



# STATEWIDE FUEL CARD STANDARDS & GUIDELINES FOR DRIVERS

In Accordance With State Policy

Georgia Department of Administrative Services  
Office of Fleet Management

*in cooperation with the*

Office of Planning and Budget



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# State of Georgia

## Fuel Card Standards and Guidelines for Drivers

### 1.0 Program Overview

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. The fuel card program is offered by the Department of Administrative Services ("DOAS") and managed by the DOAS Office of Fleet Management (OFM). The intent of this document is to provide guidelines for state employees of any state entity who purchase fuel and related products for State-owned/leased vehicles and equipment.

### 1.1 Requirements for Use

The WEX Inc. card is the only fuel card authorized for use by employees of any state entity. As such, state entities may not provide or subscribe to any other fuel programs or services, systems, or products other than those provided by DOAS OFM. State Purchasing Cards ("P-Cards") shall not be used to purchase fuel or repair services.

### 1.2 Card Types

The state fuel card program consists of two distinct fuel cards, commonly referred to as the "Waterfall" Card and the "Red" Card. Each card has a unique operational purpose to acquire fuel to support agency missions.



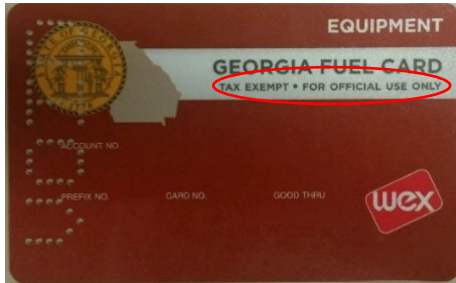
1. The "Waterfall" Card, pictured left, with the words "TAX EXEMPT \* FOR OFFICIAL USE ONLY" (see red circle in image) appearing on the face below "VEHICLE FUEL CARD". It is designated for the purchase of fuel for the primary fuel tanks of State vehicles including cars, trucks and other on-road vehicles, vehicles which are assets with unique Original Equipment Manufacturer identification numbers (i.e. Vehicle Identification Numbers (VIN), serial numbers, engine numbers, etc.,) and all vehicles and equipment capable of tracking meter readings (i.e. hours, mileage).

All vehicle drivers are required to record the accurate odometer/meter readings of the vehicle at the time of any fuel purchase. Whether this is done through an automated fuel dispensing equipment system or manually at bulk fuel sites, entries must be accurate. Odometer readings must be recorded on each fuel purchase where mileage is not obtained by automated processes for recording into the Fleet Management System.

Additionally, the "Waterfall" fuel card uses may include but are not limited to:

- Passenger-carrying vehicles (e.g. sedans, vans, SUVs, trucks, motorcycles, crossovers, etc.).
- Off-road equipment (e.g. Backhoes, loaders, graders, skid steer, auxiliary generators, stationary generators, etc.).

- Federally owned vehicles,
- Temporary loaner or donated vehicles,
- Agency motor pool vehicles,
- Leased vehicles (leases greater than three months)



2. The “Red” Card, pictured left, has a red background and includes the words “Equipment” along with “TAX EXEMPT \* FOR OFFICIAL USE ONLY” (see red circle in image) under the words “GEORGIA FUEL CARD” on the face. This card is designated only for the purchase of fuel for secondary storage tanks for dispensing fuel at work sites as well as portable fuel cans or gas tanks and for use in portable equipment, lawn tractors, mowers,

etc., daily rentals, and for emergency use. When used to fill secondary or portable tanks, all operators are required to maintain a log documenting the filling of the secondary/portable tank as well as the dispensing of fuel from that tank into the equipment/machinery consuming the fuel.

Additionally, the “Red” Card or secondary fuel card (typically assigned to supervisors) is to be used for fuel procurement exceptions, such as emergency use and purchase of minimal quantities of fuel where meter tracking is neither practical nor cost-effective. Examples of fuel procurement exceptions are:

- a. Emergency fuel procurement by designated supervisors during natural disasters or other emergencies where health and safety of the public may be otherwise at risk.
- b. Mobile or auxiliary fuel tanks either trailer mounted or affixed to passenger-carrying vehicles without unique identification numbers and ability to track meter readings (i.e. odometers, hours).
- c. Temporary use to fuel vehicles for damaged or lost Waterfall cards, not to exceed 5 business days
- d. Temporary use for short-term commercial rentals not to exceed rental term.
- e. Refill fuel receptacles, small gas cans to service landscape equipment (i.e. mowers, weed whackers, etc.) off-road equipment and auxiliary tanks affixed to passenger-carrying equipment that has an assigned Waterfall card.

