will be instructed where to stage for arriving flight.

Wait Times

Domestic Flights

30 minutes included on all domestic arrivals. \$1 per minute for additional minute in sedans/SUVs, \$3 per minute for each additional minute in vans/limos/buses.

International Flights

45 minutes included on all international arrivals. \$1 per minute for additional minute in sedans/SUVs, \$3 per minute for each additional minute in vans/limos/buses.

Charter/Private Flights

15 minutes included on all charter arrivals. \$1 per minute for additional minute in sedans/SUVs, \$3 per minute for each additional minute in vans/limos/buses.

Train Stations & Cruise Terminals

Train Stations

We primarily serve 30th Street Station in Philadelphia, as well as all regional train stations. For 30th Street Station pickups, the pickup will always be made by the Winged Angel Statue inside the main concourse.

Train station wait times: 15 minutes included on all incoming train pickups. \$1 per minute for additional minute in sedans/SUVs, \$3 per minute for each additional minute in vans/limos/buses.

Cruise Terminals

We service all cruise terminals in the Baltimore, New Jersey, and New York City regions. For all pickups from cruise terminals, we require all affiliates to specify a firm pickup time, which is not necessarily the same as the scheduled arrival time in port. Due to customs delays and disembarking procedures, we find that there are often significant delays for pickups and wait times can often add up quickly.

Cruise terminal wait times: 30 minutes included from scheduled pickup time. \$1 per minute for additional minute in sedans/SUVs, \$3 per minute for each additional minute in vans/limos/buses.

Representation

Kevin Smith Transportation Group will always represent your company for all pickups. If you have specific materials (signage, etc.), we will utilize that as directed. We will NEVER contact your client unless instructed to do so at booking time.

Meet & Greet, Parking & Coordination

Meet & Greet Service

For all individual sedans and SUV pickups, meet and greet service is included for all airport, train station, and cruise terminal pickups. For all individual van, limo, and bus pickups, availability of meet and greet service is subject to specific airport pickup procedures.

Parking Fees

For all airport and train station pickups, parking fees are automatically added to all reservations. Depending on the location, these fees range from \$10-\$20, and may be subject to additional charges for extensive wait times.

There are no fees for parking at cruise terminals for meet and greet service.

On-Site Coordinator Service

\$45-\$60 per hour, per coordinator, 5hr minimum. (Client incurs all out of pocket expenses)

Greeter Service

For group arrivals, we offer greeter service at an hourly rate.

Hourly Greeters / \$35 per hour per Greeter, 5 hour minimum

A Greeter will be waiting in Baggage Claim by the assigned carousel to the flight with name sign.

Additional Fees, Holidays & Terms

Extra Stop En-Route

\$10-\$25 charge for one stop along the route for all point-to-point transfers. There is no charge for stops on hourly reservations.

Additional Hours on Hourly Reservations

For any hourly trips (non-transfers) where your guests would like to extend beyond their scheduled timing, we will confirm your acceptance of the charges before agreeing to do so. We bill in 15-minute increments, so each 15 minutes will be charged at 25% of the quoted hourly rate of the vehicle. This percentage is still subject to our standard transportation fee and will have gratuity added in.

Holiday Upcharge

25% upcharge will be added to all reservations made on holidays. These include:

- New Year's Day
- Christmas Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving

Terms & Conditions

Any cancellations or changes are to be made in accordance with Kevin Smith Transportation Group (KSTG) policy. Failure to advise KSTG of a change or cancellation will result in a "No Show" charge. It is integral that you communicate the change or cancellation through the same booking source as the reservation was made 24 hours prior to the trip, or via telephone the day of the trip. Failure to change or cancel the reservation will result in a "No Show" charge.

*If we cannot locate your passenger, KSTG Dispatch will call your dispatch (or if instructed the passenger cell phone) and make every attempt to make contact before releasing the vehicle, 45min for (domestic & int'l flights) airport pickups. 30min after scheduled pickup time for all other pickups.

