

DRIVER FUEL POLICY

Employees authorized to fuel company vehicles are issued a (5) digit Driver ID to be used with the company's [PRODUCT NAME]. This document is to verify that you understand your responsibilities and the company's policies regarding the use of your Driver ID.

Employee Acceptance Statements

1. I have been issued a Driver ID, which authorizes me to fuel company vehicles only, using the company's [PRODUCT NAME].
2. I understand that my Driver ID identifies me by name on a fuel report and that I am accountable for all transactions made using my Driver ID. Therefore, I will not share my Driver ID with anyone. If I believe someone else knows my Driver ID, I will immediately notify my supervisor and/or fleet manager.
3. I understand that the [PRODUCT NAME] is not to be used for personal vehicles or non-business purposes. Using the [PRODUCT NAME] for any purpose other than official business use will be considered theft of company property.
4. I understand that each time I use a [PRODUCT NAME] I am required to completely fill the vehicle's fuel tank and enter an accurate odometer reading. This will allow the company to monitor fuel usage and track required maintenance intervals. My failure to do this may result in disciplinary action.
5. I understand that each [PRODUCT NAME] is assigned to either an individual company vehicle or specific fueling purpose (example; off road equipment fuel card). My Driver ID will work with any [PRODUCT NAME] card issued to the company. I understand that it is against company policy to swap or share cards between vehicles or to use any card for other than the intended purpose.

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name: (Print) _____

Signature: _____ Date ____ / ____ / ____