



ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

EQS-6.13 FLEET FUEL CARD

Effective: February 6, 2023

Supersedes: EQS-6.13 (09/16/2021)

Responsible Office: Equipment Services - Fuel Systems Management

Phone: (602) 712-6526

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13.01 PURPOSE

The purpose of the Fleet Fuel Card is to allow state employees to purchase fuel for equipment owned or rented by the state.

13.02 SCOPE

Fleet Fuel Cards are intended for use by state employees to fuel state owned or rented equipment when all other Arizona Department of Transportation (ADOT) fuel sites have been exhausted or fuel is unavailable within a 5 mile radius of any ADOT fueling facilities. Fuel costs at ADOT pumps are consistently lower than retail locations. Obtaining fuel from ADOT is a cost saving benefit to the state.

13.03 DEFINITION

ADOT Fueling Facilities	ADOT owned and operated fuel sites located statewide.
Alternative Fuel	Liquid Propane Gas (LPG) or Compressed Natural Gas (CNG).
Equipment	Refers to any fuel-powered vehicle, machinery or auxiliary fuel tank, including but not limited to: cars, trucks, snow plows, mowers, graders, forklifts, rentals, etc.
Fleet Fuel Card	A credit card (currently contracted by WEX/Wright Express) that can be used to obtain fuel at retail fuel stations. The fleet fuel card also allows for a \$50.00 emergency road service, i.e., oil or tire repair or other services needed to get vehicles and equipment to an Equipment Services shop.
Unit Card	A Fleet Fuel Card that is used by a specific section (unit or agency) to obtain fuel for specialized equipment assigned to or rented by that specific section.
Vehicle/Equipment Card	A Fleet Fuel Card that is used to obtain fuel for a vehicle or piece of equipment.

13.04 POLICY

- A. The Fleet Fuel Card is for official state business only. Use of the Fleet Fuel Card to fuel a personal vehicle, food, and/or any items for personal use, is prohibited and is subject to disciplinary action, including dismissal and prosecution. This prohibition includes personal vehicles that may be used in the course of doing state business.

- B. A Fleet Fuel Card is intended to be used for unleaded and diesel fuel but it also includes Diesel Exhaust Fluid (DEF) or Urea for state vehicles/equipment.
 - 1. In case of an emergency, engine fluids may be purchased in order to safely drive the vehicle to the nearest Equipment Services shop.

 - 2. If state owned carwash facilities are not available, the card holder can use the Fleet Fuel Card to purchase a carwash. Car wash transactions should be monitored by the unit supervisor and kept to a minimum. The unit is responsible to pay for all car wash transactions.

- C. A Fleet Fuel Card is to be used only when an ADOT fueling facility cannot be accessed or is too far away. A list of ADOT Fueling facilities is available on the ADOTNet under "General Information"; the list can also be requested by emailing fuelsystemsmanagement@azdot.gov.
 - 1. Employees must plan their travel prior to leaving their office and locate ADOT fueling facilities in order to ensure accessibility and availability.

 - 2. Alternative fuel vehicle users are authorized to use the Fleet Fuel Card to obtain alternative fuel at retail stations when available.

- D. Fleet Fuel Cards are assigned to specified vehicles (vehicle fuel card) or to a unit (unit fuel card). The vehicle/equipment or unit number is embossed on each card.
 - 1. A vehicle/equipment fuel card is to be used to obtain fuel for that assigned vehicle or piece of equipment only.

 - 2. A unit fuel card shall be used by the assigned unit or agency unit area only. The Fleet Fuel Card may be used to obtain fuel for specialized equipment assigned to or rented by the unit as determined by the unit manager. Unit Fleet Fuel cards must be locked up at all times and an employee sign-in and sign out process should be used to ensure the cards are monitored and secured at all times.

 - 3. Fuel Systems Management strongly recommends that ADOT and other state agency managers and supervisors obtain Fleet Fuel Cards for critical equipment (snow removal equipment, emergency response vehicles, etc.) as a backup plan for obtaining fuel especially for emergency situations.

