Policy Name: Fuel Management Policy

Policy Applies to: All Corporate Operations

Prepared by	**Effective Date**
Fleet Management/ Continuous Improvement	12/20/2011 Revision date: 2/23/2026

Purpose

This policy is intended to provide standardized rules and guidelines for the company's fuel program.

Scope

This policy applies to all associates, third-party contractors, and vendors.

Policy

Most Company vehicles are assigned a company fuel card. Fuel cards are assigned to vehicles, not associates, therefore it is against company policy to swap or share cards between vehicles. The cards also limit fuel purchases to associates with a valid personal identification number (PIN). Fuel cards must only be used to fuel company vehicles or equipment. The fueling of any personal or non-company vehicles is strictly prohibited. Using the fuel card for any purpose other than official business use will be considered theft of company property and will be subject to back charges and disciplinary action, up to and including termination of employment. The matter may also be referred to law enforcement for investigation and possible prosecution. Cards should be kept in the fuel card holder attached to the vehicle's key. Surplus or unassigned fuel cards should not be maintained or kept in the storage center. Any fuel card not assigned to a vehicle should be returned to Fleet Management or destroyed. Any fuel card assignment discrepancies should be reported immediately to the Fleet Management Department.

It is important that associates are price-conscious with their fuel site selections. Although company fuel cards are accepted at most fuel stations across the US and Canada, associates are expected to select fueling stations with the best available price per gallon. Purchases are limited to:

1. PodZilla-Regular 87 Octane Gasoline. Purchase of premium or midgrade fuel is prohibited
2. Trucks-On Road Diesel
3. Diesel Exhaust Fluid (DEF)

Fuel Card Driver Responsibilities:

During fueling associates must follow these guidelines:

1. Enter proper PIN and Odometer reading at the time of sale. The PIN identifies purchasers on the fuel reports, and the purchaser will be held accountable for all transactions made with their PIN. See earlier comment regarding not sharing PIN's. The PIN is the individual's last 6 digits of their UKG Employee number and assigned by the Fleet Team during their onboarding process (Canadian Markets use last 4 digits of UKG Employee number). A ServiceNow ticket will need to be opened by your supervisor if there are issues with the Associate's PIN. Management's bi-weekly reports will show any inconsistencies and prompt further investigation.
2. Ensure that the correct fuel is used for the vehicle. Check the decals applied to each vehicle to confirm the correct fuel type.
3. Completely fill the fuel tanks of the Truck and Podzilla at the end of each workday.
4. A current and accurate odometer reading is required for the vehicle; decimals should not be entered, so rounding up/down is acceptable.

5. A separate transaction is required to fuel the Podzilla lift system. Enter engine hours in the odometer field for all Podzilla fueling transactions.
6. Immediately report the loss or damage to the fuel card to your supervisor. Your supervisor will arrange for you to obtain fuel while waiting for a new card to arrive. The use of another truck's fuel card is only permissible after the replacement card has been ordered. This use is authorized only until the time the new card arrives usually within 2-5 business days of requests.
    a. Manager will create a Fuel Card ServiceNow (SNOW) ticket requesting replacement. A lost card will require three (3) to five (5) days for delivery.
    b. Your supervisor will arrange for you to obtain fuel while waiting for a new card to arrive.
7. If the fuel card is used to fuel any other asset (forklift, pressure washer, another truck, etc.) the transaction must be:
    c. Documented with a physical or digital fuel receipt.
    d. Logged in the site's fuel log, identifying the asset fueled and the reason for exception.
    e. The Fuel Log must be accurate and up to date and should be presented to the Fleet Management Team upon request for audit or review.
    f. Unlogged or unexplained fuel purchases will be subject to investigation and escalation.
8. Do not exceed 4 fueling attempts per day. A fraud alert will be triggered. Escalate fueling problems to Management after the second failed fueling attempt.

Management Responsibilities:

1. Ensure that all fuel cards are assigned to the designated trucks or vehicles.
    a. Spot check fuel cards located on key holders assigned to trucks or vehicles.
    b. Any discrepancies in fuel card assignment must be remedied by contacting Fleet Management.
2. Securement of Fuel
    a. Utilizing agreed upon Fuel Card Key Chain for storage
        i. Can be purchased on Amazon business account LINK
3. Periodic auditing of fuel card assignments and usage
4. Report any lost or damaged Fuel Cards by using the ServiceNow ticketing system:
    a. SNOW Tickets/Request Something/Fleet Services/Fuel Cards
    b. Arrange for Fueling with alternative card along with documentation (receipts and notations) until new fuel card arrives.
5. Review fuel usage report
    a. Fuel usage reports are provided to management every two weeks. The reports are maintained at the following F:Drive link - F:\Corp Ops\Fuel Program
    Management is required to review the activity reports to ensure transactions are accurate and reasonable. Discrepancies or concerns should be escalated to Fleet Management. The reports include the following details:
        i. Time of fueling – Review to ensure time of fueling aligns with hours of operation.
        ii. Type and volume of fuel – Review to ensure type and volume of fuel aligns with vehicles being fueled
        iii. Asset location at time of fueling – Review Cheetah to ensure location of asset matches fueling location
        iv. Driver assigned to purchase – Review to ensure fuel cards are not being shared amongst associates and vehicles.

Fuel Card Program Review:

The company promotes the effective use of strong internal controls. Adherence to the Fuel Management Policy by all associates will allow the company to satisfy the requirements that are demanded as part of the policy. All transactions will be reviewed. Any misuse of the fuel card may result in the suspension of the use of the card and will be subject to back charges and disciplinary action up to and including termination of employment.

Oversight and Monitoring

Associates are responsible for the accuracy of their fueling activity. Management is responsible for adding a layer of oversight by coordinating card assignments, reviewing fueling transactions and interacting with the Fleet Management Department. Finally, the Internal Audit Department will perform periodic compliance audits of the overall process to ensure that controls are working effectively and efficiently.

Any questions about the policy should be forwarded to the Director of Fleet Management.

Revision History

Date	Revised by	Revision Description
12/20/2011	Human Resources	Initial policy
2/23/2026	Fleet Management/ Continuous Improvement Dept.	Update policy