



FLEET FUEL CARD POLICY

December 2018

Adopted: Ector County Commissioners' Court: December 11, 2018
For Implementation: December 12, 2018

COMMISSIONERS' COURT

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(County Judge)

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ECTOR COUNTY HIGHWAYS & STREETS DEPARTMENT
EQUIPMENT SERVICES SECTION
FLEET FUEL CARD POLICY

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Subject: US Bank/Voyager Fleet Fuel Cards
Policy: General
Application: Public Officials and Employees

A. Introduction

To meet the operational needs of various County departments and agencies, the Ector County, Texas (“the County”) has contracted with Voyager Fleet Systems, Inc./US Bank (“Voyager”) to provide fuel credit cards (the “Voyager cards”) for purchasing fuel at commercial fuel sites or locations. Voyager cards may ONLY be used to purchase fuel for county owned or leased vehicles and equipment, and are not to be used for purchases of food, beverages, or novelty or personal items. The card is used as a payment card most commonly for gasoline, diesel, and other fuels at gas stations. Use of the Voyager card is designed to streamline and automate the purchase of fuel for county business. In addition, its use will simplify the payment process and the County can take advantage of the rebate program Voyager offers.

The countywide fleet fuel card program is designed to provide county departments and offices with a widely accepted fuel card that allows county drivers to purchase fuel for county business. The card program is administered by the Ector County Highways and Streets Department’s Equipment Services Section, and County offices and departments are responsible for monitoring and enforcing policies and procedures for Voyager card assignments and use. All vehicles operated in the course of Ector County business shall be covered by this policy

This policy and procedures set forth below are applicable to Ector County Public Officials (Elected Officials, Appointed Officials, and Department Heads) and employees. Public Officials may enact a more restrictive policy regarding usage of the county Voyager cards for their respective Office or Department.

Questions related to this policy and procedures should be directed to the Program Manager.

Evans Kessey
Director, Highways & Streets/Equipment Services
Program Manager, Fleet Fuel Card Services

Dena Hagerty
Department Coordinator, Highways & Streets
Program Coordinator, Fleet Fuel Card Services

December 2018.

Revision(s): 02/12/2019

B. Purpose

- i. The purpose of the Voyager Card Program is to provide the county with an efficient and controllable method of making fuel purchases.
- ii. The purpose of this policy is to establish uniform procedures, accountability, and controls for fueling motor vehicles and equipment owned or controlled by the County.
- iii. This policy will provide rules of use and provide links to utilize the mobile app for Voyager that will allow the authorized card user to find nearby service providers along with current fuel cost.
- iv. All County departments that hold or control motor vehicles and equipment must comply with this policy and procedures found on the Highways & Streets Department's webpage.
- v. All County owned or controlled vehicles and equipment must be fueled by using the Voyager card.

C. General Process

To use the Voyager card for fuel, the following are established process that provides general guidelines for public officials and employees:

- i. Card users may initiate a transaction, within the limits of this policy/procedure and receive services. Payments to vendors will be made by the Card Company ("The US Bank").
- ii. All fuel purchases must include the odometer reading so miles per gallon statistical information will be maintained on all vehicles.
- iii. Instances of misuse or suspicion of fraud **shall** be reported to the Program Administrator and to the County Auditor.
- iv. The Highways & Streets Department's Equipment Services Section will review monthly bills against transactions from each county department or office and approve and submit bills to the County Purchasing Department.
- v. The County Purchasing Department and the Auditors Office's Accounts Payable will make monthly payments at the end of the billing cycle to the US Bank.
- vi. The Highways & Streets Department's Equipment Services will assist you with any questions that you may have, pertaining to the Ector County US Bank account.
- vii. **ONLY** the Program Administrator has the authority to contact US Bank and make changes to the County fleet fuel account.

D. Ector County Voyager Card Program Administrator

If you have any questions about this policy and procedures, please contact:

- i. Program Coordinator:
Dena Hagerty
Phone: (432) 381-0098, ext. 2033
E-mail: Dena.Hagerty@ectorcountytexas.gov
- ii. Program Manager:
Evans Kessey
Phone: (432) 381-0098, ext. 2031
E-mail: Evans.Kessey@ectorcountytexas.gov

