



# FUEL POLICY

01.

## Why Fuel Policy?

We need to follow fuel rules to avoid high IFTA penalties and extra costs. This policy helps us avoid penalties and stay compliant.

02.

## Where to Buy Fuel?

Use your **company fuel card** every time.  
Buy fuel only at **Pilot or Flying J** truck stops.  
No other fuel stations are allowed unless you have permission  
(**Emergency Fueling**).

03.

## If You Buy Fuel with Your Card? - This is Strictly Prohibited!

Our EFS fuel card only works at Pilot and Flying J. You cannot fuel at any other truck stop.

1st Time → Warning

2nd Time → \$200 Fine (from your paycheck)

3rd Time → \$500 Fine (from your paycheck)

4th Time → Termination (Job Lost)

If you pay for fuel with your personal card at any truck stop, we will take action:

**Important: Your paycheck will be put on hold until we receive all fuel receipts**  
(The deadline for submission is with your trip sheets.)

We track all fuel purchases daily. Any unauthorized fuel-ups will be flagged.

04.

## Emergency Fueling

If you must buy fuel somewhere else due to an emergency, call us first!

**24/7 Help: 630-485-7370 ext 1**

**We will give you a money code for fuel. \$50-\$150**

No call = violation and possible fines.



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05.

## Fuel Receipts – Very Important!

You must send a fuel receipt right after fueling. Missing receipts create problems and cost extra money.

Missing Receipt = \$100 Fine (from your paycheck)

**No excuses. No exceptions.**

Fuel receipts must be sent to the person who gave you the money code.

06.

## Final Reminder

Some drivers have not followed fuel rules, and the company has lost money because of it. Now, we must be strict.

By working at Royal3 Inc., you agree to follow this fuel policy.

If you don't, you will face penalties.

Jose Castro

DRIVER NAME

Jose Castro

SIGNATURE

5 / 30 / 25

**Stay compliant, avoid penalties, and  
keep your job!**