Cancellations & Insurance

No Show/ Late Cancel Policy

We do not charge anything for reservations that are cancelled outside of the late cancel window. Cancellations that occur within the late cancel window will be charged up to 50% of the quoted amount, or at the hourly minimum, whichever is higher. Cancellations that occur while the driver is en route will be charged 100% of the quoted amount.

Cancellation Window

Point-to-Point Transfers

Sedans/SUV - 4 Hours; All Other Equipment – 24 hours

Hourly (Non-weddings)

Sedan/SUV - 4 Hour Notice; All Other Equipment - 3 days

Weddings

Sedan/SUV – 2 days; All Other Equipment – 2 weeks

Major Events

Concerts, Shows & Sporting Events

Please call our reservation agents for pricing specifics regarding concerts, sporting events, special events, etc. / Hourly Rates apply, as KSTG does not offer point-to-point transfers for these events.

Insurance

Insurance Company

Philadelphia Insurance Company

Coverage on all Vehicles

\$5 million combined single limit on all vehicles

Our Fleet

KSTG has a fleet comprised primarily of late-model vehicles with an average age of 1-3 years. All Vehicles are Non-Smoking. Alcohol is permitted in all vehicles with 8 or more passenger capacity. KSTG cannot provide any alcohol. There are additional fees for hazardous clean-up (minimum \$250) and excessive detailing requirements.



[View Details](#)

Sedan

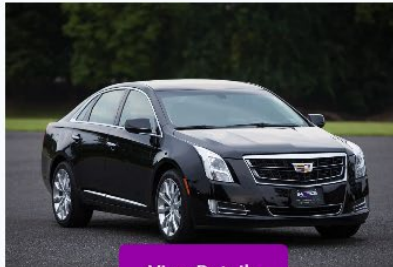
Lincoln Town Car

3 Passengers

Leather Seats

Rear Climate Control

Tinted Windows



[View Details](#)

Sedan

Cadillac XTS

3 Passengers

Leather Seats

Rear Climate Control

Tinted Windows



[View Details](#)

SUV

GMC Yukon

6 Passengers

Leather Seats

Rear Climate Control

Tinted Windows



[View Details](#)

Shuttle

Ford Transit

14 Passengers

Cloth Seats

Rear Climate Control

Tinted Windows



[View Details](#)

Bus

25 Passenger Mini Bus

25 Passengers

Individual Captains Chairs

Overhead Storage

Climate Control



[View Details](#)

Bus

28 Passenger Mini Bus

28 Passengers

Leather Captains Chairs

2 TVs with DVD Player

Overhead Storage



[View Details](#)

Bus

28 Passenger Mini Bus

👤 28 Passengers

Leather Captains Chairs

TV with DVD Player

Overhead Storage



[View Details](#)

Bus

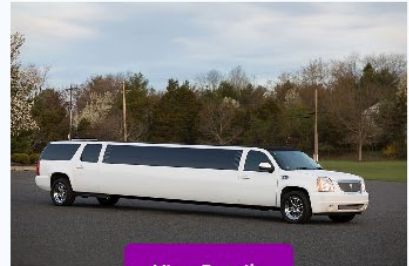
29 Passenger Mini Bus

👤 29 Passengers

Leather Captains Chairs

Rear Storage

2 TVs with DVD Player



[View Details](#)

Limo

Yukon Denali Stretch

👤 16 Passengers

Leather Bench Seating

Surround Sound w/ Bluetooth

LED and Laser Lights



[View Details](#)

Limo

Lincoln MKT Stretch

👤 8 Passengers

Leather Bench Seating

LED and Laser Lights

Surround Sound w/ Bluetooth



[View Details](#)

Party Bus

18 Passenger Party Bus

👤 18 Passengers

Leather Wrap Around Seating

Surround Sound w/ Bluetooth

LED and Laser Lights



[View Details](#)

