



Notice Template Instructions: Notice of Deactivation

Transportation Network Company Driver Deactivation Rights Ordinance

Instructions to Transportation Network Company (TNC): Use this notice to comply with Seattle Municipal Code 14.32.050.5 and Seattle Human Rights Rules (SHRR) 200-060 and 200-065, which require a TNC to give a driver notice upon deactivation from the company's platform. Complete this form, replacing the italicized text with the appropriate language and providing information where required.

The notice must be used upon deactivation, including after the expiration of a 14-Day Notice of Future Deactivation (SMC 14.32.050.4; SHRR 200-060), upon immediate deactivation as required to comply by law, or upon immediate deactivation when the driver has engaged in egregious misconduct, as defined by SHRR 200-070.

Language Requirements: Provide this notice in English and, within 10 days of the initial notice to the driver, TNCs must make a good faith effort to communicate the notice in any other language that the TNC knows or has reason to know is the driver's primary language. OLS will provide translated versions as possible. TNCs do not have to provide the notice in languages other than English until OLS has made that language available.

Manner of Notification: Provide this notice by email and either by text or the online platform, in the same manner that communications are typically sent from TNC to driver.

Deactivations involving allegations of egregious misconduct of a sexual or violent nature: If the driver is being deactivated based on allegations of egregious misconduct of a sexual or violent nature, or threats of the same, involving a complainant (customer/witness), please note that SMC 14.32 outlines specific precautions related to the safety and confidentiality of a complainant as well as alterations to the notice to the driver. Please see SHRR 200-060 and 200-065 for details.

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Notice of Deactivation

Notice of Deactivation to *Name of Driver*

Today's Date: *Date*

Company Representative Name: *Full Name*

Company Mailing Address: *Mailing Address*

Company Agent's Email Address (if applicable): *Email Address*

Company Agent's Phone Number: *Phone Number*

On *date and time*, you will be deactivated from *Company Name's* platform and will no longer be able to provide rides:

- until date deactivation ends,
- until you have taken action necessary to remedy the deactivation concern, OR
- permanently.

We are deactivating you from the platform because:

Include a clear and concise statement of reason(s) for any deactivation, including the date, time and location of all circumstances supporting the deactivation decision.

If the deactivation involves egregious misconduct of a sexual or violent nature, redact the name and contact information of the complainant (complaining customer), use only the zip code(s) of the location of the incident and the 24-hour period during which the incident occurred (instead of the specific location and time of the incident).

If this notice follows a 14-Day Notice of Future Deactivation, update and include the following sentence: "On Date, you were previously given a Fourteen Day Notice of this deactivation."

If the driver is being deactivated based on allegations of egregious misconduct of a sexual or violent nature or threats of the same, the following statement must also be included: "You are being deactivated based on allegations of egregious misconduct of a sexual or violent nature. It is a criminal act of "tampering with a witness" to attempt to induce the complainant or witness to testify falsely, withhold testimony, or to absent themselves from the arbitration proceedings."

The following rule or policy is the basis for your deactivation:

Insert the rule or policy.

We informed you of this rule or policy:

Insert description of how and when the driver would have been made aware of this rule or policy.

Check One: Attached or Below you will find a summary or copy of the evidence that we considered in the deactivation decision.

Attach or provide a summary or copy of the evidence that was considered.

Your Right to Challenge This Deactivation

To learn about your right to challenge this deactivation, contact Drivers Union, a non-profit organization that has been contracted by the City of Seattle to provide driver resolution services, at support@driversunionwa.org, 206-812-0829, or 14675 Interurban Avenue S, Suite #307, Tukwila, WA 98168 or review its materials at <https://www.driversunionwa.org/deactivation>. Drivers Union may be able to provide administrative and representation services at no cost to you.

Legally Required Notice

Transportation Network Companies must provide this notice per Seattle's Transportation Network Company Driver Deactivation Rights Ordinance. For more information about this law, visit the Seattle Office of Labor Standards: www.seattle.gov/laborstandards.