

Fuel Card Usage Policies and Procedures  
Updated June 27<sup>th</sup>, 2012



**Public Works Department Fuel Card User Agreement Form**

I, \_\_\_\_\_ have received the indicated (*Public Works Department*) property for departmental use **ONLY** and accept full responsibility for the safe keeping of such, and understand the conditions as outlined in this form.

Driver Fuel Card #: \_\_\_\_\_

**PLEASE NOTE:**

- DRIVER Fuel Cards are to be kept in your possession during your term of employment at the Public Works Department and to be used to re-fuel PWD vehicles **ONLY**.
- VEHICLE Fuel Cards are to remain in the assigned vehicle and are to be used to re-fuel your assigned vehicle **ONLY** and are **NOT** for use with personal vehicles.
- You are to keep your security PIN number secure and **DO NOT** share your card with anyone else.
- This card is your ID fuel card and you will be liable for expenses charged against this card if it is misused. **The replacement cost is \$25.00**
- Any misuse of any kind, can and may lead to disciplinary action.
- Kindly maintain your DRIVER fuel card and report any problems or failures to your immediate superior and the Fleet Manager promptly. Failure to do so is considered negligent on your part.
- Your DRIVER fuel card is to be returned to your Supervisor or the Fleet Manager at the end of your employment term. Your final pay cheque will be deducted by the cost of a replacement card if the DRIVER fuel card is not returned.

**X** \_\_\_\_\_  
Issuing staff member (signature) Date

**X** \_\_\_\_\_  
Recipient (signature) Date

\_\_\_\_\_  
Issuing staff member Name (print)

\_\_\_\_\_  
Recipient Name (print)

**By way of this document, the recipient grants Public Works Department permission to deduct from their salary, replacement costs for items lost, damaged or situations outlined as negligent on their part, and any incurred expenses due to the misuse of this item.**