

Department of Administrative Services

Lead. Empower. Collaborate.

Fuel Card Driver Acknowledgement Guide

Office of Fleet Management 2021



Go to the doas.ga.gov website, and click Divisions



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ADMINISTRATIVE SERVICES

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We offer tools, training, and guidance for state agencies, state employees, and those doing business with the state to maximize opportunities and foster growth, drive efficiency, and improve enterprise administrative performance.



Choose Fleet Management



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We offer tools, training, and guidance for state agencies, state employees, and those doing business with the state to maximize opportunities and foster growth, drive efficiency, and improve enterprise administrative performance.

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Scroll down to the State Entities Fleet Driver

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Fleet Management

Providing guidance and data on the ownership, operation, and use of state vehicles to ensure compliance, lower costs, and a safer workplace.



We manage fleet operations throughout the state of Georgia. Our primary mission is ensuring the cost-effective management of the state's 20,000+ vehicle fleet, from initial acquisition through their disposal. We provide guidance and education, based on national

Click Fuel Card Acknowledgement

Who We Serve



State Entities Fleet Manager

Welcome to the Department of Administrative Services (DOAS) Fleet Management for fleet managers.

- > [Vehicle Acquisition Process](#)
- > [Rules, Policies, and Compliance](#)
- > [Fleet Management System](#)
- > [Fuel Cards](#)

[See All Information](#)



State Entities Fleet Driver

Welcome to the Department of Administrative Services (DOAS) Fleet Management for state employees.

- > [Driver Emergency Resources/Roadside Assistance](#)
- > [Education and Training](#)
- > [Fuel Card Acknowledgement](#)
- > [Report an Accident](#)

[See All Information](#)



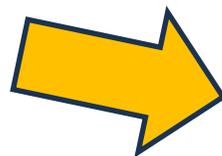
Fuel Cards
About Fuel Cards
Fuel Card Resources
Fuel Card Analytics Tools
Fuel Card Driver Acknowledgment

Fuel Card Driver Acknowledgment

The state of Georgia Fuel Card Program authorizes state employees to make fuel purchases for vehicles and equipment used for official state business only.

State law, O.C.G.A. §50-5-80, prohibits an employee from using the card for personal purchases. Any employee who knowingly uses the card for personal purchases under \$500 is guilty of a misdemeanor. Personal purchase of \$500 or more is a felony punishable by one to 20 years in prison.

Drivers must be aware that the state of Georgia has zero tolerance for fraudulent use of the fuel card, regardless of the monetary amount of the loss. By completing and submitting the certification form below, you verify that you, as a driver, acknowledge that you have read the policy, viewed the training video and will adhere to the policy.



[LOG INTO DOAS CUSTOMER HUB](#) → ↗

State employees are required to complete this acknowledgement prior to any use of the State of Georgia WEX Fuel Card.

 > Fleet Management

FUEL CARD ACKNOWLEDGEMENT

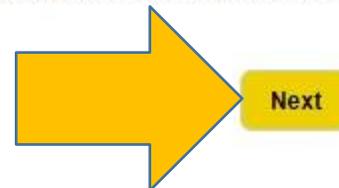
Welcome to the Statewide Fuel Card Standards and Guidelines for Drivers Acknowledgement

The State of Georgia Fuel Card is a charge card designed to enable authorized State of Georgia employees to make fuel purchases for vehicles and equipment used for official state business. Under no circumstances is an employee permitted to use the Fuel Card for personal purchases.

O.C.G.A. §50-5-80 states that any employee who knowingly uses the card for personal purchases under \$500 is guilty of a misdemeanor. An employee who knowingly uses the card for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison.

Drivers must be aware that the State of Georgia has zero tolerance for fraudulent use of the fuel card, regardless of the monetary amount of the loss.

This certification is to verify that drivers have read the policy, viewed the training video and will adhere to it.



CONTACT

Fleet Management

Phone
770-651-0250, Option # 4

ASK A QUESTION

Chat
Live Chat Chat with a member of our support team. There are agents available, with no expected wait.

[View All Division Contacts](#)



For Help –
click Ask A
Question or
call the
contact
center.



