**Agency Name**

**Transit Policies and Procedures**

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| --- | --- |
| **Subject** | Tips/Gifts from Passengers |
| **Section** | Financial |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Define the Agency’s position on accepting tips, gifts, or gratuities from passengers.

**Procedure**

Prepare and publicize a written policy stating that the Agency does not permit tipping or accept gratuities. Encourage passengers to avoid gift giving and instead compliment Agency employees by using the Complaint/Comment form or by sending thank you notes that will be displayed on the employee bulletin board in accordance with the Passenger Complaints/Comments Policy.

Passengers may present an employee with a small birthday or Christmas gift provided the gift value is limited to no more than $20.

**Responsibilities**

All Agency employees are responsible for complying with this policy.