

**Agency Name**  
**Transit Policies and Procedures**

<b>Subject</b>	Tips/Gifts from Passengers
<b>Section</b>	Financial
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

**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.