[My Account Settings](#) ▾

You must login to complete the Fuel Card Acknowledgement.

 > Support Login

PLEASE LOG IN TO THE GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS) CUSTOMER PORTAL TO CONTINUE

Username

State employees use your state email, e.g. pat.davis@doas.ga.gov

Password

LOG IN

Forgot your username or password?

CREATE AN ACCOUNT

If you know your password, you may login.

However, most State of Georgia employees already have an account in the DOAS Customer Portal but are not aware they must create a password. To begin click forgot username and password.

Reset Your Password

 > Account Assistance

ACCOUNT ASSISTANCE

REQUEST YOUR USERNAME

If the email address you enter is in our system, we'll send you your username. If you don't have a username, we'll send you a link to set up an account instead.

Email Address

EMAIL MY USERNAME

RESET YOUR PASSWORD

We'll email you a link to a page where you can create a new password.

Username

RESET MY PASSWORD

Enter your State of Georgia email address and click reset password



You will receive notification the email was sent.

The screenshot shows the Department of Administrative Services website. The header includes the Georgia logo, the text "Department of Administrative Services" with the tagline "Improving efficiency, compliance and workforce performance", and a "GOVTRAK 2016 STATE PROCUREMENT RANKINGS" badge. Navigation links for "Learn About DOAS", "Our Community", and "Need Help" are present. The main content area is titled "ACCOUNT ASSISTANCE" and "REQUEST". A modal window titled "INFORMATION" is open, displaying the message: "We just sent you an email to reset your password." Below this, it lists reasons why the user might not receive the email: "Your account may be disabled.", "The username may not be valid.", and "The email address you are checking may be different than the email address on file for the username you entered." An "OK" button is at the bottom right of the modal. In the background, a form for "RESET YOUR PASSWORD" is visible, with the username "lori.barmann@doas.ga.gov" entered.

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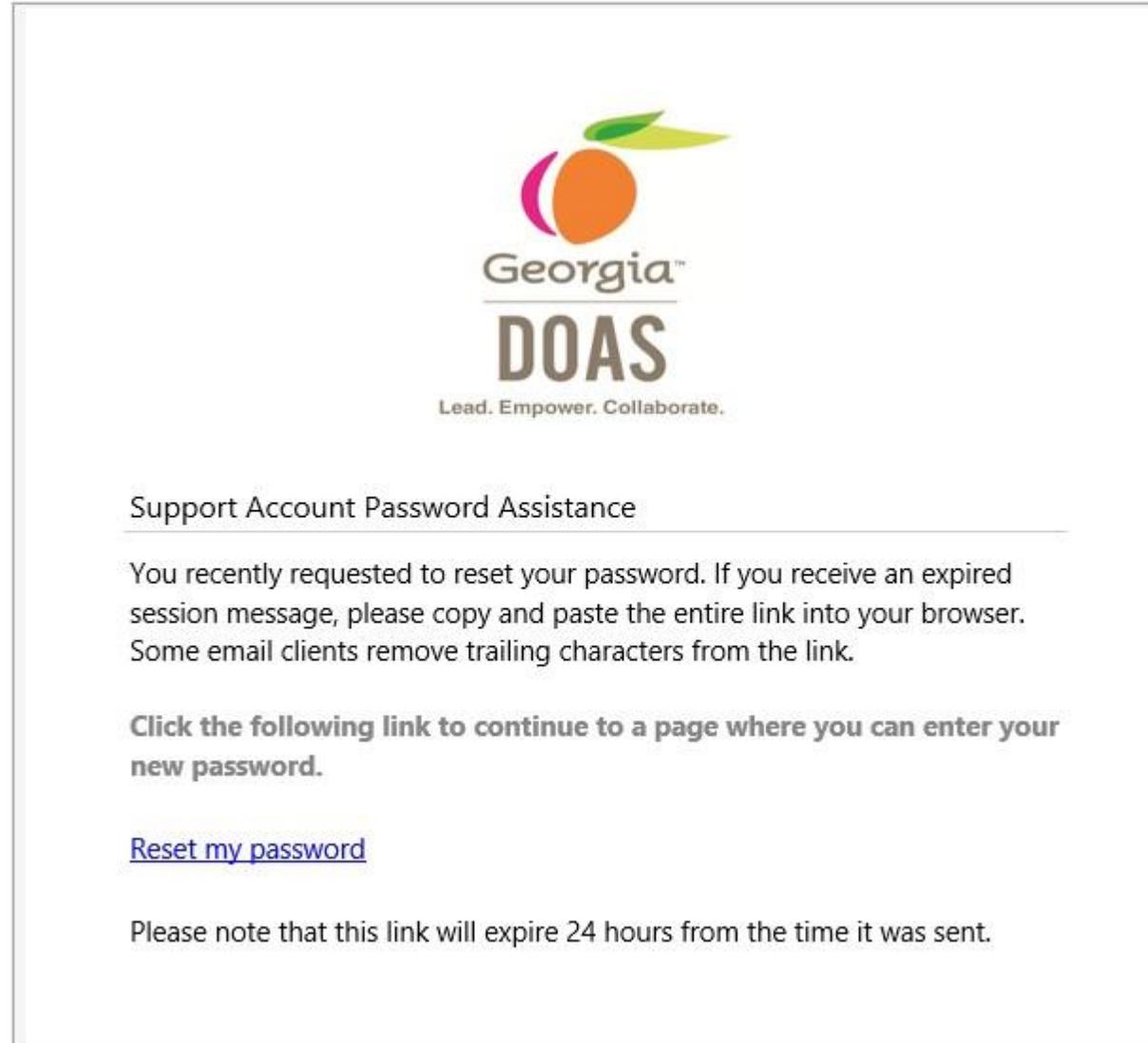


