

FUELING STATE VEHICLES

STATEWIDE AUTOMATED FUEL DISPENSING AND MANAGEMENT SYSTEM PROGRAM

The statewide Automated Fuel Dispensing and Management System Program is available to state agencies purchasing fuel for state owned vehicles and equipment.

To enroll state vehicles in the system or to obtain additional information on the fuel dispensing program, click on the following link:

<http://www.dgs.maryland.gov/procure/FuelManage/web/FMhandbook/index.htm>

STATEWIDE AUTOMATED FUEL DISPENSING AND MANAGEMENT SYSTEM FUEL CARDS

Fuel Card Holders Responsibilities:

Drivers that are assigned a Fuel Card are responsible for the proper use of that Fuel Card. Fuel Cards are to be used solely for fueling state vehicles or equipment that requires the use of fuel. Fuel Cards and state owned fuel management equipment are to be used for state business only.

Card holders will be personally responsible for any misuse of a Fuel Card that is assigned to them. The misuse of a Fuel Card will result in the Card holder losing the privilege of having a Fuel Card. Any financial damages that are a direct result of the card holder's misuse of a Fuel Card will require the card holder to reimburse the State of Maryland for those damages.

Card holders are not permitted to share Fuel Cards with anyone. Lost or stolen Fuel Cards must be reported immediately to the department fleet coordinator and the card holder's immediate supervisor.

Card holders are personally responsible for the use and care of state owned fuel management equipment. Any damages to state owned fuel management equipment that is due to the card holder's negligence or any type of misuse of this equipment is the responsibility of the card holder. Card holders will be required to reimburse the State of Maryland for any damages caused by negligence or misuse of equipment.