E. Definitions and Responsibilities

- i. ***US Bank:***
The bank that provides Voyager Fleet Card.
 - Issues Voyager Cards,
 - Issues monthly billing statement to Highways & Streets department,
 - Receives reports of lost or stolen Voyager cards,
 - Receives calls regarding disputed transactions, charges, and system technical issues, and
 - Investigates any potential misuse or unidentified transactions (including but not limited to: transactions after Voyager card has been reported lost or stolen, or transactions for a fleet card that has been returned and should have been deactivated).
- ii. ***Voyager Card:***
The gas card issued to individual county-owned vehicles.
 - US Bank issues the Cards,
 - Cards will be issued by the Highways & Streets Department Equipment Services when new vehicles are purchased or to replace outdated or misplaced cards, and
 - Card will be terminated when vehicle or equipment is disposed and are no longer in service.
- iii. ***Authorized Card User:***
The authorized driver or employee who operates a county-owned vehicle and regularly and routinely travels as part of his or her essential job duties for the county.
 - Understands and complies with rules for use of the Voyager Card,
 - Reports lost or stolen cards to US Bank/Voyager and to the Program Administrator, and
 - Reports a disputed transaction or charge to his or her supervisor or department head immediately, and to the Program Administrator.

- iv. **Card User Department:**
The County department that the Voyager card is issued for the card user.
- Receives daily Voyager card transaction and/or purchases,
 - Reviews and approves departmental Voyager card charges, and
 - Generates, completes, and sends departmental Voyager card transactions weekly to the Program Administrator.
- v. **Public Official:**
The Elected Official or Appointed Department Head or Director that administratively manages the County adopted department.
- Approves application requesting departmental card user,
 - Reviews and approves weekly Voyager card transaction, and
 - Reviews and approves departmental Voyager fleet fuel charges,
- vi. **County:**
Refers to Ector County, Texas.
- Owner of the vehicles and equipment,
 - Responsible for the payment of Voyager Card bills, and
 - Responsible for the offices of Highways & Streets Department and Equipment Services.
- vii. **Program Administrator:**
The Appointed Department Head or Director that manages the Voyager fuel cards.
- Reviews and approves county fuel bills for payment to US Bank,
 - Reviews and completes an US Bank Account Dispute Form and submits it to US Bank as instructed on the form,
 - Assists the US Bank in investigating any potential misuse or unidentified transactions,
 - Monitor fuel usage and odometer readings to ensure the appropriate mileage is being entered at the time of sale,
 - Maintains a list of current card users and departmental contacts and all card user agreements by authorized drivers, and
 - Terminates lost/stolen Voyager cards as appropriate.
- viii. **Program Coordinator:**
The Highways & Streets Department staff charged with the responsibility of assisting the Program Administrator in managing the Voyager cards. The program coordinator is typically the Department Coordinator.
- Performs monthly invoice review by verifying transactions within Voyager card report,
 - Submits monthly requisition for the payment of fuel bills to the Program Administrator.
 - Receives application forms from card user department for the issuance of cards to card users,
 - Submits applications for new or replacement Voyager cards to US Bank,
 - Receives new Voyager cards and processes forms to assign to County departments and offices, and

- Maintains a list of County vehicles and equipment assigned a Voyager Card.

F. Authorized Procurement Card Use

- a. Official uses for the US Bank/Voyager cards:
 - i. Fuel (Gasoline/Diesel).
 - ii. Any purchasing outside of fuel must be pre-approved with a requisition through Purchasing Department. You may also refer to the *Ector County P-Card Program Policies and Procedures* for additional purchasing rights.
 - iii. The Voyager card shall not be used for rental or personal vehicles.
 - iv. ***All maintenance services, such as mechanical and electrical repairs, oil and lube, filters, belts and hoses, tires, wiper blades are contracted to Vector Fleet Management (VFM), and transactions of such services are prohibited on the Voyager card.***
- b. Point of Sale transactions **ONLY** (Card numbers ***Shall Not*** be given over the phone).
- c. The total value of a transaction **shall not** exceed the established single purchase limit of \$500 or \$1000 monthly per card limit. If extenuating circumstances were to occur, the Program Administrator should be consulted immediately for guidance.
- d. Splitting purchases or making sequential purchases to avoid exceeding the maximum for a single transaction is strictly prohibited. Purchase limit per card per month must be adhered to.
- e. **NO** food or drink will be allowed for purchase on the Voyager card. Failure to adhere to this policy will result in disciplinary action.
- f. A card user who makes **unauthorized** purchases or carelessly or fraudulently uses the Voyager card, shall be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the US Bank, or other associated costs in connection with the misuse. The card user will also be subject to disciplinary action.
- g. Questions about purchases other than fuel should be directed to the Purchasing Department located at 1010 E. 8th Street, Suite 105, Odessa, Texas 79761, or at phone number: (432) 498-4020.

