



WEX Fuel Card Reference Sheet

For questions related to **using WEX cards: WEX customer service is available 24/7 at 1-800-492-0669.*

For questions related to **your Driver ID pin, contact Procurement / Fuel Card Administrator: 207-581-2633.*

The Driver ID is a four-digit number that is usually the last four of your social security number. **A driver who forgets an ID number must contact the campus Fuel Card Administrator. WEX will not give out ID numbers to drivers.**

How to Use the WEX Fuel Card at the Pump

1. Insert the card into the pay-at-the-pump terminal device and request a receipt. If the card cannot be used at the pump, the attendant can swipe the card inside the station.
2. Select "credit".
3. Prompt will ask for your "employee number" – this is your 4-digit Driver ID pin.
4. Input the current odometer reading on the vehicle; do not include tenths of miles.
5. Fuel the vehicle with regular grade gasoline fuel.
6. Place the receipt and WEX card in the glovebox.



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In the Event of An Emergency Reference Sheet

Insurance Coverage

The University System provides Liability insurance coverage for University owned, leased or rented vehicles while used for University business.

Accidents

- Complete the **Motor Vehicle Accident Report Form** (provided in glovebox).
- Turn in the completed accident report form immediately (within 48 hours) to the campus Vehicle Administrator, and to the University System Risk Manager: Gretchen Catlin 207-621-3038 gretchen.catlin@maine.edu, or Kylie Baker 207-621-3462 kylie.baker@maine.edu. Also provide a copy to your supervisor.

Roadside Emergencies

- If this is an emergency (car on fire) call **9-1-1**.
- If it is not an emergency (examples: service light, flat tire), contact your campus **Public Safety office 207-581-4040** (staffed 24/7) for assistance to determine best course of action.
- Call any existing roadside assistance program available to you, such as AAA, **UMaine Motor Pool: Mike Hambrock 207-581-2645**, or your own insurance company.

Information sourced from **Motor Vehicle Use Policies / APL II-B, Nov/Dec 2021**



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