

y be required

to drive a state vehicle, therefore the training must be completed.

STEPS TO COMPLETE TRAINING:

1. Go to the Georgia Department of Administrative Services [Fuel Card Acknowledgement webpage](#).
2. Read the policy and click the “Next” button to start the training.
 - a. Create an account to begin the training.
 - b. Each user will read the policy first, then acknowledgement it. Next, watch the video, and acknowledge it.
3. Upon completion ‘print’ the certificate, scan and email it to Garry Stephens at gstephen@augustatech.edu.

Example Certificate:

