

# RIGHT WAY LOGISTICS

DATE .....

NAME .....

ADDRESS .....

NEXT OF KIN .....

## **CONTRACT OF EMPLOYMENT**

Your contract of employment with RIGHT WAY LOGISTICS PVT LTD is subject to the following terms and conditions.

### **i. POSITION**

You will be employed as a driver by Right Way Logistics reporting to your given supervisor or manager

### **ii. PROBATIONARY PERIOD**

The first three months of your employment will be on probationary basis which is not renewable. During the period of probation, either party may give the other two weeks' notice of termination of employment. Following the successful completion of probationary period, you will be put on fixed term contract that will be determined by the managing director.

### **iii. REMUNERATION**

Your remuneration will be wholly commission based at a rate of \$75usd per load provided you did a local load and \$100usd per load that is cross boarder loads.

### **iv. PERIOD OF NOTICE**

The period of notice required on either party will be in terms of the Labour Act.

### **v. DUTIES AND RESPONSIBILITIES**

- Your duties and responsibilities are specified from time to time by your supervisor. The company reserves the right to direct you to perform any duty or task which may be in its interest and which fall within your vocational ability

regardless of whether or not the work falls within the scope of your job description.

- To report to your supervisor frequently and updates on any development or breakdowns.
- Always to send pictures of mileage, fuel gauge whenever you make a stop to rest.
- It is the responsibility of the driver to take care of the truck and any inventory thereof. Any shortage or damage will be on the account of the driver.
- Always to keep the company's interests ahead of any personal interest.
- To keep track of all license expiry dates and report a month before expiry.
- It is the duty of the driver to consistently check the vehicle for any malfunctioning and report.

**vi. RULES AND REGULATIONS**

- The company doesn't tolerate a reliefer on the road. The driver should take the truck as his own wife and not give to anyone. It is a serious offence to see the truck with another driver unless permitted by the supervisor. It should be noted that their cameras focused on the driver.
- They are fuel amounts regulated for every distance and if a driver shorts below the regulated amount it should be noted that the driver will be liable for such shortages.
- Always to fill in the inventory sheet and the route sheet as per the instruction of the supervisor.
- It should also be noted that their minimum stops required per certain distance and the driver to communicate if he falls otherwise. The stops are regulated and monitored by the supervisor.
- To call the supervisor for any mechanical assistance and never to repair the truck unless permitted by the supervisor no matter of how minor it may seem, always seek assistance from the supervisor.

**vii. AMOUNT DUE TO THE COMPANY**

The company may deduct from payments due to any employee who resigns or is dismissed from the services of the company, any amount due to the company.

**Acceptance of this contract is signified by signing below.**

I .....  
understand and accept/do not accept the above terms and conditions from RIGHT WAY  
LOGISTICS represented by Clive Mavurume (manager).

Signed.....

Date.....