



ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

EQS-6.13 FLEET FUEL CARD

Effective: March 31, 2021
Supersedes: FIN-6.13 (01/15/2019)
Responsible Office: Equipment Services - Fuel
Systems Management Phone: (602) 712-6526

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13.01 PURPOSE

The purpose of the Fleet Vehicles Fuel Card is to allow State employees using Arizona Department of Transportation (ADOT) to purchase fuel for equipment owned or rented.

13.02 SCOPE

Fleet Fuel Cards are intended for use by State employees to fuel State owned or rented equipment when all other ADOT fuel resources have been exhausted or fuel is unavailable within a 10 mile radius. Fuel costs at ADOT pumps are consistently lower than retail locations. Obtaining fuel from ADOT is a costs savings benefit to the agency.

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 (WEX/Wright Express) that can be used to obtain fuel at retail stations for state vehicles and equipment when all other ADOT fuel resources have been exhausted. The fleet fuel card also allows a \$50.00 limit for emergency road service, i.e., oil or tire repair or other services needed to get the vehicles and equipment to an Equipment Services shop. (If the vehicle needs towing services, please refer to the ADOT Equipment Services Vehicle User Handbook. The information can also be found on the ADOT website.

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. Use of the card must be for official state business only. Use of the card to fuel a personal vehicle is prohibited and is subject to appropriate disciplinary action (up to and 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 fuel only. This also includes DEF/ diesel exhaust fluid or Urea.
 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 fueling card to purchase up to one car-wash per month at retail car washing stations. Car wash transactions should be capped at \$20 (per transaction). The Unit responsible for the fueling card will pay 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".
 1. Locate ADOT fueling facilities in order to ensure accessibility and availability prior to commencing travel.
 2. Prior to traveling contact ADOT fueling facilities that are in route to verify the available hours of operations.
 3. Alternative fuel vehicle users are directed to use a Fleet Fuel Card to obtain the alternative fuel at retail stations when outside of the ADOT alternative fuel network.
- D. Fleet Fuel Cards are assigned to specified Equipment (vehicle card) or Units (Unit card). The Equipment or Unit number is embossed on each card.
 1. A vehicle/equipment card is to be used to obtain fuel for that assigned equipment only.
 2. A Unit card is to be used by the assigned Unit or Agency only. It may be used to obtain fuel for specialized equipment assigned to or rented by that Unit as determined by the Unit manager.
 3. Fuel Systems Management strongly recommends that managers ADOT and supervisors obtain Fleet Fuel Cards for critical equipment (snow removal equipment, emergency response vehicles, etc.). Having a fleet fueling card available for use in emergencies or in case an ADOT fueling facility becoming unavailable is also recommended.
- E. The Fleet Fuel Card must be kept in a safe place at all times. It is not to be left in the vehicle. It is recommended that the Fleet Fuel Card is stored in the key chain card holder. For additional key chain card holders contact Fuel Systems Management.
- F. A standard fuel management fee applies to all Fleet Fuel Card transactions to reimburse managing the card services.

13.05 PROCEDURE**A. Obtaining a Fleet Fuel Card**

1. The applicant completes the Fleet Fuel Card Application available through the Fuel Hub Application.
2. An Approving Official (direct supervisor for applicant) will receive notification and approval will be required. The Approving Official cannot be the same person as the applicant. (An exception will be made for the ADOT Chief of Operations or the ADOT Director).
3. The electronic application is automatically returned to the Fuel Hub Application.
4. ADOT Fuel Systems Management (AFSM) reviews the application, verifies all submitted information is valid and correct on the application.
5. Upon verification and approval AFSM distributes the Fuel Card and a key ring card-holder to the applicant(s) designated on the Fuel HUB Application.
6. Applicant must acknowledge the receipt of the fuel card (to avoid cancellation).

B. Lost or Stolen Cards: Report lost or stolen cards to ADOT Fuel Hub Application immediately.

C. Damaged Cards: Obtain replacements for damaged cards using the ADOT Fuel Hub Application process.

D. Transfer/Vehicle Turn In: The Fleet Fuel Card is to be returned to ADOT Fuel Systems Management prior to or upon transfer of any vehicle out of the Unit shown on the Fleet Card Application. Vehicle transfer cards must be returned to ADOT Fuels Systems Management and a new card must be applied for. Cards not returned will be canceled immediately.

E. Transfer of Employee: The transfer of the applicant to another Unit does not require the return of the Fleet Fuel Card. If the vehicle assigned to that card is also being transferred. (See Transfer/Turn In of Vehicle above.)

F. Return of Cards: Cards may be returned at any time to ADOT Fuel Systems Management. Please notify ADOT Fuel Systems Management if you are returning cards by any method other than dropping off in person. Return cards to: 2350 S. 22nd Avenue, MD: 071R, Phoenix, AZ 85009

13.06 CORRESPONDING POLICIES

SUP-3.06 Decentralized Purchasing

SUP-6.03 Vehicle Assignment and Usage Policy