**NOTE: Use of either card for personal purchases is strictly prohibited and will result in disciplinary action, up to and including termination of employment and criminal prosecution.**

### 1.3 Personal Identification Numbers (PINs) for Drivers

Employees required to drive vehicles or operate equipment will receive a **Personal Identification Number (PIN)** after the driver has completed the Fuel Card Policy training video and acknowledgement.

The PIN will allow the driver to purchase fuel that can be used with any vehicle fuel card assigned to the WEX Account operated by their entity.

The issuance of PINs will be managed by the state entity Fuel Card Program Administrator and the administrator must confirm the driver has completed the Fuel Card Policy training video and acknowledgement prior to issuing the driver's PIN.

PIN usage must comply with the following requirements:

- a. Use of the Fuel Card for Personal Purchases is strictly prohibited.
- b. PIN numbers shall not be shared.
- c. PINs can be used by the individual with any card on the entity's WEX account.
- d. PIN numbers should not be written on the fuel card.
- e. Use of the PIN serves as an electronic "**signature**" of the person to whom it is issued.

### 1.4 Fuel Card User Responsibilities

All card users are, in effect, purchasing agents for the State of Georgia and their individual employers. Accordingly, all card users must have a minimum understanding of the State Guidelines and internal policies governing the use of the fuel card. Card users must also be familiar with the provisions of O.C.G.A. §45-10-1 et. seq. regarding State Employee Code of Ethics and Conflicts of Interest. (**See APPENDIX A for Code**)

All drivers must complete the Fuel Card Policy training video and acknowledgement prior to being issued a PIN number.

#### **Card user responsibilities include:**

1. Always maintaining security of cards, account numbers, expiration dates, and PINs.  
***The sharing of PINs or use of generic PINs by multiple users is strictly prohibited.***
2. Maintaining knowledge of State Fuel Card Guidelines as well as internal policies and procedures (e.g. Input accurate odometer readings).
3. Ensuring all purchases are allowable purchases per State and internal Fuel Card policies.
4. When reasonable, obtaining "**best value**" for the State when making purchases with the Fuel Card. This may include selecting the most competitive fuel provider in situations where multiple providers are within proximity to one another. Every reasonable effort should be made to select the vendor with the lowest advertised or displayed fuel price.
5. Only regular unleaded gasoline shall be used unless higher octane or "premium" fuel is required by the vehicle operations manual provided by the manufacturer for that vehicle.
6. Ensure all purchases made with the Fuel Card are only for official State business.
7. Understand that all fuel will be purchased using the state fuel card provided by DOAS unless procured from a bulk site operated by a state Entity.
8. Fuel shall not be purchased using the state Purchasing Card (P-Card).



**The following procedures shall be followed when purchasing fuel from either a state operated or a participating retail fueling site:**

1. Verify that the vendor is a participant in the WEX Inc. network. In most cases, participating vendors can be identified by their displaying an image of the WEX card or listing WEX Inc. as an accepted payment type on their fuel pumps or other signage.
2. Follow the procedures that apply to the site and enter the correct information, including correct odometer readings, when prompted to purchase fuel.
3. Gasoline powered vehicles will use only regular unleaded 87 octane fuel. Higher cost/grade fuel will be used only if required by the vehicle operations manual provided by the manufacturer for that vehicle. Flexible fuel vehicles (FFVs) can operate on straight unleaded gasoline or any percentage of ethanol up to 85%. OFM will monitor this area for compliance by all state agencies.

## 2.0 Allowable Purchases

Except as provided in subsection “Declared Emergencies and Natural Disasters” of the Statewide Fuel Card Standards & Guidelines Policy, the fuel card shall only be used to purchase:

1. Fuel for use in State-owned vehicles and equipment used for official State business
2. In some cases, where approved in advance and in the State’s best interest, fluids, car washes and minor miscellaneous items for state vehicles (i.e. incidental non-repair/maintenance items only) whose value, taken together, shall not exceed \$100 per month. All other non-fuel purchases or incidental purchases totaling more than \$100 per month must be approved in advance by OFM.

## 2.1 Reimbursements

Reimbursements for the use of the operator's personal funds to purchase fuel and or other services may be granted by their entity if the data is provided to OFM to update these transactions in the data repository.

