



68 South Service Road, Suite 100
Melville, NY 11747
631-465-2175
Email: chunter@zerobelowtrucking.com

Memorandum

To:

From: Zero Below Trucking Corp.

Date:

Subject: Defense Driving Course Certificate

Effective immediately, each driver is required to have a Defense Driving Course Certificate on file with us. It is imperative that you keep a safe and good driving record while working for Zero Below to maintain your employment. This not only affects you but our insurance policy.

You will have 60 days from the date of this letter to complete a Defense Driving Course and produce a certificate to our office via email at chunter@zerobelowtrucking.com. If you already have a current certificate, please forward us a copy. This will be mandatory for all CDL employees and a valid copy must be maintained in your file.

This requirement is beneficial to you as it will save you money on your personal insurance as well as our commercial insurance. All Motor Vehicle Reports (MVR) will be pulled twice a year for compliance.

If you have any questions, feel free to reach out to me at 917-434-2228.

Thank you,

Daniel Hunter
Chief Operating Officer