

# Town of Littleton

## Driver Fuel Card Policy

Drivers authorized to fuel company vehicles will be issued a fuel card. This document outlines the policies and procedures regarding the use of your fuel card you understand your responsibilities.

### Driver Acceptance Statements

- I understand that I have been issued a fuel card authorizing me to fuel company vehicles only.
- I understand that the fuel card is NOT to be used for personal vehicles or non-business purposes. Using the fuel card for any purpose other than company use will be considered theft of company property
- I understand that the fuel card is issued to me and that I am responsible for all transactions made with the fuel card. I will not share my fuel card with anyone else. In the event my card is lost or stolen, I will immediately notify my supervisor.
- I understand fueling is limited to regular unleaded and diesel only.
- I understand each time I use the fuel card I am required to completely fill the fuel tank and enter an accurate odometer reading so that the company can track miles per gallon (MPG), cost per mile and required vehicle maintenance intervals.
- I understand failure to adhere to these policies and procedures may result in disciplinary action up to and including dismissal.

Evidenced by my signature below, I understand and agree to the above statements

Print name: \_\_\_\_\_

ID # \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Town Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_