

**DRIVER FUEL POLICY**

Employees authorized to fuel company vehicles are issued a (4) digit Driver ID to be used with the company's Meyer Enterprises Fuel Express/US Bank Card. This document is to verify that you understand your responsibilities and the company's policies regarding the use of your Driver ID.

Employee Acceptance Statements

1. I have been issued a Driver ID, which authorizes me to fuel company vehicles only, using the company's Meyer Enterprises Fuel Express/US Bank card.

2. I understand that my Driver ID identifies me by name on a fuel report and that I am accountable for all transactions made using my Driver ID. Therefore, I will not share my Driver ID with anyone. If I believe someone else knows my Driver ID, I will immediately notify my supervisor and/or manager.

3. I understand that the Meyer Enterprises Fuel Express/US Bank Card is not to be used for personal vehicles or non-business purposes. Using Meyer Enterprises Fuel Express/US Bank Card for any purpose other than official business use will be considered theft of company property.

4. I understand that each time I use a Meyer Enterprises Fuel Express/US Bank 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 Meyer Enterprises Fuel Express/US Bank Card is assigned to either an individual company vehicle or specific fueling purpose (example; off road equipment fuel 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.

6. I understand that any misuse of fuel card will be result in disciplinary action up to and including termination.

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

Employee Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_