



Driver Fuel Card Policy
EFFECTIVE DATE: June 1, 2016

C3 Industrial Blasting & Coatings, Inc. (hereafter referred to as “C3 Industrial” or “Company”) employees authorized to fuel company vehicles/equipment or personal vehicles used for company business (by Management approval ONLY) are issued a Fuel Card. This document is to verify that you understand your responsibilities and the company’s policies regarding the use of your Fuel Card.

Employee Acceptance Statements

1. I have been issued a Fuel Card, which authorizes me to fuel Company vehicles/equipment only or my personal vehicle used for company business (by Management approval ONLY), using the company’s Fleet Account.
2. I understand that my Fuel Card identifies me by name on a fuel report and that I am accountable for all transactions made using my Fuel Card. Therefore, I will not share my Fuel Card with anyone. If I believe the security of my Fuel Card has been compromised, I will immediately notify my supervisor.
3. I understand that the Fuel Card is not to be used for personal vehicles for non-business purposes. Using the Fuel Card for any purpose other than official business use will be considered theft of company property.
4. I understand that each time I use the Fuel Card, I am required to acquire a receipt either at the pump or inside the fuel facility. This receipt must be coded with the appropriate Company project name and turned in weekly to Management. My failure to do this may result in disciplinary action.

Evidenced by my signature below, I understand and agree to the above statements.

Employee Name (Print)

Employee Signature

Date