

## MOTOR VEHICLE AND WRIGHT EXPRESS (WEX) FUEL CARD USE

### Section: Facilities

**Policy:** University Housing follows the UGA policy [Motor Vehicle Use](#) and the Department of Administrative Services (DOAS) [Fuel Card Standards and Guidelines for Drivers](#). This policy establishes which staff in Housing shall complete appropriate training based on the nature of the driving requirement associated with the employee's position and which staff will be trained for WEX fuel card use.

**Purpose:** This policy identifies levels of driving and fuel card requirements and the positions for each.

**Scope:** This policy applies to all staff members. Primary drivers are defined as employees in positions whose primary/function/course and scope requires driving three or more days a week no matter the time duration each day or total. Primary drivers will be trained to be eligible to use a WEX fuel card. All other drivers are considered incidental drivers and will not be eligible to use a WEX fuel card, unless driving a state vehicle is the most economic mode of travel while on travel status. WEX fuel card training will occur as part of the travel approval process in these cases.

Resource: [WEX Fuel Card Use JotForm](#)

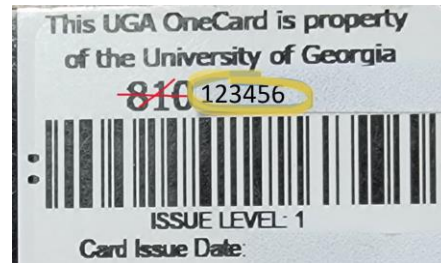
### Procedure:

Primary driver positions identified by HMT:

Area	Position	Area	Position
ASC	Assignments specialist (front desk position only)	FAC	Locksmith
ASC	IT professional specialist	FAC	Materials handler
ASC	IT senior manager	FAC	Materials handler supervisor
FAC	Area maintenance supervisor	FAC	Painter
FAC	Brick mason	FAC	Skilled trades worker
FAC	Residential building services supervisor	FAC	Utility worker
FAC	Associate director for facilities (fleet manager)	FAC	Work control assistant
FAC	Area facilities manager	FAC	Work control manager
FAC	Electrician	FAC	Engineer
FAC	HVAC controls system technician	FAC	Junior facilities engineer
FAC	HVAC/refrigeration mechanic	FAC	Security systems and access control manager
FAC	Project coordinator	FAC	Security systems assistant
FAC	Project support specialist	FAC	Low voltage technician
FAC	Projects manager	FAC	Senior trades worker
FAC	Administrative associate	FAC	Technical trades manager
FAC	Residential building services training assistant	RPS	Senior security guard
FAC	Residential building services training manager	RPS	Security guard
FAC	Systems technician	RPS	Administrative specialist

- I. Primary drivers will complete annually:
  - A. Motor Vehicle Use Program [Driver Acknowledgement Form](#)

- B. 'UGA Motor Vehicle Use Policy Training' in the [Professional Education Portal \(PEP\)](#)
  - C. [Motor Vehicle Record Request form](#)
  - D. Primary driver position descriptions will include the following language, "Safely operate a UGA state vehicle as necessary."
- II. Primary drivers will complete WEX fuel card training when hired or if it is determined that the position requires WEX access for travel. To become WEX-eligible:
- A. Read and understand [DOAS Fuel Card Standards and Guidelines](#).
  - B. Complete DOAS [fuel card driver](#) acknowledgment using [these instructions](#).
  - C. Obtain a PIN for use at the fuel pumps:
    - 1. Email [FuelPIN@uga.edu](mailto:FuelPIN@uga.edu) and copy [hsq-HR@uga.edu](mailto:hsq-HR@uga.edu) with the following:
      - a. Completed training certificate
      - b. Six digits following 810 or 811 of the 81# **only** (e.g. ~~81X~~**123456**) (*it is against information security policy to email the full 81#*)
      - c. State that you are an employee of University Housing (for FMD purposes)
    - 2. PINs unused for 12 months will be deactivated.
    - 3. Sharing of PINs is prohibited.
- III. Primary drivers will adhere to the following when using the WEX fuel card:
- A. Only fuel vehicles using the campus fuel station located at 205 Riverbend Road during business hours. After hours, off-campus participating gas stations may be used.
  - B. Only use WEX cards to purchase fuel for use in UGA vehicles on official business.
  - C. Each time using the WEX fuel card, scan the QR code with the WEX card located in the vehicle and complete the [WEX Fuel Card Use JotForm](#). If a device is not available to scan a QR code when fueling the vehicle, submit the WEX fuel card JotForm when returning to an office area and submit via computer before the work shift ends.
    - 1. The JotForm will route to the employee's supervisor and the departmental fleet manager/designee will reconcile charges with approvals each month.
- IV. Incidental drivers (all other staff, including student staff) utilizing motor vehicles: will complete annually:
- A. Motor Vehicle Use Program [Driver Acknowledgement Form](#)
  - B. UGA Motor Vehicle Use Policy Training in the [Professional Education Portal \(PEP\)](#)
  - C. Incidental driver position descriptions will not include language related to driving.
  - D. Employees without a valid driver's license are exempt from the MVR training. If an employee receives a valid driver's license between Oct. 1 and July 31, they will complete the MVR training and will complete the MVR training again in September. If an employee received a valid driver's license between August 1 and August 31, they will wait to take the MVR training in September.
    - 1. Supervisors should reach out to the training, recruitment and retention coordinator when they are made aware that their direct report obtains a valid driver's license.
    - 2. The training, recruitment and retention coordinator will assign the MVR training in PEP to the employee with a new valid driver's license.



- V. The Housing Business and Human Resources office (HBHR) training, recruitment and retention coordinator is responsible for ensuring compliance with the motor vehicle use policy annually and coordinating WEX fuel card training for new primary drivers. The mandatory annual training will be conducted in September, and training completions and certification should reflect a September completion date. Directors will be notified of missing training requirements.

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