



## Policy, Notices, & Memo Receipt Page

**Driver Name:** \_\_\_\_\_

**OS&D:** I acknowledge that I received training on Single Source Account OS&D procedures. I understand that it is my responsibility as a Source Logistics driver to follow the OS&D procedures. I also understand that this is now part of my job duties as a Source Logistics driver and failure to follow this procedure will result disciplinary actions as outlined in the training.

**Driver Receipt:** I have received the following documents and agree to read them fully and completely. I will familiarize myself with the contents of each and will ask my Fleet Manager any questions on items I do not understand. In reading these items I agree that I know how to properly perform my duties and comply with all policies and procedures. I have also been instructed to contact my Fleet Manager should I be in doubt on how to handle my self in a claim or excessive expense to Source Logistics. I am also aware of the consequences that will follow from any type of wrongful behavior including sexual harassment.

Received: Accident Kit      Driver Handbook      Sexual Harassment Training      FMCSR Pocketbook  
Source Logistics retains the right to modify, add or delete any portion of the Driver handbook.

**HOS & DVIR Policy:** This issue of the Source Logistics, Inc. Hours of Service and DVIR policy is effective October 1, 2007. I acknowledge receipt of this policy. I agree to familiarize myself with the policy. I further agree to familiarize myself with Part 395 and Part 396 of Federal Motor Carrier Safety Regulations as they relate to this policy.

NOTE: This receipt shall be read and signed by the person receiving the Hours of Service and DVIR policy. A designated company representative will counter sign the receipt. Disposition of form as follows: One copy of the Hours of Service and DVIR policy; One copy to the Source Logistics, Inc. representative; One copy in the personnel/training file of the person receiving the Hours of Service and DVIR policy.

**Log Violation Policy** I hereby acknowledge receiving the letter dated March 16, 2015 regarding the implementation of the "Log Violation Policy". By signing this receipt page, I understand what is required in the submission of daily record of duty status log sheets / DVIR's, and the disciplinary action that will be taken regarding violation of Source Logistics' Daily Record of Duty Status Log and DVIR policy and Federal Motor Carrier Safety Administration regulations regarding Record of Duty Status.

**Mobile Phones** I hereby acknowledge receiving the letter dated January 1, 2012 regarding the company policy which prohibits the use of hand- held cell phones while operating a commercial motor vehicle per Federal Motor Cartier Safety Administration rules. Violation of this policy is subject to disciplinary action. This policy is included in the Employee/Driver Handbook.

**DOT Roadside Inspections** I hereby acknowledge receiving the letter dated January 22, 2009 regarding the company policy for DOT roadside inspections and the disciplinary action that will be taken regarding said inspections.

I have received and agree to read fully and completely to familiarize myself with the contents of each policy, notice, memo listed above. If I have any questions or concerns regarding these items, I will contact my manager or recruiting department.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_