September 20, 2019

Dear Fleet Managers,

Effective July 1st, 2019, The Office of Fleet Management (OFM), in partnership with the Office of Planning and Budget (OPB), published the revised [Statewide Fuel Card Standards & Guidelines](#). The guidelines have been updated with the aim of creating uniformity in the implementation and administration of the fuel card program and strengthening compliance across State government. Revisions to the fuel card policy include but are not limited to the following:

- Clear timelines for reporting incidents of suspected misuse of the fuel card
- Minimum audit standards for all fuel card program customers/users
- Documented procedures for compliance with feasible and measured penalties
- Requirement for policy training and acknowledgement by all current drivers

In addition to the revised policy, a new *[Driver Version of the Statewide Fuel Card Standards & Guidelines](#)* has been created.

The *"WHAT"*
One noted update in the policy is the addition of the Fuel Card Driver Acknowledgment which impacts the more than 50,000 current drivers of state vehicles who have an existing fuel card PIN assigned to them. Under the revised guidelines, each of these current drivers MUST complete acknowledgement of the Statewide Fuel Card Standards & Guidelines for their PIN to remain active. ***The deadline for current drivers to meet the new requirements is January 28, 2020.***

To allow ample time for compliance, each state entity will have 120 days to have all <u>current</u> drivers complete the on-line fuel card training (video) and acknowledgement. After the 120-day time period has ended, fuel card PINs of all <u>current</u> drivers who have not completed the fuel card acknowledgement will be terminated.

Effective October 1, 2019, any <u>new state employee</u> who will be driving a state vehicle and using the state fuel card will be required to complete the acknowledgement prior to the Fleet Manager, or the agency's fuel card administrator, issuing the new driver a fuel card PIN.

The *"HOW"*
Access to the training and acknowledgement will become available on **October 1, 2019**, on the DOAS website- https://service.doas.ga.gov/app/answers/fuelcard/a_id/1496.
(attached are screen shots to help navigate to the training tool from the DOAS website).

To assist fleet managers with tracking the drivers that have completed the acknowledgement, we have created an additional tool to assist in locating the driver's fuel card acknowledgement history. This tool is also located on the DOAS website as well- https://service.doas.ga.gov/app/FuelCard. Additionally, each month leading up to the 120-day deadline, OFM will send a report to fleet managers with the respective driver list of those who have completed the acknowledgement.

OFM has also scheduled two dates for an on-line live demo of the acknowledgement tool for fleet managers to attend via GoToMeeting. A calendar invite will be sent out for September 24th 9:30am and September 25th 3:00pm. Feel free to forward the invite to additional personnel however please DO NOT invite drivers to the live demo (remember, there are more than 50,000 drivers statewide).

The _"WHY"_
The improvements to the <u>Statewide Fuel Card Standards & Guidelines</u> allows DOAS to strengthen the fuel card program controls to aid in the reduction of fuel theft while continuing to meet your agency's fleet fuel needs and offering you the highest quality of customer service.

If you have questions about the new guidelines and acknowledgement process or our fuel card program, please contact Jazzmin Randall at Jazzmin.Randall@doas.ga.gov (404) 651-7263 or Jim Sever at Jim.Sever@doas.ga.gov (404) 463-6410

Sincerely,

Jazzmin Randall
Director, Office of Fleet Management