

## **Fleet Fueling Policy**

### **Approved by the Laurens County Council 11 13 18**

Laurens County utilizes the Wright Express Fuel Card aka WEX Fleet. Employees should recognize this card is a fuel credit card and should the card should be treated as such. Each card is assigned to a vehicle not an employee. The employee is issued a specific pin number. Employees shall not share their pin number as each employee will be held responsible for fuel purchased with their pin number.

Cards are accepted at almost all branded stations across the country. Branded stations are considered as QT, Citgo, and Pilot etc. If an employee uses a small "mom and pop" station the employee should ensure before fueling that the station accepts WEX cards.

When fueling at the pump, insert card and the machine will ask for vehicle mileage and the employee pin number. Only the purchase of regular gas or diesel is allowed with the use of this card. This card is only to be used for purchase of fuel for County vehicles and equipment. Routine audits are performed to detect fraud and miss-use.

Employees must input the accurate mileage on the vehicle at the time of fuel purchase. Fuel statements and reports are reviewed and audited each month for irregularities or potential fraud.

Damaged or lost cards need to be reported to the Vehicle Maint. /Purchasing Dept. immediately. These accounts will be deactivated and a new card issued.