

# Communal Transport User Guidelines for Tenants

Dear Tenants,

We are pleased to provide access to our communal transport service. To ensure a smooth and pleasant experience for all users, please adhere to the following guidelines:

## 1. Booking Procedures

- Make your reservations at least 24 hours in advance.
- Use the online booking system or contact the management office directly.

## 2. Punctuality

- Arrive at the designated pick-up point 10 minutes before your scheduled time.
- Notify the management if you will be late or unable to make the trip.

## 3. Conduct on Board

- Respect fellow passengers and the driver at all times.
- No eating or drinking in the transport vehicle.
- Maintain a clean environment; dispose of any trash properly.

## 4. Safety Regulations

- Always wear your seatbelt while the vehicle is moving.
- Follow the driver's instructions regarding safety protocols.

## 5. Accessibility

- If you require special assistance, please inform the management in advance.

Thank you for your cooperation and for helping us maintain a safe and enjoyable communal transport experience for everyone.

Sincerely,  
The Management Team