

Memo

Date: May 18, 2009

To: Source Logistics Drivers

Cc: Source Logistics Fleet Managers

From: Tim Hill

RE: Unauthorized use of company trucks / vehicles

If a driver elects to operate a Source Logistics tractor / vehicle without permission, it will be considered unauthorized use of a company vehicle. This will include but not limited to returning to the terminal from your last stop or other location without permission, taking the truck home without authorization, or any other circumstance where authorization was not given from management to driver.

The unauthorized use of a company truck / vehicle will result in driver being charged \$1.25 per mile for all unauthorized miles traveled and or termination of employment.

(Signature)

(Date)