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.
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