

FLEET FUEL CARD USAGE

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1.0 PURPOSE

The purpose of this directive is to provide guidance to employees and volunteers of the Department of Emergency and Military Affairs (DEMA) for the use of the Voyager fleet fuel cards.

2.0 APPLICABILITY

This directive applies to all DEMA work units and locations, to include all State employees, Federal employees and volunteers who operate DEMA owned and/or Arizona Department of Administration (ADOA) leased vehicles.

3.0 REFERENCES

A.R.S. § 41-803.B

A.A.C. R2-15-203

4.0 RESPONSIBILITIES

4.1 DEMA Risk Manager

The DEMA Risk Manager oversees the DEMA fleet safety program and has been designated to be the liaison to and point of contact for U.S. Bank in regards to the issuance of Voyager fleet fuel cards. The DEMA Risk Manager coordinates and tracks the issuance and usage of Voyager fleet fuel cards. The DEMA Risk Manager can be reached at (602) 629-4285, DSN 853-4285.

4.2 DEMA Comptroller

The DEMA Comptroller oversees the DEMA finance office and has been designated to be the liaison to and point of contact for U.S. Bank in regards to billing statements and payments. The DEMA Comptroller can be reached at (602) 267-2992, DSN 853-2992.

4.3 Vehicle Operators

Operators of DEMA owned and/or ADOA leased vehicles are responsible for ensuring the adherence to the processes and requirements described in this directive. Vehicle operators are responsible for reporting lost, stolen or damaged fleet fuel cards immediately to the DEMA Risk Manager.

5.0 VOYAGER FLEET FUEL CARD USAGE

5.1 Fuel

One Voyager fleet fuel card ("Card") shall be issued and assigned to each DEMA owned and ADOA leased vehicle. ADOA leased and extended ADOA Taxi vehicles are delivered to DEMA with a Card assigned by ADOA. Cards may be requested for long-term leased or rental vehicles from vendors on State contract. Employees and volunteers

are prohibited from using the Cards for their privately owned vehicles for any reason to include conducting agency business.

Whenever available and practical, employees and volunteers shall use fueling stations approved by Arizona Department of Transportation (ADOT), owned by DEMA, or operated by ADOA. If an approved facility is not available, a vehicle operator then shall use a commercial gasoline station which accepts the Cards. Fueling facilities shall be used by employees and volunteers in this order:

5.1.1 Metro-Phoenix and the Training Site Command

1. ADOT fueling stations
2. Phoenix ADOA fueling stations
3. Commercial gasoline stations

5.1.2 Camp Navajo and Northern Arizona

1. Camp Navajo fueling station
2. ADOT fueling stations
3. ADOA fueling stations
4. Commercial gasoline stations

5.1.3 Silverbell/WAATS and Southern Arizona

1. ADOT fueling stations
2. Commercial gasoline stations

Operators of alternative fuel vehicles shall use alternative fuel whenever available.


5.2 Repairs and Maintenance

When an ADOT tow truck and/or ADOT vehicle maintenance facility are not available, vehicle operators shall use the Card for minor roadside towing, emergency assistance and repairs for the vehicle to which the Card is assigned.

Emergency roadside events over \$50.00 must be authorized by calling the Voyager Fleet Assistance number located on the back of the Card.

DEMA owned and ADOA leased vehicles may be washed and cleaned using the vehicle's assigned Card. When a vehicle is cleaned at a commercial carwash facility, the facility must be able to accept the Card by electronic means. Supervisor approval should be obtained whenever possible prior to using a commercial carwash.

BY ORDER OF THE GOVERNOR:


HUGO E. SALAZAR
Major General, AZ ARNG
The Adjutant General