

# Fuel Delivery Driver

## Driver Navigation

- On your iPad or phone, open the **Kozy App**.
- Sign into your personal account.
- Clock in if applicable to your company.
- If making fuel deliveries, select **Fuel**.
- Click the checklist icon (top left) to check in your truck for the day:
  - Note the beginning-of-day miles and end-of-day miles.
  - Toggle on the pretrip items once checked, to confirm the truck is safe to drive.
- The app auto-populates deliveries for the current day. To change the date, click the date box and select a new date.
- Select the car icon to begin route navigation.
- **Pickup** button: use this when picking up fuel from a different vehicle or terminal. You can log the amount of gallons picked up.
- **Transfer** button: works the same way as pickup, for transfers between vehicles.
- Your first stop will show as the first address on the route. Each stop displays:
  - The address
  - Whether it's a will call or active delivery
  - Miles from your current location
  - The type of fuel
- Click the customer's address to open the delivery screen. This shows a photo of the location.
- Check the fill location notes for delivery guidance.
- Check driver alerts as well.
- When you're at the location and ready to pump, confirm the app is connected to the truck's meter:
  - **Connected:** the screen shows **Start** or **Leftover**.
  - **Not connected:** the screen shows **Searching for Connection**.
- Click **Start** to begin the delivery.
- Select the amount of additives, if needed.
- Toggle **Short Delivery** if applicable.
- Add any notes for the office if needed (example: "Deliver from street" or "Could not make delivery, road was blocked").
- Once finished, return to your deliveries list and move on to the next stop.

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