G. Procedures and Guidelines:

1. Acquiring/Receiving a Voyager Card for New Vehicle

- a. When a new county vehicle or equipment is acquired, the responsible department must send a request for Voyager card issuance via e-mail to the program coordinator or the program manager. The request must include the

name and department location address of the supervisor, the head of department, or elected public official making the request.

- b. All county Voyager cards are associated with an individual vehicle or piece of equipment and must be kept with that specified vehicle or piece of equipment. The Highways & Streets Department will assign cards to a department *for a specific vehicle* rather than to an individual county employee.
- c. This policy indicates that the card user and the responsible department understands the policy and procedures and the responsibilities of a Voyager card user. The card user or the driver and the respective department head or elected official must complete the “*Driver Acceptance Statements*” on Page 16 to document understanding of this policy and procedures.
- d. Voyager card will **not** be issued to a **non-county vehicle**; unless agreement through either contract or service with the County establishes such privilege to use the County Fleet Fuel Card. A copy of such document shall accompany the request for use of, or access to the card.
- e. All new Voyager cards have a permanent limit for the amount to spend per cycle and the parameters requested at the pump stations or sites.
- f. In the event that the card user needs a permanent limit change, the responsible Elected Official or Department Head must send e-mail subject: *Limit Change Request*, to the program coordinator or the program manager. The request must include the limit change amount or parameter(s) requested and an explanation of why the change is requested. After e-mail is received, the Program Administrator will review the request and respond, if practical.
- g. The Program Administrator has the authority to cancel or suspend a Voyager card as required at any time as stated in this policy to protect the county’s interests. When such cancellations happen, the Program Administrator will send a notification explaining the reason for the cancellation to the card user department where such action affects.
- h. The Program Administrator shall maintain all records of Voyager card requests, authorizations, purchase limits, card user transactions, and any lost, stolen, or destroyed card information. The Auditors Office’s Accounts Payable shall maintain records on departmental fuel transactions.
- i. The Program Administrator will provide training as required within this policy.
- j. Card users or employees understand that they have the option to download the mobile locator app for Android and Apple devices through their mobile provider play store. This app will allow the users to locate gas stations that accept Voyager fuel cards, distances, and see current fuel cost.



- k. If an employee has any technical issues with the use of the Voyager card, please call the **1-800 Fleet Assistance Number** located on the back of the card, or email the program coordinator at Dena.Hagerty@ectorcountytexas.gov and copy the program manager at Evans.Kessey@ectorcountytexas.gov.

2. Adding New Driver to Use Voyager Card

This policy establishes a requirement for new drivers who need to use the Voyager card for fuel purchases. The following information **shall** be required before access will be granted:

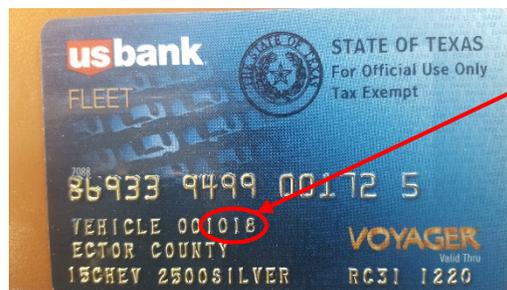
- a. full legal name of the driver,
- b. full physical (residence) address,
- c. driver's date of birth, and
- d. full driver license number and state of issuance.

In addition to the above information, the driver and his or her elected official or department head must complete the "Driver Acceptance Statements" on Page 16 and submit to the Highways & Streets Department.

Employees whose job duties do not warrant use of County vehicle, or do not reflect the need for a fuel card will not receive access to use fuel card. This must be justified by the Human Resources Department (HR) upon completion of Form HSD-ESS-FFC_1 "Essential Function for Driving" as part of the new employee application package. This form can be downloaded from the Highways & Streets Department's webpage at <http://www.co.ector.tx.us/page/ector.HighwaysandStreets>

3. Replacing a Voyager Card

- a. Voyager cards are imprinted with the vehicle or the equipment unit number in the front. When a unit number changes, notify the Program Administrator by e-mail or by phone at (432) 381-0098 to order a new Voyager card for that vehicle.
- b. Changes to unit numbers do not typically occur. However, should matters arise and a change is necessary, all requests to replace Voyager cards must accompany justification from VFM and the approved Purchasing Department's Asset Tag Transfer sheet.



