



Refueling Standard Operating Procedure

DIESEL ONLY! PUT DIESEL IN THE FUEL TANK AND DEF IN THE DEF TANK

Driver ID is Last 4 of Your Social Security Number

1. Drivers are **not allowed to purchase fuel for personal use** – doing so is considered theft
2. Drivers are **not allowed to purchase premium fuel** – doing so will result in a chargeback for the difference in price where the total overpayment exceeds \$50 in a month for any DSP (only regular unleaded and diesel are permitted, no unleaded plus or super)
3. Drivers are **not allowed to purchase other than fuel products** (exception: DEF for diesel vehicles)
4. Drivers should fill up once per day unless long stem miles require otherwise (best practice is at the end of their route to disperse demand on the gas stations)
5. Drivers are **not allowed to fill multiple vehicles with a single fill** – purchases exceeding the tank limit will create an audit flag
6. Drivers must return the cards to the station at the end of each day and are not permitted to take them home
7. Drivers are to be issued their own individual Driver ID to use
8. Drivers should not share Driver IDs as limits are applied at both a card and driver level, and doing so will cause them to hit limits even under normal conditions