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DAVONTE GOC/CARPOOL AND HOTEL INFORMATION

1 message

Sheila Campbell <sheila.campbell@sasretailservices.com>

Wed, Aug 6, 2025 at 5:17 PM

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DRIVERS AND PASSENGERS PLEASE REACH OUT TO ONE ANOTHER PRIOR TO TRAVEL DATE

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 BY RENTAL CAR COMPANY FOR UP TO \$500. THIS GOES FOR DRIVERS AND/OR PASSENGERS!! DRIVERS COULD LOSE THEIR DRIVING PRIVILEGES ON FUTURE PROJECTS! DRIVERS YOU ARE 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 SUPERVISOR OR OPS MANAGER IMMEDIATELY

HOLIDAY INN EXPRESS

200 S MANNHEIM RD

HILLSIDE, IL 60162-1825

708-544-2700

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 floor so must 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 whether something occur 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 contacting the 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) cars, to divert 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 some issues 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 eat, etc.

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 flying will not be 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 on 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 either being 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 prior to the 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 assigned as the 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 updates on transportation while you were in flight.

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

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 built with flight times in mind.

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

Below you will find the Driver and Riders list for

GOC/ CHICAGO, IL

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 of this specified group.

PLEASE do NOT share personal info.

*Earliest flight is 5:15AM, so carpool should plan to arrive at airport at 3:15AM, please plan accordingly, as this is when your TRAVEL time will start. Which is 1.5 hrs. prior to BOARDING (which is 30 minutes prior to flight time).

Name	Phone Number	Arriving Airport	Arrival Date	Arrival Time	Departure Date	Departure Time	Notes
DAVONTE BROWN	702-300-5721	MDW	8/11	2:30PM	8/15	5:15AM	DRIVER
DILLON DORITY	512-656-8184	MDW	8/11	5:35PM	8/15	5:25AM	
SHAKONNA JONES	779-238-7370	MDW	8/11	6:05PM	8/15	5:40AM	

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

CHRISTINE PILLEY / 505-320-0304

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

EXAMPLE ONLY: KEY SO YOU KNOW WHAT ABBREVIATIONS STAND FOR

- LKO Travel - LKO = project Specific Code (found on your project details and email & all travel emails in the subject line.)
- BT: 6:25AM/ FT: 6:55AM - BT – Boarding Time (can be found on your 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 to transportation (from project)

Fill the car up with gas before turning it back in at airport.

Everyone should come prepared to help with gas as it is a TEAM EFFORT!

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