**Unit Number/
Vehicle ID**

4. **Changes to the Voyager Cards**

All changes must be submitted to the Highways & Streets Department via email or in person. Changes may include:

- Adding new driver;
- Changing driver name, vehicle ID or unit number, driver PIN number;
- Increase to limit, daily transaction numbers, including date of transaction;
- Termination: driver, lost or stolen;
- Missing receipts.

5. **Lost or Stolen Voyager Cards**

- a. If the Voyager card is lost or stolen, the card user must report the card as lost or stolen as soon as the employee is made aware of it by calling Voyager Fleet Customer Service at 1-800-987-6591, then notify the Program Administrator at (432) 381-0098, ext. 2033.
- b. If a Voyager card is found, please turn in to the Ector County Highways & Streets Department, 7613 W. Dunn Street, Odessa, TX 79765, or by regular mail to Ector County Highways & Streets Department, 1010 E. 8th Street, Odessa, Texas 79761.

6. **Reporting Fraud, Card Misuse, and Technical Issues**

- a. If a county employee suspects illegal use of the Voyager card, it **shall** be reported as soon as possible to the Program Administrator at (432) 381-0098.
- b. Instances of misuse or suspicion of fraud **shall** also be reported to the County Auditor at (432) 498-4099.
- c. If a card user has any technical issues with the use of the Voyager card, please call or email the program administrator.

7. **Card User Record Keeping**

- a. Whenever a Voyager card purchase is made, documentation **shall** be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the card user's audit report.
- b. When the purchase is made over the counter, the card user **shall** retain the invoice and original "customer copy" of the charge receipt.
- c. When the purchase is made at the fuel station pump, the card user **shall** request and retain the original receipt of the charge.
- d. Prior to turning in the receipt, the card user is responsible for making sure the vendor lists the quantity and fully describes the item(s) on the charge slip or invoice with **NO** tax included. The card user is responsible for

putting their **first name, date of purchase, and vehicle unit number** on the receipt in accordance with this policy.

- e. All receipts must be turned in ***daily*** to the card user department head or the department's designated fuel coordinator.
- f. Missing receipts must have a card request statement submitted in the packet. The statement must identify what type of fuel was purchased, what unit number (vehicle ID) was the fuel purchased for, what vendor or fuel station was the transaction made, how much per gallon was classified at the pump, how many gallons were purchased, and the driver PIN number used at the pump.
- g. Failure to adhere to this record keeping procedures may result in disciplinary action up to and including termination by the Public Official.

8. Public Official Record Keeping

Elected officials, department heads and/or department employee responsible for coordinating fuel activities are responsible for turning the Voyager card receipts or packet to the Program Administrator as below:

- a. Packets must be turned in ***weekly***, every Tuesday to:

Highways & Streets Department
Attn: Dena Hagerty
Or at Dena.Hagerty@ectorcountytexas.gov.

- b. Packets must include:
 - the Fuel Card Transaction Log,
 - scanned copies or originals of the fuel receipts,
 - originals must be clipped to an 8" x 11" sheet of paper; do not staple.

The transaction log is a PDF fillable and can be downloaded from the Highways & Streets Department's webpage

- c. Public officials are only **REQUIRED** to sign and date the transaction log noted "**Department Head/Elected Official Signature**" only; not the individual receipts.
- d. In addition, the department employee responsible for coordinating fuel activities are only **REQUIRED** to sign and date the transaction log noted "**Site Administrator Signature**" only.
- e. The packet can be turned in through email, in person, or through inter-departmental delivery.

9. Card Security

- a. It is the card user's responsibility to safeguard the Voyager card and account number to the same degree that a card user safeguards his or her personal credit information.
- b. The card user must not allow anyone to use his or her PIN or ID number. A violation of this trust will result in that card user having his or her PIN or ID revoked or access terminated.
- c. If the card is lost or stolen, the card user shall immediately notify the Program Administrator and call Voyager Fleet Customer Service at 1-800-987-6591.
- d. The Program Administrator will issue a **temporary** card to the card user after the reported loss or theft. The US Bank will issue new card within 3 to 5 days.
- e. All card users receiving a temporary card must complete and sign a log sheet with the program administrator.
- f. A card that is subsequently found by the card user after being reported lost shall be surrendered to the Program Administrator immediately. The Program Administrator will destroy the card.

