



Dillon Dority <dillon.dority@gmail.com>

IDY#10378 -CARPOOL AND HOTEL

3 messages

Diana White <diana.white@sasretailservices.com>

Thu, Jul 17,

To: Augustine Mendoza <augustine.mendoza@sasretailservices.com>, Dillon Dority <dillon.dority@gmail.com>

Cc: Jayson McCallum <JMcCallum@sasretailservices.com>, Patricia Booker <patricia.booker@sasretailservices.com>, Shannon McNeece <shannon.mcneec@sasretailservices.com>, Jessica Gam <jessica.gamez@sasretailservices.com>, Diana White <diana.white@sasretailservices.com>

ABSOLUTELY NO SMOKING OR VAPING OF ANY KIND ALLOWED IN ANY RENTAL CAR. VIOLATION OF THIS POLICY COULD RESULT IN REMOVAL FROM ANY RENTAL CAR AND FINED 1 RENTAL CAR COMPANY FOR UP TO \$500. THIS GOES FOR DRIVERS AND/OR PASSENGERS!! DRIVERS COULD LOSE THEIR DRIVING PRIVILEGES ON FUTURE PROJECTS! DRIVERS YO RESPONSIBLE FOR YOUR ASSIGNED VEHICLE SO IF ANYONE DOES NOT RESPECT THE RULES IN YOUR ASSIGNED VEHICLE IT IS YOUR RESPONSIBLE TO REPORT TO THE SUPERVISC MANAGER IMMEDIATELY

HOLIDAY INN CARMEL (82898)**251 PENNSYLVANIA PKWY****INDIANAPOLIS, IN 46280****PH: 317-574-4600**

Although we are not allowed to carry bags such as backpacks, purses, duffle bags, etc.in the store (except lead with their shift supplies which is not to be taken to the sales flo be kept in a safe place; it is HIGHLY RECOMMENDED that you do NOT leave your valuables in the car (even if locked).. We are NOT responsible for lost or stolen property w something occurs at the store, at the hotel, or elsewhere. Always lock your car to help unauthorized entry . However, if anything does happen, the driver is responsible for cont local police (make sure to get a police report) and reporting any incidents to the rental car company immediately. We should not be choosing or upgrading to sporty (2 door) cai from bringing unwanted attention to the car, these cars tend to be a target for unwanted activity (break-in, stripping, etc.) This is not optional and maybe this will help eliminate : we have been having as per Ops Manager & Reservations Dept.

Hello Team,

I am reaching out to you all so that everyone will know who they are riding with. This way no one gets left out from getting to work, going to the store, or getting something to Passengers, it is your responsibility to connect with your Driver at least 24 hours before your flight to avoid disruption and delays in communication. Remember everyone flyin available by phone while in the air.

I also want to go over a few highlighted points..

Please drivers and passengers be respectful to each other.

Mutually arrange a time to leave for work, go grocery shopping, out to eat, etc. I suggest you have a meeting place and time and everyone needs to plan accordingly to avoid late or being left each day for the trip to work. If for ANY reason you are not going to make it to work, you are responsible to let your DRIVER (in addition to leadership) know scheduled meeting time so that he/she is not waiting on you.

Please don't ask to take a driver's car because that is not allowed outlined by our travel/rental policy.

Being a designated driver comes responsibility, but keep in mind due to requirements set in place by the rental car company, we have limited team members that can be assign designated driver.

So please take this responsibility seriously.

EVERYONE-- check your phone, texts, and emails once you arrive at the airport (BEFORE you leave the airport) in case of update transportation while you were in flight.

DRIVERS—do NOT leave the airport without all your passengers **WITHOUT PRIOR** approval from the Supervisor or Ops Manag

Do NOT wait longer than 30 minutes at the airport from LAST flight without PRIOR approval from Supervisor

You must ride with your assign Driver from airport to hotel then back to airport to avoid excessive wait times & confusion. Carpools are I flight times in mind.

Below you will find the Driver and Riders list for:**IDY#10378 – INDIANAPOLIS, IN****You must ride with your assign Driver from airport to hotel to avoid excessive wait times & confusion.**

Remember, it is again the company privacy policy to share personal information such as phone numbers and or emails outside specified group.

PLEASE do NOT share personal info.

***Earliest flight is 6:20am, so carpool should plan to arrive at airport at 4:20am, please plan accordingly, as this your TRAVEL time will start. Which is 1.5 hrs. prior to BOARDING (which is 30 minutes prior to flight time)**

<i>Name</i>	<i>Phone Number</i>	<i>Date</i>	<i>Arriving Airport</i>	<i>Arrival Time</i>	<i>Departure Date</i>	<i>Departure Time</i>	<i>Notes</i>
Augustine Mendoza	361-462-1388	20-Jul	IND	3:10PM	24-Jul	6:20 AM	DRIVER - MID SIZE (NATIONAL)
Dillon Dority	512-656-8184	20-Jul	IND	3:10PM	24-Jul	6:20AM	Ride with Augustine To and From Airport Only. Ride with Kara To and From Store Only.

