**FUELING INSTRUCTIONS:**

-Type in vehicle i.d. when asked.

* For buses, vehicle i.d. is bus number (ex 5612)
* For cars, use car number twice (ex car 1 = 11)
* For van, use van number three timex (ex van 4 = 444)

-Type in odometer reading using the exact mileage from the vehicle

- Type in Employee i.d. when asked.

* Employee i.d. is the last 4 digits of the comdata/credit card preceded by two 0’s.
* (ex last 4 digits is 4592, driver i.d. is 004592)