10. Mileage Entry and Meter Rejects

Accurate mileage is the lifeblood of good fuel management and it is necessary for county Equipment Services to effectively monitor vehicle utilization, track vehicle preventive maintenance compliance, predict accurate vehicle cost-per-mile, understand vehicle fuel miles-per-gallon, forecast vehicle carbon footprints, calculate optimal vehicle lifecycles and other mileage related activities.

- a. Drivers or card users of County vehicles are required to enter at all times the correct **odometer reading** (excluding tenths of miles) at the time of fuel purchase when prompted.
- b. In the event the vehicle operator makes an error in the odometer reading entry, the driver should contact Highways & Streets Department Equipment Services immediately with the correct information.

11. Disputing a Transaction or Possible Fraudulent Charge

- a. Anything that appears to be fraudulent charge, duplicate transaction, or billing that does not belong to the card user or the County account **shall** be disputed.
- b. The Program Administrator **shall** complete an US Bank Account Dispute Form and submit it to US Bank as instructed on the form. A copy of such

document will be sent to the Auditor's Office for record.

12. Card User Separation

- a. Prior to separation from the County, or transfer to another department, the card user shall surrender the Voyager card and current transaction log to his or her public official or immediate supervisor, or keep the card in the vehicle as per his or her department policy.
- b. Upon its (the card) receipt, the approving public official or supervisor shall review, approve, and forward the month end Audit Report (i.e., the transactions made by the card user during that month) and the Voyager card to the Program Administrator.
- c. The public official must report and/or send e-mail to the program administrator and the HR Department in regard to employee transfer to another department or separation from the county. Below will be the actions of the program administrator:
 - If separation (or terminated), the HR Department will send a monthly list of terminated employees to the program administrator. At this time, the card user PIN or ID will be terminated.
 - If transfer to another county department or office, the new department will be tied to the card user and will terminate the old department.

13. Termination of a Voyager Card

When and if a County vehicle is disposed and the Voyager card is no longer required for that vehicle, e-mail the Program Administrator requesting that the Voyager card account be cancelled or terminated.

This process is required from the following County department(s) or office(s):

- *Safety/Risk Management Office*: The office will send a quarterly list of vehicles that have been declared totaled by insurance carrier and are no longer in the County asset inventory.
- *Purchasing Department*: The department will send quarterly list of all equipment and vehicles that have been disposed, auctioned, transferred within County departments, and to a non-county entity, or have been removed from the County Fixed Asset Ledger.
- *Equipment Services Contractor*: The contractor (currently, Vector Fleet Management) will send a quarterly list of all unit numbers of equipment and vehicles that are no longer in their system for maintenance and service due to disposal, auction, or transfer to a non-county entity.

14. Sales Tax

- a. Ector County is tax exempt. The Tax Exempt Identification Number (TEID) is 75-6000934.

- b. Card users are responsible for ensuring the vendor does not include sales tax in the transaction.
- c. If sales tax is included, the card user will be responsible for ensuring that the vendor credits the sales tax back to the card no later than the following billing cycle. If the vendor does not credit sales tax back to the card, the card user is responsible for reimbursing the tax amount back to the County.
- d. Card user will be provided a copy of Ector County's tax exemption certificate upon request to the County Purchasing Department.

15. Voyager Card Driver Guide

To learn more about how to use a Voyager card, please refer to the U.S. Bank Voyager Fleet Card Driver Guide at the below internet locations:

- a. <https://www.usbpayment.com/insights/collateral/us-bank-voyager-fleet-card-driver-guide>
- b. <http://docs.usbpayment.com/Voyager-Driver-Guides-18-3.pdf>

16. Voyager Fuel Merchant Locations

The Voyager card is accepted at almost any fuel station that accepts MasterCard. Voyager has over 21,000 fueling locations in the State of Texas. Individual city or county coverage can be researched online by ZIP code at the following link. You can also search using your mobile voyager app.

<https://www.fleetcommanderonline.com/app/public/merchantLocator.do>

17. Billing and Payment

- a. Each month, on the 24th, the Voyager bill is issued to the County Fleet Fuel Program Administrator.
- b. The program administrator *shall* acknowledge bills, conduct a final review and approve all Voyager card vouchers prior to requesting payment to US Bank.
- c. The program administrator submits copies of the bills to the Auditor's Office. Auditor's Office will charge fuel expenses to the appropriate departments as part of IRS Publication, 15-B.
- d. The program administrator submits payment request to the Purchasing Department.
- e. Purchasing Department reviews and approves requisitions and submits to the Auditor's Office. The Auditor's Office will process payment timely to

ensure payment is generated within deadline.

