

# JSL Family Trucking LLC

## Fuel Cards and Fuel Card Usage Policy

*Note: Any driver encountering problems using the fuel card should call the fuel card vendor customer services department at the toll free number, 1-877-247-1576, or the office dispatch.*

### GENERAL INFORMATION ON ISSUING AND MAINTAINING FUEL CARDS

- Each company vehicle will be issued a fuel card. The Truck Number at the bottom left on the front of the fuel card should match the assigned JSL Family Trucking LLC vehicle number and vehicle number sticker on the hood of each JSL Family Trucking LLC vehicle.
- Each JSL Family Trucking LLC driver will be assigned a personal identification number (PIN).
- Lost Cards- Dispatch has the authority to order replacement cards. The lost cards are automatically canceled and deactivated. (Driver MAY be charged for losing the fuel card)
- Damaged Cards- Dispatch has the authority to order replacement cards. Damaged cards stay manually active so they must be destroyed upon arrival of replacement card. (Driver MAY be charged for damaging the Fuel Card)
- Each driver MUST read the correct odometer/fuel reading at every fueling. This is CRITICAL as the odometer readings captured by the fuel card system are used to drive JSL Family Trucking LLC preventive maintenance programs and Vehicle Budget Replacement Plan.

### FUEL CARD USAGE

- Fuel may only be purchased for COMPANY OWNED or leased vehicles and work equipment.
- Purchase Diesel/DEF Fuel Only.
- The Fuel cards may ONLY be used for Fueling purposes. Purchases of Beverages, Ice, Food, ETC, is EXTREMELY PROHIBITED and will result in IMMEDIATE termination and mitigation of damages.
- Drivers must give the correct odometer reading and their assigned driver PIN into the electronic point of sale equipment at the fuel station and to a dispatch manager prior to fueling.
- It will not be necessary for the driver to retain the receipt unless required by his local management.
- Employees will immediately notify his or her supervisor of any abuse of a JSL Family Trucking LLC fuel card. The supervisor should then notify his manager and/or dispatch.
- If there was ANY unauthorized purchases, JSL Family Trucking LLC will deduct the amount from the unauthorized purchases from the driver's next check. Furthermore, JSL Family Trucking LLC will seek persecution under the law, and attempt to mitigate damages from the driver's next check.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_