You will receive a similar email with an option to reset password.

If you have received this email, you should create a password.

Once you create the password you will be routed directly to the Fuel Card Acknowledgement.

You can skip to slide 16.



If you have not received this email within a few minutes you will need to create an account. Go to next slide.

Create an account

 > Support Login

PLEASE LOG IN TO THE GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES (DOAS) CUSTOMER PORTAL TO CONTINUE

Username

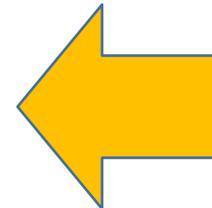
State employees use your state email, e.g. pat.davis@doas.ga.gov

Password

LOG IN

Forgot your username or password?

CREATE AN ACCOUNT



Click here to create an account

Enter your business contact information.

🏠 > Create a New Account

CREATE AN ACCOUNT

First Name *

Lori

Last Name *

Barmann

Email Address *

Lori.barmann@doas.ga.gov

Username *

lori.barmann@doas.ga.gov

Password

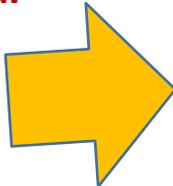
.....

Verify Password

.....

CREATE ACCOUNT

You must use your state email address as your Username.



Click Create Account



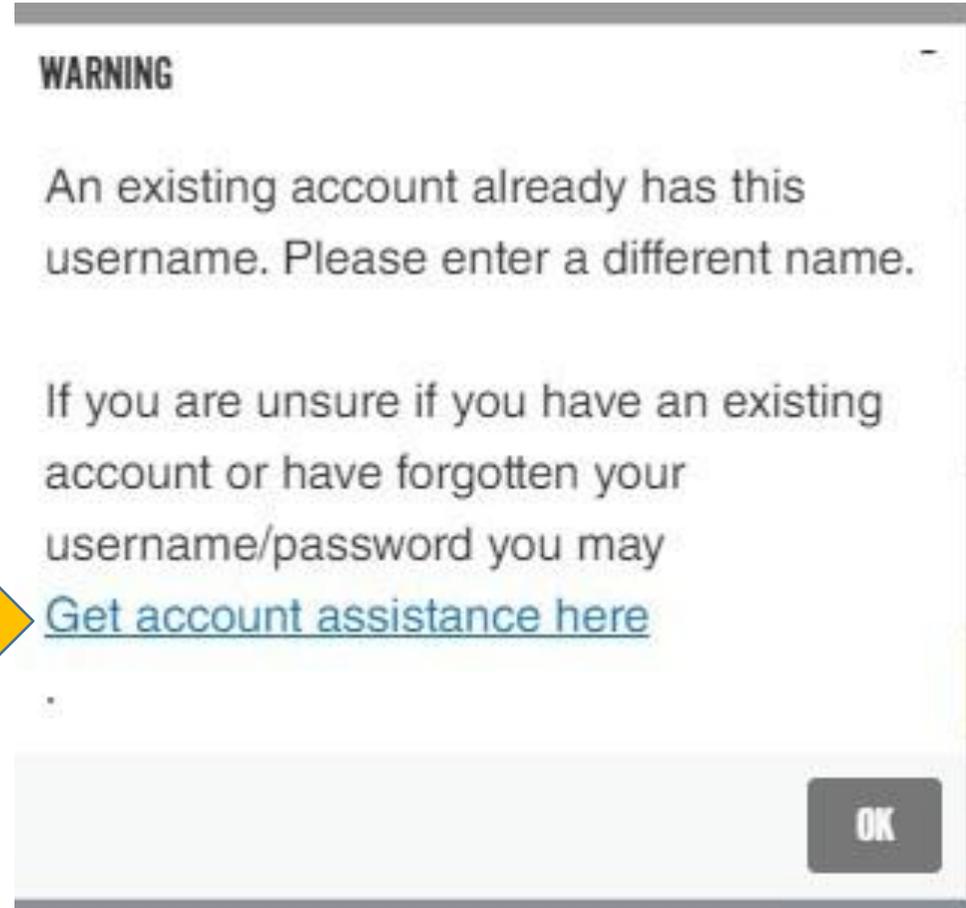
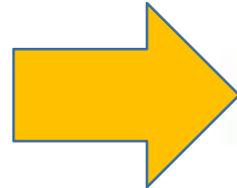
Create and verify your password.



You may already have an account with DOAS.

If you received access into the Fuel Card Acknowledgment skip to slide 16.

However, if you receive this **WARNING** message, click [Get account assistance here](#) to request to reset your password



Reset Your Password

 > Account Assistance

ACCOUNT ASSISTANCE

REQUEST YOUR USERNAME

If the email address you enter is in our system, we'll send you your username. If you don't have a username, we'll send you a link to set up an account instead.

Email Address

EMAIL MY USERNAME

RESET YOUR PASSWORD

We'll email you a link to a page where you can create a new password.

Username

RESET MY PASSWORD

Enter your State of Georgia Email address and click reset password



You will receive notification the email was sent.

