

# Fuel Card Training (Mandatory for all Full-Time Faculty and Staff)

DOAS Fleet Management requires this training on Fleet Fuel Cars for continued use of state vehicles.

- New employees cannot be given a fuel card pin until this training is completed.
- New employees will have to complete this training within 30 days of hire to receive their fuel card pin. All full-time employees must complete the training even though not all employees drive a state vehicle. In case of an emergency, an employee may be required to drive a state vehicle, therefore the training must be completed.

## STEPS TO COMPLETE TRAINING:

1. Go to the Georgia Department of Administrative Services [Fuel Card Acknowledgement webpage](#).
2. Read the policy and click the “Next” button to start the training.
  - a. Create an account to begin the training.
  - b. Each user will read the policy first, then acknowledgement it. Next, watch the video, and acknowledge it.
3. Upon completion ‘print’ the certificate, scan and email it to Garry Stephens at [gstephen@augustatech.edu](mailto:gstephen@augustatech.edu).

Example Certificate:

