



As the operator of a Yankee Trails owned vehicle you have been assigned a **SILVER** Exxon Mobil credit card to be used to purchase diesel fuel and gas.

- Your **SILVER** card may **ONLY** be used to fuel the **Yankee Trails** vehicle you are Operating (or possibly a rental car if applicable). ***It may NOT be used for personal use of any kind.*** If necessary, it may also be used to purchase DEF.
- All shuttle (mini) buses are fueled at Stewart’s Express (top of the hill on Rt. 4) at the beginning of your shift. When fueling these vehicles, and ANY/ALL non-commercial motor vehicles that require regular gasoline, you are to use **REGULAR UNLEADED FUEL ONLY.**
- If you are given a work assignment, during which you will be "handing off" your vehicle (ANY Yankee Trails owned vehicle), it is YOUR responsibility to make sure that vehicle has been fueled AND the DEF levels (if applicable) checked/replenished **before making the handoff to the next Driver.**
- Yankee Trails prohibits the fueling of your vehicle IN Canada and instead requires that you do so in the United States, **before crossing the border.** ONLY in the instance that you are doing extensive traveling in Canada are you permitted to fuel there, and only with the authorization from a member of our management team. **NOTE:** The **SILVER** fuel card may not work in Canada, as well as **Irving** service stations (this company does **not** accept the WEX/Exxon Mobil card). If so, and **ONLY IF AUTHORIZED,** you may purchase fuel using your **RAMP** card.

After fueling your Yankee Trails vehicle, use the **Samsara Driver APP** to **Create New Document** (see **Documents** purple tile in APP) and record the purchase, being sure to include photos as directed.

We review a fuel card transaction report on a **daily basis.** If we find ANY discrepancy, questionable purchase(s), or incorrect entry, you will be contacted by our office and asked to provide an explanation. Failure to adhere to our fuel card policy is subject to possible termination, as well as legal actions.

- 1) **Vehicle PIN:** The PIN will always be a 4 DIGIT NUMBER, beginning with “9”, followed by the number of the vehicle you are operating (ie. You would enter 9360 if you were driving Bus 360).

Below is a list of vehicle/PIN numbers for other (“non-Bus”) Yankee Trails vehicles:

VEH#	DESCRIPTION	DETAILS	PIN
10	BLACK CRUZE (NY)	This is our Black Chevy Cruze based in NY	9010
12	RED PICKUP (NY)	This is our red pickup truck based in NY	9012
16	CHEVY SILVERADO (NY)	This is our newest, white pickup truck in NY	9016
18	WHITE SALT TRUCK (NY)	This is our salt truck in NY	9018
22	WHITE MINIVAN (FL)	This is the white, Toyota Sienna used in FL	9022
24	BLACK MINIVAN (FL)	This is the black, Dodge Caravan used in FL	9024
26	WHITE SERVICE VAN (FL)	This is the white, Chevy Service Van used in FL	9026
28	MAZDA MIATA (NY)	This is the “Lightning McQueen” car used in NY	9028
30	2016 GRAY NISSAN ROGUE	This is the gray, Nissan Rogue used in NY	9030
32	GRAY PICKUP TRUCK (NY)	This is the gray Chevy Silverado pickup truck in NY	9032
34	SILVER KIA CARNIVAL (NY)	This is the 2025 Silver KIA Carnival “van” in NY	9034
000	CAR RENTAL	This is when operating ANY rental car	9000

2) Odometer Reading

Any problems with your fuel card should be reported immediately to Jeff Adams by email (jadams@yankeetrails.com) or phone (518-286-1800, Ext. 203). ONLY in the event of an absolute emergency you may text Jeff at 518-330-8989 if you require immediate attention regarding the use of your fuel card.