



DRIVER FUEL POLICY

Employees authorized to fuel company vehicles are issued a (5) digit Driver Identification Number (DIN) to be used with the company's CFN FleetWide Cards. This document is to verify that you understand your responsibilities and the company's policies regarding the use of your DIN.

Employee Acceptance Statements

1. I have been issued a DIN, which authorizes me to fuel company vehicles only, using the company's CFN FleetWide Cards.
2. I understand that my DIN identifies me by name on a weekly fuel report and that I am accountable for all transactions made using my DIN. Therefore, I will not share my DIN with anyone. If I believe someone else knows my DIN, I will immediately notify my supervisor and/or fleet manager.
3. I understand that CFN FleetWide Cards are not to be used for personal vehicles or non-business purposes. Using CFN FleetWide Cards for any purpose other than official business use will be considered theft of company property.
4. I understand that each time I use a CFN FleetWide Card I am required to completely fill the vehicle's fuel tank and enter an accurate odometer reading. This will allow the company to monitor fuel usage and track required maintenance intervals. My failure to do this may result in disciplinary action.
5. I understand that each CFN FleetWide Card is assigned to either an individual company vehicle or specific fueling purpose (example; off road equipment fuel card). My DIN will work with any CFN FleetWide Card issued to the company. I understand that it is against company policy to swap or share cards between vehicles or to use any card for other than the intended purpose.

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

Employee Name: (Print) _____

Signature: _____ Date ____ / ____ / ____