

Recordkeeping Requirements

Distance Records	
<u>Manual System</u>	<u>Electronic System</u>
<p>Produce trip logs that include distance data on each individual vehicle for each trip. Distance records shall contain the following elements:</p> <ul style="list-style-type: none"> ● The beginning and ending dates of the trip ● The origin and destination of the trip ● The route of travel (which highway/ road traveled) ● Intermediate trip stops ● The beginning and ending reading from the odometer ● The total distance of the trip ● The distance traveled in each jurisdiction (state) during the trip ● The vehicle unit number or VIN 	<p>The system must produce records that include distance data on each vehicle for each trip. The system shall contain the following elements:</p> <ul style="list-style-type: none"> ● The original GPS location data ● The date and time of each system reading ● The location of each system reading ● The beginning and ending reading from the odometer ● The calculated distance between each system reading ● The route of travel (which highway/ road traveled) ● The total distance traveled by the vehicle ● The distance traveled in each jurisdiction (state) ● The vehicle unit number or VIN
Fuel Records	
<u>Over-the-Road Fuel Purchases</u>	<u>Bulk Fuel Purchases</u>
<p>Receipts, invoices, or transactions must contain:</p> <ul style="list-style-type: none"> ● The date of the fuel purchase ● The name and address of the seller ● The quantity of fuel purchased ● The type of fuel purchased ● The price per gallon or total price of the fuel purchased ● The vehicle unit number or VIN ● The name of the purchaser of the fuel 	<p>Retain the following records for bulk fuel tank(s):</p> <ul style="list-style-type: none"> ● Receipts for all deliveries ● Quarterly inventory reconciliations ● The capacity of the tank(s) ● Bulk fuel withdrawal records <p>Bulk fuel withdrawal records shall contain:</p> <ul style="list-style-type: none"> ● The bulk fuel tank(s) location ● The date of the withdrawals ● The quantity of fuel withdrawn ● The type of fuel withdrawn ● The vehicle unit number or VIN