YOUR DRIVER WILL PICK UP THE CAR AT NATIONAL RENTAL PICK UP

As a friendly Reminder please send your travel times to the Lead for this project

Auggie Mendoza - Lead 361-462-1388 augustine.mendoza@sasretailservices.com

as soon as you arrive to your destination with the following: First and Last Name, Boarding Time, Flight Time, Total Travel Time.

Example ONLY:**KEY so you know what abbreviations stand for:**

LKO Travel

LKO = Project Specific Code (found on your project details email & all travel emails in subject line)

BT: 6:25am / FT: 6:55am

BT = Boarding Time (can be found on boarding pass) / FT = Flight Time (can be found on both flight details email & boarding pass)

TT: 4:55am – 3:15pm

TT = TOTAL TRAVEL TIME ALLOWED/REPORTED = 1.5 hrs. prior to boarding – Time arrived at hotel (TO project) or Time arrived at hotel (FROM project)

All rental cars must be filled up with gas before turning it back in at airport.
Everyone should come prepared to help with gas as it is a TEAM EFFORT!

Thank you,

Diana White

Special Projects Elite/Whole Foods Market

E: diana.white@sasretailservices.com

C: 318-540-9248

yourADV.com



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Diana White <diana.white@sasretailservices.com>

Thu, Jul 17,

To: Kara Burrell <karalita37@gmail.com>, "Zamareearm@gmail.com" <Zamareearm@gmail.com>, Dillon Dority <dillon.dority@gmail.com>

Cc: Jayson McCallum <JMcCallum@sasretailservices.com>, Patricia Booker <patricia.booker@sasretailservices.com>, Shannon McNeece <shannon.mcneec@sasretailservices.com>, Jessica Gam <jessica.gamez@sasretailservices.com>, Augustine Mendoza <augustine.mendoza@sasretailservices.com>, Diana White <diana.white@sasretailservices.com>

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HOLIDAY INN CARMEL (82898)

251 PENNSYLVANIA PKWY

INDIANAPOLIS, IN 46280

PH: 317-574-4600

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PLEASE do NOT share personal info.

***Earliest flight is 12:25pm, so carpool should plan to arrive at airport at 10:25am, please plan accordingly, as 1 when your TRAVEL time will start. Which is 1.5 hrs. prior to BOARDING (which is 30 minutes prior to flight time)**

<i>Name</i>	<i>Phone Number</i>	<i>Date</i>	<i>Arriving Airport</i>	<i>Arrival Time</i>	<i>Departure Date</i>	<i>Departure Time</i>	<i>Notes</i>
Kara Burrel	615-730-4483	20-Jul	IND	6:05PM	24-Jul	12:25PM	DRIVER - MID SIZE (NATIONAL)
Zamaree McClinton	320-290-7472	20-Jul	IND	6:53PM			Ride with Kara From Airport, also To and From Store. Ride with Kaitlyn To Airport Only.
Dillon Dority	512-656-8184						Ride with Augustine To and From Airport Only. Ride with Kara To and From Store Only.

YOUR DRIVER WILL PICK UP THE CAR AT NATIONAL RENTAL PICK UP

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Auggie Mendoza - Lead 361-462-1388 augustine.mendoza@sasretailservices.com

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Thank you,

Diana White

Special Projects Elite/Whole Foods Market

E: diana.white@sasretailservices.com

C: 318-540-9248

yourADV.com



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Shannon McNeece <shannon.mcneece@sasretailservices.com>Sun, Jul 20, 2025 at 9:28 AM

To: Diana White <diana.white@sasretailservices.com>, Augustine Mendoza <augustine.mendoza@sasretailservices.com>, Dillon Dority <dillon.dority@gmail.com>

Cc: Jayson McCallum <JMcCallum@sasretailservices.com>, Patricia Booker <patricia.booker@sasretailservices.com>, Jessica Gamez <jessica.gamez@sasretailservices.com>

UPDATE...

Dillon is NO longer on this project, no need to wait on him at the airport.

Thank you,
Shannon McNeece
Special Projects Supervisor / Whole Foods Market
E: Shannon.mcneece@sasretailservices.com
P: 972-877-1032
yourADV.com



Merchandising powered by SAS



From: Diana White <diana.white@sasretailservices.com>

Sent: Thursday, July 17, 2025 8:31 PM

To: Augustine Mendoza <augustine.mendoza@sasretailservices.com>; Dillon Dority <dillon.dority@gmail.com>

Cc: Jayson McCallum <JMcCallum@sasretailservices.com>; Patricia Booker <patricia.booker@sasretailservices.com>; Shannon McNeece <shannon.mcneece@sasretailservices.com>; Jessica Gamez <jessica.gamez@sasretailservices.com>; Diana White <diana.white@sasretailservices.com>

Subject: IDY#10378 -CARPOOL AND HOTEL

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