



Rental
Leasing
Logistics

Aug 14, 2017

PERSONAL AND CONFIDENTIAL

John Whelan
306 Westminster Blvd.,
Turnersville, New Jersey, 08012

Dear John:

On behalf of Penske Truck Leasing Co., L.P. and our subsidiary company, Penske Logistics, LLC ("Penske"), Brian McCray and I are pleased to extend an offer of employment working as a Diesel Technician/Mechanic III Entry Level in our 040610.BRIDGEPORT (US) location. Based upon your position, duties, and level of responsibility, your regular rate of pay will be 18.50 on an hourly (or weekly) basis. Unless otherwise prohibited by state law, compensation for work in excess of 40 hours in a work week will not be less than one-half times (1.5) your regular rate of pay and paychecks are distributed to associates weekly, generally on Friday. In the event an associate receives his/her paycheck via direct deposit, these deposits are also made available to associates weekly, generally on Friday.

Please note that this employment offer is contingent upon the following pre-employment conditions:

- Successful completion of drug screening as soon as possible, no later than 7 days of this offer; receipt of successful drug test results; and
- Receipt of successful employment history and background check; and
- If applicable to position, determination of medical qualifications, as required by DOT; and
- Successful completion of Employment Eligibility Verification (I-9)

This offer of employment will expire in 3 business days from the date of this letter. Please confirm your acceptance of the conditions of this offer by printing, signing, and faxing a copy of this letter to Danielle Dilks at 484-595-7057

We feel that you will be an excellent addition to the Penske team, and look forward to having the opportunity to work with you. If you have any questions, please don't hesitate to contact me at (610) 396-7221.

Sincerely,

Danielle Dilks
Recruiter

Signature

Print Name

Date

Corporate Office Address:
P.O. Box 563

Reading, PA 19603
(610) 775-6000

What are the next steps?

- You will receive separate instructions via email from our background check provider Applicant Insight, with instructions on how to complete the background check application. **Please complete the background check application within the next 24–48 hours.** If you have technical issues completing your online background screening, please contact 1-800-771-7703 option #3.
- Once your background check documents are complete, Ai will contact you to schedule a drug screening and DOT physical (if necessary) at a local clinic. **If you are not contacted within three (3) business days after receiving Ai's email, please call 1-800-245-2318 x2179.** Additionally, the Manager of the location where you interviewed should have provided you with two (2) documents, a drug screening Chain of Custody Form and an Authorization letter, both of which you will be required to present at your appointment with the local clinic. **If you have not received both of these documents, please contact your manager or stop by the location where you interviewed and obtain them. The local clinic will not provide the services you require without them. You MUST complete your drug screening within 7 business days.**
- Your recruiter or hiring manager will confirm your start date following notification of the successful completion of all pre-employment conditions.
- On your first day of employment, please be prepared to provide the information required on the Form I-9, a copy of this form and the acceptable documentation can be found at www.uscis.gov/files/form/i-9.pdf.