FUEL CARD POLICY

<Organization Name> may occasionally provide employees with fuel cards in order to ensure that employees are able to purchase the fuel required to complete work-related-travel. The purpose of this policy is to establish the conditions and responsibilities that are expected of employees who receive a fuel card.

POLICYParticipation in the <Organization Name> Fuel Card Program is a privilege that also comes with cardholder and user responsibilities. The card is considered company property and should be used only for company business in accordance with applicable legislation and company policies.

Employees must understand that the card is NOT a personal fuel card and are not permitted to make personal fuel purchases under any circumstance.

As a cardholder or user of a <Organization Name> Fuel Card, employees are expected to:

* Use the fuel card only in accordance with company policies, regulations, and the procedures stated here.
* Ensure that the fuel card the employee is using is the correct card assigned to the vehicle being fueled.
* Employees are to keep their personal Driver’s License number private so it cannot be used by anyone other than the employee.
* Employees are responsible for entering an accurate mileage reading for the vehicle they are fuelling at the pump.
* Employees are responsible for retaining the appropriate fuel receipts for review as required by <Organization Name>.
* Employees are required to surrender the Fuel Card to [Insert Name/Title] at <Organization Name> or the immediate supervisor upon demand or upon my separation of employment with the company.
* Employees are personally responsible for any improper or illegal use of the card.
* <Organization Name> reserves the right to collect any amounts owed by the employee for improper or personal purchases made on the fuel card, even if the employee is no longer employed by the Company.
	+ This will be subject to the applicable employment legislation regarding deductions from wages.

Employees are expected to follow these established guidelines for the use of the card and are required to understand that failure to do so may result in either revocation of the use of the Fuel Card or other disciplinary actions up to and including termination of employment, as per the Progressive Discipline Policy.