

# Notice Template Instructions: 14-Day 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 14.32.050.4 and Seattle Human Rights Rules (SHRR) 200-060, which require a TNC to give a driver 14-day advance notice of deactivation from the company's platform. Complete this form, replacing the italicized text with the appropriate language and providing information where required.

The notice, provided at least 14-days in advance, must be used when the allegations that lead to the decision to deactivation do not involve egregious conduct, as defined by SHRR 200-070.

**Language Requirements:** Provide this notice in English and, within 10 days of the initial notice to the driver, 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 makes 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 the TNC to the driver.

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## 14-Day Notice of Future Deactivation

### Notice of Future 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.*

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](mailto:support@driversunionwa.org), 206-812-0829, or 14675 Interurban Avenue S, Suite #307, Tukwila, WA

98168 or review its materials at [www.driversunionwa.org](http://www.driversunionwa.org). 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](http://www.seattle.gov/laborstandards).