



DEPARTMENT OF ADMINISTRATION

Enterprise Policy

DCAMM – FLEET FUEL CARD – 2021

Division of Capital Asset Management & Maintenance

Fleet Fuel Card Policy

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1. Purpose

The purpose of this Policy is to clarify the appropriate uses of the State of Rhode Island (“State”) issued Fleet fuel cards. The State issued Fleet fuel cards are to be used for purchasing fuel, and vehicle maintenance/repairs of State owned and operated motor vehicles at commercial locations in Rhode Island, in the United States, and within U.S. territories and Canada.

2. Applicability

Licensed drivers of State vehicles are authorized to pay for fuel and maintenance for those vehicles with the **Wright Express, Inc.® (WEX) Fleet Mastercard**. The Fleet WEX card is accepted at over 180,000 fueling and maintenance sites in all 50 States, U.S. territories, and Canada. Each State Fleet vehicle has an assigned WEX card for the expressed use of fueling or acquiring maintenance for that vehicle. The Director of Administration has designated the Director of DCAMM to administer the Fleet Fuel Card Program.

3. Definitions

- a. “Fleet Service Representative – FSR” means the agency designated representative responsible for fleet matters who acts as a liaison to State Fleet.
- b. “PIN” means the personal identification number assigned to each driver for use of the State’s fuel card.
- c. “SFO” means State Fleet Office, where fleet activities are administered by DCAMM for the Department of Administration.
- d. “WEX Card” means the Wright Express, Inc. Fleet Mastercard used for purchasing fuel or service for State vehicles.

4. Procedures for the Use of the State Fleet Fuel

a. Using the Fleet Card

(i) **Types of authorized purchases** – Per this policy, you are authorized to use the Fleet fuel card for the purchase of fuel, maintenance, and repair of State owned and operated motor vehicles. A fuel card is issued to a specific vehicle and should only be used for the vehicle for which it is issued. The agency is the State's agent for each purchase made with the fuel card and is responsible for each transaction. The agency is also responsible for ensuring compliance with applicable Fleet, State, and agency regulations and procedures.

a) **Authorized Transactions:**

- (1) Regular unleaded, self-service fuel
- (2) Immediately consumable items (e.g., a quart of oil or washer fluid)
- (3) Required preventative maintenance
- (4) Car washes (not to exceed agency or departmental policy)
- (5) Mechanical repairs

b) **Unauthorized Transactions** – Unless prior written authorization is received from the SFO, the following transactions are prohibited:

- (1) Use of card for any vehicle other than the one imprinted on the card
- (2) Premium or full-service fueling (unless required by state law)
- (3) Convenience store items such as maps, air fresheners, food, etc.
- (4) Over-maintenance of the vehicle (ONLY purchase maintenance authorized by State Fleet)
- (5) Excessive car washes or details
- (6) Upgraded tires
- (7) Purchases at parts stores

(ii) **For problems using the Fleet fuel card** contact SFO at **(401) 222-6214**. For problems after hours contact the toll-free number on the back of each fuel card.

(iii) **Identifying if a card belongs with a vehicle** - Each Fleet vehicle has a corresponding Fleet card. The vehicle identification number (VIN) number is embossed on the face of the card.

(iv) **PIN and driver ID assignment** - If you need assistance to find your PIN or driver ID contact your agency FSR.

(v) **Increasing the dollar limit on your State fuel card** – The State fuel card has a dollar limit based on the tank capacity of the vehicle. Fuel pumps typically have dollar limits built into their software that card providers cannot override. Fleet card

providers work with merchants to determine the pump shut off limits as fuel prices change.

- (vi) **Ordering a replacement card** – Contact SFO at (401) 222-6214 to report the loss and to request a replacement card.
- (vii) **What to do when a transaction is declined** - If you are unable to purchase fuel or vehicle services with the Fleet card, call WEX at the number on the back of the card. As a last resort, you may use cash or your personal credit card, but you must obtain a receipt and seek reimbursement through your agency. Your agency must apprise State Fleet requesting reimbursement, which will be made through a credit to their monthly billing.
- (viii) **What to do if the gas pump shuts off at \$50 or \$100** - Some fuel merchants set dollar limits for purchases at customer-activated pumps when payment cards are used. If you reach the station limit but still need more fuel, you can begin a second transaction at the pump to finish filling.
- (ix) **Maintenance and After Hour's Needs** –
 - a) How to use the State Fleet fuel card for maintenance:
 - (1) For maintenance under \$100: merchants can either electronically accept the WEX Fleet card or call in the transactions to the number listed on the back of each fuel card to receive a MasterCard number.
 - (2) Maintenance over \$100 will need to be pre-approved by the Fleet Service Representative.
- (x) **What to do if a State Fleet vehicle breaks down and needs to be towed** –
 - a) You can obtain roadside assistance through the following methods, which are listed in preferred order:
 - (1) During business hours, contact the SFO by calling (401) 222-6214.
 - (2) If the vehicle is under manufacturer warranty, contact the manufacturer's roadside assistance program.
 - (3) If you need a tow after normal business hours and the vehicle is not under warranty, contact WEX to coordinate roadside assistance using the toll-free number listed on your fuel card. Contact SFO or your FSR the next business day to inform Fleet of the location of your vehicle so we can expedite repairs. You can avoid unnecessary "unauthorized purchase" charges on your agency's monthly Fleet vehicle invoice by promptly informing State Fleet of any after-hours roadside assistance events.
- (xi) **Using a vendor that does not accept the State Fleet fuel card** – Fleet card uses MasterCard as a backup. For maintenance and fuel purchases, call the toll-free number listed on the back of the fuel card.

- b. **Charging your electric vehicle** - You can use your Charge Point scan card, which comes with every State Fleet-electric vehicle to initiate electric vehicle charging. The data will be captured in the Charge Point data portal. The data is connected to each vehicle tag and published along with other fueling transactions in the Fleet fuel usage report.

5. Information for Vendors.

- a. **Processing State Fleet Transactions** - For all fuel transactions, or service or maintenance transactions under \$100:
 - a) If the credit card machine accepts WEX cards, simply swipe the card and follow the instructions. If the credit card machine is unable to accept the WEX card directly, call the number on the back of the card to be given a MasterCard number over the phone.
 - b) For service and maintenance transactions over \$100, prior to performing work, you must contact SFO.
- b. **Identifying if a vehicle belongs to the State** - You can easily identify State Fleet vehicles by the license plate and payment method. Fleet-owned vehicles have a State issued government license plate, typically yellow or black in color with a State emblem on it. If you encounter a State Fleet vehicle without a State license plate, ask the driver to provide the State Fleet fuel card. The Vehicle Identification Number (VIN) is located on the lower left corner of the card.

6. Unauthorized Use.

- a. **The use of a fuel card by any individual for a purpose other than as outlined by this policy is strictly prohibited.** The State reserves the right to recover any funds expended from an unauthorized transaction.
- b. Any incident of fraud, waste or abuse involving a State fuel card will be investigated and reported to the Division of Human Resources for further action as deemed appropriate. Any individual who violates this policy may be subject to investigative procedures, the immediate revocation of fuel card access privileges, and/or further employee discipline as deemed necessary consistent with the requisite Collective Bargaining Agreement, where applicable.

7. Required Forms and Instructions

For copies of all forms and more detailed procedural information, visit the State Fleet page on the DCAMM website.

8. Signature.

Carole Anderson

5-18-2021

Division Director

Date