

A WEX PIN is used to fuel state vehicles with a state issued WEX fuel card. A WEX card is located in each GCSU state vehicle and can be used at the pump like a debit/credit card. You will use your PIN as a personal identifier, just like your debit/credit card PIN. Please watch [this video](#) that explains how to use the WEX card. If you have any questions regarding the fueling or WEX PIN request process, please contact Materials Management at 478-445-4458.

Please complete the following steps:

- Read the attached FUEL CARD PROGRAM document, sign the fourth page, and email a scanned copy to april.wall@gcsu.edu.
- Complete the electronic Fuel Card Acknowledgement Form (directions below), save a copy of the certificate, and email a copy to april.wall@gcsu.edu for her records.

Fuel Card Acknowledgement

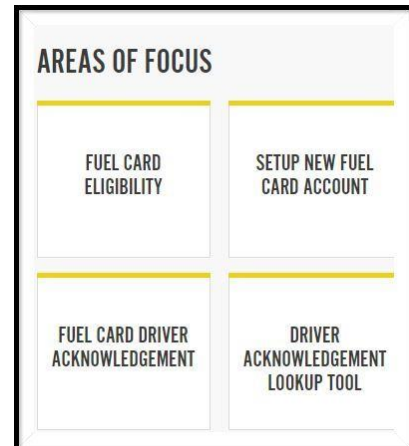
Please use the link below or you can also access the Acknowledgement by going to: DOAS.ga.gov website/ Under Fleet Management/ Under Fleet Fuel Cards/ Under Fuel Card Driver Acknowledgement.

In addition to completing the Acknowledgement, applicants will need to:

- All drivers completing the acknowledgement must “login”.
- Employee ID is a required field.
- Print the certificate.

[Fuel Card Acknowledgement](#)

[Fuel Card Acknowledgement training guide](#)



- Complete the attached MVR Acknowledgement Form and email a scanned copy to april.wall@gcsu.edu and sherry.brown@gcsu.edu.
- Complete an online safe driving course following the directions below:
 - o Visit www.doas.ga.gov.
 - o Under the “Risk Management” section you will click the “Comprehensive Loss Control Program” link. Then, under “Areas of Focus” you will click the “CLCP Video Series” link.
 - o Select the “Click to register in Team Georgia Learning, DOAS Learning Management System” link and fill out the form. Under “Parent Agency” scroll down and select “Georgia College and State University” and then insert your title in the box appropriately named.
 - o Once you receive a login, login by following the steps below:
 - Select Browse
 - Select Loss Control
 - Select Safety
 - Select the “Do’s and Don’ts for Safe Driving Course”
 - Complete Course

For more information about liability coverage when driving state vehicles, you can watch the video linked [HERE](#).

If you are cleared to drive a state vehicle, you will receive a WEX PIN from April Wall via email. If you do not have your PIN 48 hours before your scheduled departure time, please contact Parking and Transportation Services to let us know.