

*Place your logo here.*

*Carson strongly encourages you have an employee fuel policy in place for your business as one layer of protection against fuel theft and fraud. A template for such a policy can be found below. Use as is or edit to make your own!*

## **FUEL DRIVER POLICY**

Employees authorized to fuel company vehicles are issued a (5) digit **Driver ID** to be used with the company's fuel purchase card. 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 fuel purchase card.
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 Drive 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 Company's fuel purchase card is not to be used for personal vehicles or non-business purposes. Using the Company's fuel purchase card for any purpose other than official business use will be considered theft of company property.
4. I understand that each time I use a Company's fuel purchase card, 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 Company fuel card is assigned to an individual, company vehicle or specific fueling purpose (example; New Car Sales Dept. fuel card). My Driver ID will work with any Company fuel purchase 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 \_\_\_\_/\_\_\_\_/\_\_\_\_