- f. In situations where dispute of transaction exists, the program administrator **shall** complete an US Bank Account Dispute Form and submit it to US Bank as instructed on the form. A copy of such document will be sent to the Auditor's Office.

18. Roadside Assistance

Roadside Assistance may be obtained by calling VFM directly at (432) 381-0229, or the following alternative numbers:

- a. (432) 381-0098, ext. 2052 or 2053,
- b. (435) 241-0191, or
- c. the Texas DPS number (1-800-525-5555) found on the back of your Texas driver's license for assistance anywhere in Texas.

H. Voyager Card FAQs

▼ *The Voyager Locator lists my local merchant as part of the Voyager network, but when I tried to use the Voyager fleet card at the location I was informed that they do not accept the Voyager fleet card. How up-to-date is the Voyager Locator?*

- If a merchant appears on the Merchant Locator tool but states that the Voyager card is not accepted, call the Merchant Services number on the back of your Voyager card for assistance.

▼ *What if my local merchant does not currently accept the Voyager fleet card but would like to be part of the network?*

- Merchants wishing to receive a TeleTrans application or to ask any questions about the program should contact, Greg Stults, U.S. Bank Voyager Merchant Services at 832-486-1171 or gregory.stults@usbank.com.

▼ *I have received "past due" notices in advance of the actual due date that follows the "Texas 30 Day" Prompt Payment Act. What do I do to resolve this?*

- US Bank has been notified of such instances and are having these delinquency notices removed from the invoice, where applicable.

▼ *Can all of our Voyager cards have the same driver PIN/ID, or prompt number?*

- No. A driver ID or prompt number is specific to that driver and is intended to prevent fraud or employee misuse.

▼ *Can the Voyager card accommodate cards assigned to drivers and vehicles?*

- Yes. The Voyager Fleet Card can accommodate cards assigned to specific drivers and cards assigned to specific vehicles.

▼ *Where are Voyager cards accepted?*

- Cards are accepted nationwide at more than 320,000 Voyager Network locations including retail gas stations, convenience stores, private fueling sites, truck stops, electric vehicle charging stations, maintenance providers and service locations.

▼ *What information is available through the Voyager Fleet Fuel app?*

- Fuel sites and address,
- Distance and directions,
- Fuel types and prices per gallon (PPG),
- Location hours (if available),
- Alternative fuels (if available),
- Services provided (if available),
- Amenities, such as car wash, oversized vehicles, pay at the pump, *etc.* (if available).

If you have any questions concerning this fleet fuel card policy, please contact the Highways & Streets Department at (432) 381-0098.

**ECTOR COUNTY, TEXAS
FLEET FUEL CARD POLICY**



I. Driver Acceptance Statements

- Driver understands that he or she has been issued a fuel card and a driver ID/PIN authorizing him/her to fuel Ector County vehicles **only**.
- Driver understands that the fuel card is **NOT** to be used for personal vehicles or non-business purposes. Using the fuel card for any purpose other than County use will be considered theft of County property.
- Driver understands that the fuel card and/or driver ID/PIN identifies him or her by name on fuel invoices and reports and that he/she is responsible for all transactions made with the fuel card and the driver ID/PIN. **Driver will not share his or her driver ID/PIN with anyone else.** If he or she suspects another driver knows his/her driver ID/PIN, he or she will immediately notify his supervisor or department head.
- Driver understands each time he or she uses the fuel card, he or she is required to completely fill the fuel tank and enter an accurate odometer reading at the pump so that US Bank can track miles per gallon (MPG), cost per mile (CPM), fuel economy by vehicle ID or unit number, cards by purchase method, cards with high gallons, and transaction exception report.
- Driver understands that failure to adhere to these policies and procedures may result in disciplinary action by the respective department Elected Official or Head, or by the Commissioners' Court.
- Driver understands the "Card User Record Keeping" procedure in this policy and that cardholder must turn in receipts of fuel purchases ***daily*** to his or her Department Head or the department's designated fuel coordinator.

Evidenced by driver's name and signature below, he or she understands and agree to the above statements.

Driver Name: _____ Signature: _____ Date: _____

Elected Official/ Department Head Signature: _____ Date: _____

Department Name: _____

Program Administrator Signature: _____ Date: _____

Note: This "Driver Acceptance Statements" page must be completed and turn in to Highways & Streets Department through one of the following means:

- Scan and e-mail completed page to Dena.Hagerty@ectorcountytexas.gov.
- Inter-departmental delivery to Dena Hagerty.