

Standard Operating Procedure (SOP): Fueling, Mileage Logging, and Trip Documentation

This SOP details **fueling, mileage logging, and trip documentation** procedures to ensure accurate tracking of vehicle fuel consumption, mileage, and trip activities. It covers standardized methods for refueling vehicles safely, recording mileage consistently and accurately, and documenting trip purposes and routes to support maintenance schedules, cost management, and operational accountability.

1. Purpose

To establish a uniform process for vehicle fueling, mileage logging, and trip documentation to promote operational efficiency, financial accuracy, and safe vehicle use.

2. Scope

This procedure applies to all employees and contractors operating company vehicles.

3. Responsibilities

- **Drivers:** Responsible for accurate fueling, mileage recording, and trip documentation.
- **Fleet Managers:** Responsible for reviewing logs for accuracy and completeness.
- **Supervisors:** Ensure compliance with this SOP.

4. Procedures

4.1 Fueling

1. Refuel only at authorized fuel stations or as directed by management.
2. Turn off engine and all electrical accessories before fueling.
3. Use the correct fuel type for the vehicle as specified in the owner's manual.
4. Do not overfill the tank; stop when the nozzle automatically clicks off.
5. Obtain a fuel receipt or record transaction details (date, mileage, gallons, cost).
6. Inspect for spills, and clean up immediately if necessary.

4.2 Mileage Logging

1. Before departing for a trip, record the following in the mileage log:
 - Date and time
 - Starting odometer reading
 - Destination
2. Upon return, record:
 - Ending odometer reading
 - Total miles driven
3. Submit completed logs at the end of each shift or trip as required.

4.3 Trip Documentation

1. For each trip, document:
 - Date and time of departure and return
 - Trip purpose
 - Route taken (brief summary)
 - Passengers, if applicable
2. Attach supporting documents (e.g., maps, receipts) as needed.
3. Ensure all fields are filled in legibly and accurately.

5. Documentation Template

Date	Driver Name	Vehicle	Start Odometer	End Odometer	Total Miles	Fuel Type	Gallons/Liters	Fuel Cost	Purpose of Trip	Route Taken	Passengers	Receipts Attached

6. Compliance

Failure to follow these procedures may result in disciplinary action and impact operational and financial integrity.

7. Review and Updates

This SOP shall be reviewed annually or when significant procedural changes occur.

Approved by: _____ Date: _____