

## **Standard Fuel User Agreement**

Attachment 1 of Administrative Procedure 3555

Prince George's County Public Schools employees who have been authorized to operate and refuel Board of Education owned or leased vehicles are assigned a Fuel Employee Identification Number (FEIN) by the Central Garage Services (CGS), Supervisor of Garage Operations or his/her designee to operate the Automated Fuel Dispensing System. This document is to verify that you understand your responsibilities as an Authorized User of the Automated Fuel Dispensing System.

**Please read each numbered declaration below which collectively constitutes the terms of this agreement. If you understand and agree to the terms herein, please sign and date this document and return it to Central Garage Services:**

1. As a school system employee, I have been/will be issued an FEIN, which allows me to refuel Board vehicles and equipment as an Authorized User using the school system's Automated Fuel Dispensing System.
2. I understand that my FEIN identifies me by name on fuel reports and that I am responsible and accountable for any and all system transactions made using my FEIN. I will not share my FEIN with anyone. Sharing my FEIN is grounds for disciplinary action which may include termination of employment.
3. I understand that my FEIN and the school system's Automated Fuel Dispensing System is not to be used for personal vehicles, equipment, or non-business purposes. Using my FEIN and the school system's Automated Fuel Dispensing System for any purpose other than official school system business will be considered theft and grounds for disciplinary action which may include termination of employment and referral to law enforcement.
4. I understand that I may not use another employee's FEIN and I may not permit another employee to use my FEIN. Any use of the Automated Fuel Dispensing System in contravention of these prohibitions or any attempt to circumvent these prohibitions may result in disciplinary action which may include termination of employment.
5. I understand that each vehicle, piece of equipment or user department is assigned a four (4) digit identification number. I understand that each vehicle, piece of equipment or user department requires a single individual fuel transaction. My fueling of multiple vehicles or pieces of equipment using a single fuel transaction is strictly prohibited and grounds for disciplinary action which may include my termination of employment.
6. I understand that each time I use the school system's Automated Fuel Dispensing System I am required to completely fill the vehicle's fuel tank and enter an accurate vehicle number and odometer reading. Accurate equipment numbers and/or department identification numbers must also be used when refueling equipment without a 4-digit

identification number such as mowers, saws, trimmers, generators etc. This allows the CGS to bill the end user department, monitor fuel usage and track required vehicle and equipment maintenance intervals. My failure to do this may result in disciplinary action.

7. I understand that I am responsible for notifying CGS if my employment responsibilities change such that I am no longer an Authorized User, and that my failure to do so may result in workplace disciplinary action.

Evidenced by my signature below, I understand and agree to each statement.

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

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

EIN: \_\_\_\_\_ Assigned FEIN: \_\_\_\_\_