Reimbursement should be granted:

- a. When the driver has verified the vendor accepts the WEX Inc. card and at the time when fuel was being purchased, there was a problem with either the PIN or card reader that could not be repaired prior to purchase
- b. When the driver purchases from a vendor that is not a participant in the WEX Inc. network because there is no participating vendor in the immediate vicinity of the non-participating vendor.

## 2.2 Mileage Entry and Meter Rejects

It is necessary for the State to effectively monitor vehicle utilization, track vehicle preventive maintenance compliance, predict accurate vehicle cost-per-mile, understand vehicle fuel miles-per-gallon, forecast vehicle carbon footprints, calculate optimal vehicle lifecycles and other mileage related activities.

1. Drivers of state vehicles are required to enter the correct odometer reading (excluding tenths of miles) at the time of the fuel purchase when prompted after inserting the fuel card into the fuel pump or when prompted by an attendant.
2. An odometer error or “**Out of Range**” occurs when the operator enters a number such as all

zeros (000000) or a fictitious number that is not close to the vehicle's current odometer reading (e.g., 123456, 999999, etc.). OFM, upon request by the Entity, may allow the entity five business days to investigate any odometer error. (This is self-correcting if subsequent entries are correct, however the driver should be aware that the reviewer will monitor the trends of incorrect odometer entries.)

**NOTE: OFM is a customer service agency. The purpose of this requirement is to obtain accurate vehicle mileage readings rather than suspending the Driver's PIN or terminating fuel cards unnecessarily.**

### 3.0 Prohibited Purchases

The following types of purchases are strictly prohibited by State policy. No exceptions will be granted unless otherwise indicated. Related entity program level policies must include the following list of prohibited purchases:

1. Personal purchases of any kind, including fuel for personal vehicles, non-State vehicles or rental vehicles used for travel on official State business
2. Cash advances
3. Gift cards
4. Alcoholic beverages
5. Tobacco products
6. Food, ice, beverages or related items including "snacks" while traveling on official business
7. Other purchases not specifically allowed under section "**Allowable Purchases**" above.

### 4.0 Consequences of Failure to Comply with State Guidelines

Employee or Entity failure to comply with these Guidelines shall be subject to one or more of the following sanctions:

1. **Suspend Fuel PIN Access:** Drivers suspected of fraudulent use, misuse, or abuse of the fuel card shall have their PIN terminated immediately. Upon receipt of a determination that no fraudulent usage has occurred, the employee's supervisor/manager may initiate a formal written request to DOAS OFM to restore the driver's card privileges (e.g. email request, memo, etc.).
2. **Hold Pending Vehicle Requests:** Because mileage data is integral to monitoring vehicle utilization, OFM shall not process any pending Vehicle Requests by any Entity until said Entity corrects the mileage data in question and OFM can analyze the Entity's vehicle and fuel card utilization in order to determine the necessity for the vehicle.

#### 4.1 Fraudulent Purchases and Misuse of the Fuel Card

Under no circumstances is an employee permitted to use the Fuel Card for personal purchases including fuel for personal vehicles or non-State owned or operated vehicles, other than daily rentals, as identified under Card Types in Section I above. Such use will result in disciplinary action, up to and including termination from State employment and criminal prosecution.

**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.** Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as fuel card users.

The State Fuel Card Program Manager, State Purchasing Director and the DOAS Director of Fleet Management, reserve the right to withdrawal any authority or delegated approval due to non-compliance with applicable laws, rules, regulations, policies and procedures or the term of any conditional approval.

Drivers must be aware there is zero tolerance for fraudulent use of the fuel card. Any suspected fraudulent use will be investigated by the DOAS OFM and the OIG in cooperation with the entity.



## APPENDIX A – Codes of Ethics and Conflicts of Interest

2017 Georgia Code

Title 45 - Public Officers and Employees

Chapter 10 - Codes of Ethics and Conflicts of Interest

Article 1 - Codes of Ethics

§ 45-10-1. Code of ethics for government service generally -- Establishment and text

Universal Citation: [GA Code § 45-10-1 \(2017\)](#)

- There is established for and within the state and for and in all governments therein a code of ethics for government service which shall read as follows:
  - CODE OF ETHICS FOR GOVERNMENT SERVICE
  
- Any person in government service should:
  - I. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
  - II. Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
  - III. Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought.
  - IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
  - V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
  - VI. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
  - VII. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
  - VIII. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
  - IX. Expose corruption wherever discovered.
  - X. Uphold these principles, ever conscious that public office is a public trust.