

Augusta University

Policy Library

Fleet Fueling Policy

Policy Manager: PO Department

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 ("AU").

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 AU employees (including faculty and staff) who operate AU owned, rented, or leased vehicles.

DEFINITIONS

Intentionally left blank.

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. The vehicle's fleet number appears in the lower left corner of the fuel card. This card is to remain secured in the vehicle at all times. Ensure 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. Cards designated for fueling university-owned equipment are red in color and have the word "Equipment" in the upper right corner.
2. Drivers who need to purchase fuel for fleet vehicles will be assigned a specific individualized Personal Identification Number (PIN). Drivers who have completed all requirements for authorization to drive set forth in the Augusta University Motor Vehicle Policy may request a PIN from Vehicle Services. The driver must then complete the Fuel Card Training required by the State of Georgia. The training can be found on this page by clicking on the icon "Fuel Card Driver Acknowledgment" <https://doas.ga.gov/fleet-management/Fleet-Fuel-Cards>.

3. 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.
4. Fuel can only be purchased from a Wright Express participating store. (A listing of local participating stores is located on [Vehicle Services web page](#).)
5. Only pump fuel in authorized vehicles.
6. When fueling an unleaded gasoline vehicle, **87-octane fuel** is the authorized fuel type.
7. 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's 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 others 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 any other PIN or password for security purposes. On your printed receipt verify the correct odometer. If incorrect notify Vehicle Services at vehicle_services@augusta.edu.
8. Do not pump fuel into any unauthorized container, vehicle, or piece of equipment.
9. Do not purchase any unauthorized, non-fuel products.

REFERENCES & SUPPORTING DOCUMENTS

DOAS Statewide Fuel Card Standards & Guidelines (July 2019)

DOAS Georgia Fleet Management Manual (FY 2021)

University System of Georgia; Human Resources Administrative Practice Manual: Employment: Policy on Motor Vehicle Use

AU Driver Acknowledgement Form

Vehicle Services Web page <https://www.augusta.edu/facilities/vehicleservices/index.php>

RELATED POLICIES

[AU Motor Vehicle Policy](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 4/28/2023

President, Augusta University Date: 5/2/2023