**EMPLOYEE**

FIRST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAST 4 OF SOCIAL\_\_\_\_\_\_\_\_

1. **Fuel Card**

US Bank Voyager Fleet Cards have been distributed for business use within our company. Each fleet card is allocated to a piece of equipment identified by the Colas Equipment number. A fleet card should be available inside any company vehicle, except when the vehicles is used by only one employee. **When using a vehicle, you will be responsible for its vehicle card.**

The following **Driver ID** number has been **assigned to you: 00 + last 4 of your social security number**. This is confidential and is not to be shared with anyone. When you need to fuel the vehicle, use the vehicle fleet card. You will be required to enter your Driver ID and the current odometer reading of the vehicle.

1. **Fuel Allowance**

**All fuel purchases at the gas station will require use of the US Bank Voyager cards.**

The fuel allowance is based on a dollar amount per transaction, a number of transactions per day and a dollar amount per calendar month defined according to the fuel capacity of each vehicle. The card will decline if the fuel allowance dollar amount is exceeded.

If you are the usual driver of this vehicle, you are responsible for all fuel expenses that exceed this dollar amount and you should contact your fleet administrator to review the card limits.

1. **Stolen/Lost/Damaged Fuel Card**

If the card is not in the vehicle and/or any lost or stolen fleet cards must be reported immediately to: Mike Malizia at 814-335-4224 or mmalizia@hriinc.com or Noah Johnson 814-907-1781 or njohnson@hriinc.com or your supervisor. A new card should be received in less than two weeks.

* Lost/Stolen Fuel Card – Report this incident right away to Mike Malizia as listed above.
* Damaged Fuel Card – The fuel station attendant should manually authorize your fuel transactions until you receive the vehicle replacement fuel card.
1. **Acknowledgment**

I have reviewed and understand the “Fleet Card Agreement”. I understand that this is only for business use. Failure to adhere to company policy can result in company disciplinary action, up to termination.

Fuel Card Access: Yes/No: \_\_\_\_\_

Company Owned Fuel Tank Access (Fuel Master): Yes/No: \_\_\_\_\_

Employee Signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name and Signature: Date:

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RETURN TO HRI CORPORATE OFFICE OR SCAN/SEND A PICTURE TO MMALIZIA@HRIINC.COM or NJOHNSON@HRIINC.COM

**MAKE SURE THE FORM IS READABLE**