

## Driver Cost Sharing Guidelines

### Event Types

#### PEX

- New Expense Created – Driver created a separate expense item instead of using the auto-generated PEX expense item
- Swapped Expenses – Driver had multiple expenses and put the amount and / or receipt on the wrong PEX expense item
- Incorrect Amount – Driver entered an amount that differs from the actual charge on the PEX expense item
- No Documentation/Prepaid Receipt – Driver did not enter an amount and / or load a picture of the final receipt to the PEX expense item

#### Non-PEX

- Prepaid Receipt – Driver submits prepaid receipt fuel receipt for reimbursement
- Partial Receipt – Entire receipt not captured in photo
- Falsified Receipt – including but not limited to, submitting non-trip related receipts (i.e. one found near pump), or submitting the same receipt multiple times
- Incorrect Amount – Driver entered an amount that differs from the actual charge on the expense item receipt
- No Documentation – Driver entered an amount but did not load a picture of the receipt to the expense item claimed
- No VIN Scan – Driver failed to scan vehicle VIN thus no unit info uploaded to system for Trip Transaction
- No Paperwork Scan/Upload When Required – Driver failed to upload paperwork for Trip Transaction as required, or uploaded unreadable paperwork for Trip Transaction requiring back-end correction
- No Signature Obtained – Driver failed to obtain location signature(s) when required for Trip Transaction
- Dry Run With No Documentation/Authorization – Driver provided no proof unit could not be transported or that permission was obtained prior to Dry Run
- Submission of Receipts/Pictures/Data After Trip Closed by Driver – Driver submits required Trip documentation that should have been uploaded in the App while in the Trip, requiring back-end admin loading \*\*this does not apply when a new release or system glitch is a known issue for the same info
- Missing, Blurred, Incomplete Pictures – Driver fails to properly submit pictures, or submits non-discernable pictures, when prompted by the App
- Odometer entries incorrect
- GPS info missing
- Admin assistance calls/sms due to improper use of App

## **Cost Sharing**

The Administrative costs of correcting data inputs and payments to Drivers when Drivers incorrectly input information into the App, which has the effect of impacting the Driver's Customers, will be passed on to the Driver. DRAIVER may pass administrative costs on to a Driver when the Driver incorrectly uses the App in one or more of the way identified above, resulting in administrative intervention/correction for which there is a cost to Customer and/or DRAIVER. DRAIVER has the discretion to pass along any administrative cost(s) to the Driver, which discretion shall be exercised in a good faith and reasonable manner. Please note that expense submission that appear to be falsified will be immediately escalated for further review, and a determination will be made concerning additional fees to be imposed, if any..

The table below shows the Event Types detailed above, along with the amount of the possible cost sharing that may be passed to the Driver.

<b>Type</b>	<b>Cost</b>
PEX - New Expense	\$5.00
PEX - Swapped	\$5.00
Incorrect Amount	\$5.00
No Documentation	\$5.00
Prepaid Receipt	\$5.00
Partial Receipt	\$5.00
Falsified Receipt	\$20.00 *potentially falsified receipts will be escalated for further review as noted herein
No VIN Scan	\$20.00
Missing Required Docs	\$50.00
No Signature Obtained	\$20.00
Undocumented/ Unauthorized Dry Run	Leg of Trip
Documentation Submitted After Trip Closed	\$5.00

Pictures unusable/missing	\$5.00
Odometer readings	\$5.00
GPS Pushes Missing	\$20.00
Admin. Assistance Due to Improper Use of App	\$5.00
Delivered Not Full Fuel	\$25.00 **only applicable where customer requested full fuel
Delivered with more fuel than amount requested by Customer	Varies Cost of fuel over requested amount less \$4.00 **only applicable where customer requested specified fuel level