

# Memo

To: All Employees  
From: John Wozniczka Jr.  
Date: 05/24/18  
Re: **Company Vehicles - REMINDER**

- Company trucks are not to be taken home unless authorized by John Jr., John III, or Jody.
- They are to be driven for company use only.
- If you are given permission to drive a company truck home, it is only to be **driven to and from work. NO PERSONAL ERRANDS!!!** (ie; grocery shopping).
- Only employees are allowed in the truck! If you are found to have unauthorized individuals (spouse, friends, children, animals, etc) in the company vehicle you will be subject to disciplinary action up to and including termination of employment.
- You are **never** allowed to drive a company vehicle on days you are **not working.** If caught, you will be subject to disciplinary action up to and including termination of employment.

Please sign, print, date below. By doing so you acknowledge having read, understood, and agree to follow all that is written above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Print

\_\_\_\_\_  
Date