The screenshot shows the Georgia Department of Administrative Services website. The header includes the logo, the text "Department of Administrative Services" with the tagline "Improving efficiency, compliance and workforce performance", and a "GOVTRAK 2016 STATE PROCUREMENT RANKINGS" badge. Navigation links for "Learn About DOAS", "Our Community", and "Need Help" are present. The main content area is titled "ACCOUNT ASSISTANCE" and features a "REQUEST" section. A modal window titled "INFORMATION" is open, displaying the message: "We just sent you an email to reset your password." Below this, it lists reasons why the user might not receive the email: "Your account may be disabled.", "The username may not be valid.", and "The email address you are checking may be different than the email address on file for the username you entered." An "OK" button is at the bottom right of the modal. In the background, the "Email Address" field contains "lori.barman" and the "Reset My Password" button is visible.

CONTACT

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Live Chat Chat with a member of our support team. There are agents available, with no expected wait.

[View All Division Contacts](#)



You will receive a similar email with an option to reset password.



Support Account Password Assistance

You recently requested to reset your password. If you receive an expired session message, please copy and paste the entire link into your browser. Some email clients remove trailing characters from the link.

Click the following link to continue to a page where you can enter your new password.

[Reset my password](#)

Please note that this link will expire 24 hours from the time it was sent.

If you are a contracted driver, you do not have authorization to use the State Fuel Card and should not complete the acknowledgement.

FUEL CARD ACKNOWLEDGEMENT

Determine Acknowledgement Requirements

Please make a selection from the options below to determine if you are required to perform this acknowledgement.