Party Bus

23 Passenger Party Bus

👤 23 Passengers

Leather Wrap Around Seating

Surround Sound w/ Bluetooth

LED and Laser Lights

Our Chauffeurs

KSTG takes pride in having the best chauffeurs in the Philadelphia area. All KSTG chauffeurs are W2 employees and are covered by our workers compensation insurance. Additionally, we require each chauffeur to undergo a multi-week training program that includes a minimum of 5 monitored training runs. Each chauffeur also must undergo the following pre-employment screenings:

If applicable: A valid CDL License – Class C or B with Passenger & School Bus endorsements

Mandatory: State & Federal Criminal Background Checks

Mandatory: MVR Checks

All chauffeurs also must submit to the following annual screenings:

DOT Physicals

Each chauffeur must pass a DOT physical.

Employment Requirements

Each chauffeur must be added into a pool for random drug screenings.

Dress Code

Professional Business Attire – Dark Suit, Business Tie, Well Groomed

2020 PHL Airport Rates

Rates are within 30 minutes of 19460

| Vehicle | Base | Gratuity | STF | Discount | Total |
|--------------------------|----------|----------|---------|-----------|----------|
| Sedan | \$104.83 | \$18.87 | \$16.77 | (\$10.48) | \$129.99 |
| SUV | \$120.00 | \$21.60 | \$19.20 | (\$12.00) | \$148.80 |
| 8 Passenger Limo | \$250.30 | \$45.05 | \$40.05 | (\$25.03) | \$310.37 |
| 16 Passenger Limo | \$281.20 | \$50.62 | \$44.99 | (\$28.12) | \$348.69 |
| 14 Passenger Transit | \$156.42 | \$28.16 | \$25.03 | (\$15.64) | \$193.96 |
| 18 Passenger Party Bus | \$311.20 | \$56.02 | \$49.79 | (\$31.12) | \$385.89 |
| 23 Passenger Party Bus | \$333.20 | \$59.98 | \$53.31 | (\$33.32) | \$413.17 |
| 25-28 Passenger Mini Bus | \$281.20 | \$50.62 | \$44.99 | (\$28.12) | \$348.69 |

Pickups from PHL have an additional \$10 parking fee. Early/late pickup fee applies to all pickups beginning or terminating between 12am-5am. STF charge of 16% covers fuel, wear/tear, and vehicle deep cleaning

2020 Hourly Rates (Non-Weddings)

| Vehicle | Base | Gratuity | STF | Discount | Total | Min. |
|----------------------|----------|----------|---------|-----------|----------|------|
| Sedan | \$62.00 | \$11.16 | \$9.92 | (\$6.20) | \$76.88 | 2hr |
| SUV | \$85.00 | \$15.30 | \$13.60 | (\$8.50) | \$105.40 | 2hr |
| 8 Passenger Limo | \$104.00 | \$18.72 | \$16.64 | (\$10.40) | \$128.96 | 4hr |
| 16 Passenger Limo | \$145.00 | \$26.10 | \$23.20 | (\$14.50) | \$179.80 | 4hr |
| 14 Passenger Transit | \$97.00 | \$17.46 | \$15.52 | (\$9.70) | \$120.28 | 3hr |
| 18 Pax Party Bus | \$151.00 | \$27.18 | \$49.79 | (\$31.12) | \$385.89 | 4hr |
| 23 Pax Party Bus | \$162.00 | \$29.16 | 25.92 | (\$16.20) | \$200.88 | 4hr |
| 25-28 Pax Mini Bus | \$125.00 | \$22.50 | \$20.00 | (\$12.50) | \$155.00 | 4hr |
| 20 Pax School Bus | \$94.00 | \$16.92 | \$15.04 | (\$9.40) | \$116.56 | 3hr |

STF charge of 16% covers fuel, wear/tear, and vehicle deep cleaning