



STERLING

Sterling Staffing, Inc. & Sterling Engineering, Inc. Employee Rental Car Agreement

Policy and Procedures

Sterling Employees should use rental cars *for travel exceeding 100 miles* and/or as required and **pre-approved** by a customer for business purposes only.

Prior to renting a car, Employees must notify Human Resources at HR@sterling-engineering.com and provide the following information:

- Scope or Reason for rental
- Dates of rental (pick-up & return)
- Location of rental and Travel summary (estimated mileage if possible)
- Name of Rental Car Agency
- Type of car
- Anticipated cost
- Copy of valid Driver's license and Auto insurance

Important Guidelines and Requirements

- Rental cars should be rented under Sterling Engineering/Staffing, Inc. only (not the Customer)
- Rental cars should be compact or intermediate class only
- Rental car insurance **must** be purchased
- Driver is required to have valid Driver's license and Auto insurance (no exceptions)
- Parking and/or traffic tickets are non-reimbursable
- Employees involved in an accident must contact the police and obtain a police report, along with immediately notifying Sterling Human Resources at the above email address. If a rental vehicle is otherwise damaged, the Employee must contact Sterling and the Rental Car Agency immediately
- Employees must refill gasoline prior to return of rental car; Sterling will not reimburse for the rental agency needing to refill the gas tank
- Purposeful negligence of the rental car and personal or business property/assets left in a car will be the responsibility of the employee (leaving car running while unoccupied, leaving car unlocked, etc.)
- Employees are not allowed to use a phone or text while driving
- Employees should not lend the rental car or allow another individual to operate the rental car
- Employees are not allowed to drive the rental car under any circumstances if they have been consuming alcohol, using legal or illegal drugs, are fatigued, seriously ill, or have been injured
- Employees must drive safely and follow all traffic laws

Sterling Staffing & Engineering, Inc.
Two Westbrook Corporate Center Suite 300, Westchester, IL 60154

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Sterling's preferred Rental Car Agency is Avis, however Employees are able to select a Rental Car Agency based on more competitive pricing and/or availability of fleet.

Pre-approved rental car expenses can be pre-paid through a Sterling Corporate card – contact HR@sterling-engineering.com or can be reimbursed by submitting proof of business-related expenses through the Sterling Timekeeping system.

Employee Rental Car Agreement

I have received, carefully reviewed, and will fully comply with all Sterling (and Sterling customer) rental car guidelines and requirements.

I further understand that willful violations of this Agreement could result in both individual responsibility for all associated rental car costs or damages, in addition to disciplinary action up to and including termination of employment.

Employee Name

Justice McKinney

Signature

Justice McKinney

Date

02/14/2026 CST

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Signature Field Information

Field:	worker:signature (621e8edf6cd1b9000108113b)
Signed By:	McKinney, Justice (2507615)
Signed At:	2026-02-14 23:21:54 UTC
Signed From:	97.224.111.45
Page:	2
X:	0.98
Y:	6.15