

# Augusta University

## Policy Library

### University Fleet Fueling Policy

**Policy Owner: Facilities Management**

**Pres**

#### **POLICY STATEMENT**

This policy will establish procedures and guidelines for the use of the State of Georgia Fuel Card designed to enable authorized state of Georgia employees to make fuel purchases for vehicles and equipment used for official state business.

#### **REASON FOR POLICY**

To establish a policy concerning the proper procedure for fueling fleet vehicles belonging to Augusta University ('Augusta').

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other: All Augusta employees (including faculty and staff) who operate AUGUSTA owned, rented, or leased vehicles.

#### **DEFINITIONS**

N/A

#### **PROCESS & PROCEDURES**

In order to control expenses and help the fleet run more efficiently, the following fuel guidelines and policies have been established.

1. Each University vehicle has been assigned a unique Wright Express (WEX) Fuel card. This card is to remain secured in the vehicle at all times. Insure the WEX card matches the vehicle you are driving. Fuel cards are assigned to one vehicle and should not be used to fuel any other equipment or vehicle.
2. Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN). Drivers will need to fill out the AUGUSTA Driver's Certification – Acknowledgement Form in order to be assigned a PIN. This PIN can be used by the individual with any card on the WEX account. Generic PINs are prohibited (such as one PIN for an office / department). Vehicle numbers will not be used as a PIN. PIN numbers will not be written on the WEX card. Compromised PINs will be cancelled immediately. PIN numbers are to be kept private and must not be shared with anyone else.
3. Fuel can only be purchased from a Wright Express participating store. (A listing of local participating stores is located on Vehicle Services web page, found at: <http://www.gru.edu/facilities/vehicleservices/>).
4. Only pump fuel in authorized vehicle.
5. When fueling an unleaded gasoline vehicle, **87-octane fuel** is the only authorized fuel type.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 847

**Policy Sponsor:** Director, Facilities Services

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**Last Revision:** 02/16/2016

**Last Review:** 11/11/2015

6. At the WEX accepting location, insert the card into pay at the pump terminal device or the appropriate slot or have the attendant swipe the card inside the fuel station. Input the driver PIN number and the odometer reading of the vehicle. An accurate odometer reading is required during every fuel transaction. Be careful that you enter them in the correct order. Some pumps require PIN # first and other the odometer reading first. Do not enter in the "Tenths" of the mileage. Never share your PIN # with anyone and do not leave it with the card. Treat this number like your ATM PIN or Social Security Number. On your printed receipt verify the correct odometer. If incorrect tell your Fleet manager.
7. Do not pump fuel into any unauthorized container, vehicle or piece of equipment.
8. Do not purchase any unauthorized, non-fuel products. Only consumable maintenance items, such as fluids to top off as needed.
9. If required by your department submit receipts and make sure the vehicle number is printed or written on your receipt. If you made an odometer entry error, provide the receipt with the corrected information to your Fleet Coordinator (706-721-4667) so they can correct the odometer reading in the statewide "VITAL" Fleet system even if your department does not require receipts to be turned in.
10. Remember it is VITAL to enter the correct odometer reading of the vehicle you are fueling with the WEX card assigned to that vehicle.

## **REFERENCES & SUPPORTING DOCUMENTS**

DOAS Statewide Fuel Card Standards & Guidelines (March 1, 2010) (**Attached**)

DOAS Georgia Fleet Management Manual (FY 2014) (**Attached**)

University System of Georgia; Human Resources Administrative Practice Manual: Employment: Policy on Motor Vehicle Use [http://www.usg.edu/hr/manual/motor\\_vehicle\\_use](http://www.usg.edu/hr/manual/motor_vehicle_use)

Augusta University Driver's Certification - Acknowledgement Form (**Attached**)

<http://www.gru.edu/facilities/vehicleservices/certification.php>

Vehicle Services Web page <http://www.gru.edu/facilities/vehicleservices/index.php>

## **RELATED POLICIES**

Augusta University Vehicle Operator Policy

## **APPROVED BY:**

Brooks A. Keel, Ph.D.

**Date:** 06/09/2017

President, Georgia Regents University and CEO, Georgia Regents Health System