

ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

EQS-6.13 FLEET FUEL CARD

Effective: November 19, 2024

Supersedes: EQS-6.13 (02/06/2023)

Responsible Office: Equipment Services - Fuel Systems Management

Phone: (602) 712-6526

Review: November 19, 2026

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1.1 PURPOSE

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

1.2 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 five 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.

1.3 DEFINITIONS

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.

1.4 POLICY

- A. The Fleet Fuel Card is for official state business only.
 1. Use of the Fleet Fuel Card to fuel a personal vehicle, purchase food, and/or to purchase any items for personal use, is prohibited and is subject to disciplinary action, including dismissal and prosecution.
 2. 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 to purchase regular unleaded and diesel fuel, but it also includes purchasing Diesel Exhaust Fluid (DEF) or Urea for state vehicles/equipment. An operator shall only use regular unleaded gasoline. Dispensing a mid-grade or premium grade fuel into a state vehicle is strictly prohibited.
 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 car wash facilities are not available, the card holder can use the Fleet Fuel Card to purchase a car wash. All car wash purchases should be kept to a minimum. The Unit supervisor and budget personnel within the Unit are responsible to monitor car wash transactions. The Unit is also 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 ADOT fuel network 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 to include locating and if needed, contacting the ADOT fueling facilities in order to ensure accessibility and availability of needed fuel type.
 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 advises that ADOT and other state agency managers and supervisors primarily use 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.
 - a. 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.

1. The Fleet Fuel Card must be stored in the supplied card sleeve on the key ring provided by ADOT Fuel Systems Management.
2. 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.
3. 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.

1. The per gallon cost recovery fees pay for the ADOT Fleet Fuel Card program, and the statewide fueling network managed by ADOT.
2. 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.

1.5 PROCEDURE

- A. All vehicles have a Fleet Fuel Card assigned to them from initial delivery. The following process is to obtain a Unit card or a Fleet fuel card for vehicles not originally assigned a 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 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.

1. ADOT Fuel Systems Management will then cancel the card and order a new replacement card. This card will then be sent to the unit the vehicle is assigned to unless otherwise directed by the supervisor of the unit.

C. Damaged Cards - Replacement Fleet Fuel Cards will be sent to the unit the vehicle is assigned to unless otherwise directed by the supervisor of the unit.

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.

1. When transferring a vehicle between ADOT units, you must verify you received the card assigned to the vehicle. If no card was received, please contact Fuel Systems Management immediately to have the card canceled and reissued.

E. Employee Transfer - When an employee is transferred out of a unit or agency, the Fleet Fuel Card must be turned into the employee's supervisor.

1. If the supervisor does not receive the Fleet Fuel Card for that vehicle, the supervisor must notify Fuel Systems Management so the card can be canceled and reordered.

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.

1.6 CORRESPONDING POLICIES

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