



Appointment Letter

Dear Mr.

Date:

Ref: Your application dated:

With reference to your application dated above and then later on an interview you had with us, we are glad to appoint you as a "Commercial Truck Driver" in our organization on the following terms and conditions: -

TERMS AND CONDITIONS:

01. The Driver shall receive 12.5 to 25 percent (12.5%~25%) or \$500, to \$1000 Per week depending on years of experience after Diesel Cost as Team payable Every Friday after First week. The Compensation may be adjusted annually or more frequently if applicable and in accordance with the company's internal policies and procedures.
02. Your continuation in the contract will always be subject to you remaining physically and mentally fit and alert. The management shall have every right to get you medically examined or re-examined at any time by the registered medical practitioner, Eye-specialist, or civil surgeon, whose finding will be final and binding upon you.
03. You will be held responsible for all acts, omissions, and noncompliance with rules and regulations for a vehicle by you for the company. If any fine or penalty etc., is to be paid by the company on account of your negligence or violation of rules and regulations, you will reimburse the said amount forthwith you. You will ensure proper maintenance and upkeep of the vehicle, and the instructions/directions that may be given to you from time to time will always be complied with.
04. Your services will be liable to be transferred from one place to another or from one vehicle to another purely at the discretion of the management.
05. No Alcohol or Drugs are allowed in the vehicle.
06. You will be personally responsible for the strict observance and compliance with the traffic rules and regulations.
07. You will keep the vehicle in clean and good working conditions and will be responsible for seeing that the vehicle is periodically serviced and tuned.
08. In case of challan or prosecution or fine for violation of any traffic rules and regulations, you will be personally liable for the payment of fine imposed on you for such violation.

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09. In case any part of the vehicle is stolen and/or is found missing, you will be personally liable to make good the loss to the company.

10. You will be responsible for the safe custody of the vehicle driven by you and in case of damage or loss, due to your negligence, you would be held responsible to make good such loss of damage.

11. The Truck should be returned to base in Maryland when the Driver quits or decides not to work with the company.

12. You will maintain proper account of the purchase/consumption of petrol/diesel and lubricant oil and shall make proper entries in the log book, which shall always keep in the vehicle and you will produce the same for inspection as and when required.

13. You will not take the vehicle anywhere unless so permitted by the dispatchers or management.

14. You will not allow any unauthorized person to travel in the vehicle.

15. While on duty, you will keep your driving license, dot medical card, and other important documents with you to show to any officers.

To help you carry out your duties effectively, we require that you download and use the following apps on your smartphone:

Truck Logics – The loads will be assigned to you in the truck logics app. You will need to use the “Check Calls” feature in the app to update the status.

Login Id:

Pass:

Motive

User name:

Pass:

QuickBooks/Intuit – You will need to add your bank account details in it for the weekly payroll.

Macro point

Trucker Tools

If you agree with the above terms and conditions, please sign and return a copy of this letter to us.

CONTRACTOR..... MANAGER/AUTHORIZED PERSON.....

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