

INDIANA HARBOR BELT RAILROAD

FUEL CARD POLICY

EFFECTIVE JULY 1, 2024

Purpose

This policy outlines the proper use, management, and security of fuel cards assigned to company vehicles. By adhering to this policy, employees contribute to the proper management and security of company assets and ensure compliance with company standards.

Scope

This policy applies to any employee authorized to drive an IHB company vehicle. The guidelines apply to both on-duty and off-duty use of company vehicles.

Fuel Card Assignment and Usage

- Each fuel card is assigned to a specific vehicle and must remain with that vehicle at all times.
- Employees must ensure the fuel card is present in the vehicle when they arrive and must return it to the designated holder in the vehicle before they leave for the day.
- Fuel cards must only be used for the vehicle to which they are assigned.
- If there is no fuel card in a vehicle when the employee reports for duty, they must contact their supervisor immediately to report the missing card.
- Supervisors will provide employees with a replacement card for the day when needed. The replacement card is for one time use only and the employee and supervisor must ensure the card is returned to the supervisor that day.
- Each employee will be assigned a PIN number to be used with any fuel card. Employees must not share their PIN numbers with anyone and are responsible for all transactions made using their PIN.
- Instructions on how to use the fuel card along with a list of approved refueling locations will be available inside of each vehicle.
- Employees must use regular unleaded fuel only when refueling the company vehicle, unless the vehicle requires a different type of fuel. All fuel exceptions will be noted in the specific instructions located inside the vehicle.
- Employees must refuel at approved locations per the list provided by the IHB. Refueling at a location that is not on the list requires authorization from a department manager or supervisor. Employees should plan ahead and monitor fuel levels regularly to ensure they are able to refuel at an approved location.
- Employees must enter the correct odometer reading at the pump during each refueling.

Vehicle Use

- Company vehicles, whether used during business hours or after regular business hours, are to be used for authorized business only. This includes driving to and from work for employees with a take-home vehicle.
- Employees may not run personal errands while on duty or while using a take-home vehicle after hours unless they have received prior authorization from their department head.
- Non-IHB personnel must not be transported in a company vehicle except during the performance of company business, such as providing transportation of a customer or vendor.

Violations

- Use of fuel cards or company vehicles outside of approved business use is strictly prohibited and may be considered theft. Unauthorized use of company vehicles or fuel cards will be subject to discipline up to and including termination of employment.
- The IHB reserves the right to monitor vehicle and fuel usage using GPS data, odometer readings and fuel data and may use this data to enforce this policy.
- Any employee driving a company vehicle, or machinery of any kind, is required to have an unrestricted, valid driver's license. Employees must notify the Human Resources Department of any change to their driver's license status or any arrests that may interfere with their ability to operate a company vehicle including a DUI (or similar violation), suspension, or restrictions of any kind prior to operating a company vehicle. Any incident or change to an employee's driver's license that affects the ability to perform duties that require operating a vehicle or any machinery must be reported immediately.

Melanie Lindner, Director of Human Resources

Date

Melanie Lindner

7-1-24