

INSTRUCTIONS FOR DRIVERS

1. A mileage log has been provided to you. Please enter the date you pick up the vehicle and the starting mileage. On the date of returning the vehicle enter the date of return along with the ending mileage. We don't need any record of mileage between those two time periods.
2. The SUV must be filled up with fuel prior to return with REGULAR UNLEADED GAS ONLY—NOT DIESEL. This was each driver's budget is charged with the exact fuel that you used. It will be full when you receive it and it needs to be full when you return it. No exceptions.
3. The fuel card is good at all Fuelman locations only. Look for the Fuelman signs. If you are having trouble finding a filling site, you can find locations online at <http://sitelocator.fleetcor.com>. There is also an app for both Apple and Android for your phone or device that you can download to your phone that uses your location to tell you the location of the closest station that accepts the Fleetcor/Fuelman card. See the enclosed documents in the orange case.
4. Save all fuel receipts and turn them in with the mileage log.
5. When returning the vehicle, the vehicle must be parked in the two designated locations at the Administration Building parking deck.
6. Make sure that the SUV is locked and that all the windows are rolled up. Remove any trash from the vehicle.
7. The keys, fuel card, and orange case with the mileage log and receipts must be returned immediately (if during regular business hours) to the Business Services Department so that it is ready for the next person to pick up.
8. If you return the vehicle over the weekend or a holiday, you must park the vehicle in the designated slots on the parking deck. The orange case needs to remain in the SUV. The keys need to be dropped off in the key drop off box underneath the covered parking area by the building entrance.

EMERGENCY PHONE NUMBERS:

CALL 911 IN THE EVENT OF A TRUE EMERGENCY

TRANSPORTATION: 254-752-9200

WACO ISD POLICE DEPARTMENT: 254-752-0858

MAKE SURE YOU USE THE CORRECT FUEL PIN FOR YOUR VEHICLE:

FUEL PIN FOR **SUV1** IS 17790

FUEL PIN FOR **SUV2** IS 75512