4. All Fleet Fuel Card transactions are monitored by the Equipment Services ADOT Fuel Systems Management Group. All Fleet Fuel Card Transactions are monitored for proper use and discrepancies. Improper use of the card by an employee will result in disciplinary measures and may include dismissal from state service.

- E. The Fleet Fuel Cards are prohibited from being left in the vehicle unattended. The Fleet Fuel Card must be stored in the supplied card sleeve on the key ring provided by ADOT Fuel Systems Management. The Fleet Fuel Card and the vehicle keys must be kept together and locked in a designated space in the supervisors office at night or when not in use. Supervisors must use a sign-in and sign-out sheet procedure for unit fuel cards in order to safeguard all purchasing cards. For Fleet Fuel Card sleeve with key rings contact Equipment Services Fuel Systems Management at (602) 712-6526.

- F. Per gallon cost recovery fees are applied to each gallon of fuel that is pumped. The per gallon cost recovery fees pay for the ADOT Fleet Fuel Card program, and the statewide fueling network managed the ADOT. A secondary per gallon cost recovery fee is assessed by the ADOT Budget Group called an Indirect Cost Allocation Program (ICAP) fee. This per gallon fee reimburses other areas within ADOT that support the ADOT Fuel Systems Management Office, like Payroll, HR, Civil Rights, the Budget Office, etc.

13.05 PROCEDURE

- A. Obtaining a Fleet Fuel Card.
 1. A Fleet Fuel Card applicant completes the Fleet Fuel Card Application which is available on the ADOT Internet, or by contacting ADOT Fuel Systems Management at 602.712.6524.
 2. An Approving Official (direct supervisor for applicant) is required to review and sign for employees requesting a Fleet Fuel Card. The Approving Official cannot be the same person as an applicant (An exception will be made for an agency Director).
 3. Requests are reviewed by the ADOT Fuel Systems Manager. The Fuel Systems Manager reviews the application and verifies that all information is valid and signed by the supervisor.
 4. Once the application is approved, ADOT Fuel Systems Management sends the Fleet Fuel Card with a card sleeve connected to a key ring to the applicant(s) office address.
 5. Upon receiving the card, the applicant must acknowledge that they received the card by emailing a signed copy of the enclosed form to Fuel Systems Management. Failure to send an acknowledgement email could result in the card being canceled.

- B. Lost or Stolen Cards: Report lost or stolen cards to ADOT Fuel Systems Management immediately. ADOT Fuel Systems Management will then close the account.

- C. Damaged Cards: replacement Fleet Fuel Cards can be sent to a user that has already been approved for a Fleet Fuel Card.

- D. **Transfer/Turn In of Vehicle:** When a vehicle is turned in and is no longer required by the user, the Fleet Fuel Card must be turned into Equipment Services Fleet Management Department with the vehicle. For ADOT, if the vehicle is transferred to a new unit, the driver must initiate a new request for a fuel card. Refer to Section 13.05 A for instructions on requesting a Fleet Fuel Card.

- E. **Employee Transfer:** When an employee is transferred out of a unit or agency, and the Fleet Fuel Card was originally requested by the employee leaving their position, the Fleet Fuel Card must be turned into the employee's supervisor. If the supervisor no longer has a need for the Fleet Fuel Card for that vehicle, the card will be canceled and must be destroyed. When a Fleet Fuel Card is required, a Fleet Fuel Card request form will need to be submitted to ADOT Fuel Systems Management (Refer to section 13.05 A for instructions on requesting a fuel card).

- F. **Returning Fleet Fuel Cards:** Return Fleet Fuel Cards that are no longer needed to ADOT Fuel Systems Management, 2225 S. 22nd Avenue, MD: 071R, Phoenix, AZ 85009.

13.06 CORRESPONDING POLICIES

EQS-6.03 Vehicle Assignment and Usage Policy
SUP-3.06 Decentralized Purchasing