Are you a Contracted Driver? *

- Yes
- No



What type of employee are you?*

- I am a State of Georgia employee.
- I am a student enrolled in a structured volunteer program.



Please make a selection from one of the options below: *

- I am a new driver.
- I have transferred and need to perform this acknowledgement with my new state entity.
- I previously completed this acknowledgement and need a copy of my certificate.



Back Next



Click

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My Account Settings ▾

All State of Georgia employees click No

Choose an option

If you have previously completed the acknowledgement, you can reprint your certificate here, otherwise choose another option.

Confirm you have read the fuel card policy and viewed the fuel card training video.

FUEL CARD ACKNOWLEDGEMENT

Review the Below Policy and Training Video

The Statewide Fuel Card Policy and Training offer guidance on employees' use and responsibility for the State of Georgia Fuel Card. In addition to training, state employees who purchase fuel and related products for State-owned/leased vehicles, should read the Statewide Fuel Card Standards and Guidelines for Drivers.

Statewide Fuel Card Policy

[Statewide Fuel Card Standards and Guidelines for Drivers](#)

I certify that I have read and I will comply with all provisions within the Statewide Fuel Card Standards and Guidelines *for Drivers*. I know where and how to locate it, and I acknowledge that I should contact my supervisor for answers to any questions I have related to the policy.

Statewide Fuel Card Training Video

[Statewide Fuel Card Standards and Guidelines for Drivers Training Video](#)

I have viewed the complete Statewide Fuel Card Standards and Guidelines *for Drivers* training video.

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[My Account Settings](#) ▾



1

Confirm you have read the fuel card policy and viewed the fuel card video by checking the boxes.



2

[Back](#) [Next](#)



Click

Choose your agency and complete your contact information.

Home > Fleet Management

FUEL CARD ACKNOWLEDGEMENT

Contact Details

Organization

Select your organization here or use the dropdown arrow to make your selection *

Administrative Services, Department Of

First Name *

Lori

Last Name *

Barmann

Organization Email Address

Use your organization email address. *

lori.barmann@doas.ga.gov

Enter your Employee ID (please include any preceding zeros)

00123456789

Click

Back Next

CONTACT

Fleet Management

Phone

770-651-0250, Option # 4

ASK A QUESTION

View All Division Contacts



My Account Settings

This field has been updated to employee ID.

Confirm your information, sign, and submit.

FUEL CARD ACKNOWLEDGEMENT

Please Confirm Your Contact Details

I am a State of Georgia employee.

Organization:
Administrative Services, Department Of

First Name:
Lori

Last Name:
Barmann

Email:
lori.barmann@doas.ga.gov

Employee ID:
00123456789

Acknowledgement Details

I certify that I have read and I will comply with all provisions within the Statewide Fuel Card Standards and Guidelines for Drivers. I know where and how to locate it, and I acknowledge that I should contact my supervisor for answers to any questions I have related to the policy.

Yes

I have viewed the complete Statewide Fuel Card Standards and Guidelines for Drivers training video:

Yes

Please sign your name: *

Lori Barmann

Clear Signature

Please confirm the above information is correct. If further updates are required, please select the back button to edit your profile.

Back Submit



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My Account Settings ▾

Print your Certificate.

🏠 > Fleet Management

FUEL CARD ACKNOWLEDGEMENT

You have completed the Statewide Fuel Card Standards and Guidelines Training

PLEASE DO NOT CLOSE OUT THIS SCREEN before downloading and saving a copy of your fuel card acknowledgement certificate. You may download the certificate using the link below. Please be sure to provide a copy of the certificate to your Agency Fleet Manager and also retain a copy for your records.

Certification:

[Fuel Card Acknowledgement Certificate](#)

Additional Information:

[Statewide Fuel Card Standards and Guidelines](#)

[DOAS Fleet Management Fuel Card Home Page](#)

[Using the WEX Fuel Card at the pump](#)

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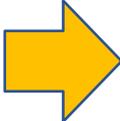
[View All Division Contacts](#)



[My Account Settings](#) ▾

[Fleet Home Page](#)

Click here to
Print your
certificate.



Be sure to email a copy to your Fleet Manager and save a copy for yourself.

