

ABC Trucking Company

Driver Fueling Instructions

If your pre trip (DVIR) inspection reveals that you will need fuel today, because your fuel gage is below $\frac{1}{4}$ of a tank or there is not enough fuel to complete today's route, please follow these instructions:

Instructions:

- 1. Show your supervisor the key tag to the truck you are driving today and request the corresponding fuel card.** Your supervisor will sign the fuel card out to you. Double check to make sure you get the correct card.
- 2. Follow your supervisor's instructions as to when/where to fuel your truck.**
- 3. Fuel only at one of the fuel sites approved for your station.** Ask your supervisor if you have questions.
- 4. When fueling make sure you:**
 - Swipe the card
 - Enter your *personal* pin number
 - Enter the odometer reading

(Remember: *Never give out your personal pin number and never use the tenths digit in the odometer reading as it will show up as a driver error.*)
- 5. When the truck is fueled, sign the receipt and write the unit number on the front.**
- 6. Turn in your fuel card and the signed fuel receipt when you return to your station.** Your supervisor will complete the sign out log.

Please Note:

- Fuel cards are locked.
- You can only purchase Diesel Fuel.
- You must fill both tanks on diesels equipped with multiple tanks or the unit will run out of fuel.