**BACKGROUND**

The purpose of the policy is to provide guidance for authorized University of Cincinnati drivers to meet gasoline needs for vehicle use. The University of Cincinnati fleet fuel card program is designed to provide departments with a widely accepted fleet fuel card (hereinafter the “fleet card”) that allows authorized drivers to purchase fuel for university vehicles. Use of the fleet card is designed to streamline and automate the purchase of fuel for university business. Fleet cards provide a quick and convenient way for authorized drivers to purchase fuel at competitive rates.

Fleet cards will provide departments with the ability to track fuel purchases by increasing information received from fleet card purchases. Fleet fuel cards shall be accepted by most fueling locations in the United States.

**DEFINITIONS**

**Authorized Driver** means 1) any employee who operates a university-owned vehicle, university-rented vehicle, or courtesy vehicle, or 2) any employee who operates an individually-rented vehicle or privately-owned vehicle and who regularly and routinely travels as part of his or her essential job duties for the university. Essential job duties are those fundamental tasks that an employee must discharge to meet the obligations of the position, or, in the alternative, those duties defined as essential by the employee’s manager or other applicable University of Cincinnati policy, procedure, or rule.

**Courtesy Vehicle** means a vehicle provided to the university by an outside third party.

**Fleet Fuel Card (also known as “fleet card”)** means a gas card issued to individual university-owned vehicles. Fleet cards will be issued by the university’s Department of Transportation Services when new vehicles are purchased or to replace outdated or misplaced cards.
**Individually-Rented Vehicle** means a vehicle rented directly by an individual domestically or internationally for official university business. See the university Travel Expenses Policy for additional information on domestic and international motorized vehicle rentals.

**Purchasing Card** means a credit card issued to an employee of the University of Cincinnati for the purpose of making authorized purchases on the university’s behalf.

**University** refers to the University of Cincinnati.

**University-Rented Vehicle** means a vehicle rented locally (on a daily, weekly, or monthly basis) by an organizational unit or individual through the university’s Department of Transportation Services for official university business.

**University-Owned Vehicle** means a vehicle purchased by an organizational unit through the university’s Department of Transportation Services for official university business by an authorized driver or a list of authorized drivers in the organizational unit.

**POLICY**

- A fleet card must only be used to refuel university-owned vehicles; a Purchasing Card may be used in emergency cases.
- Each university-owned vehicle will be assigned one fleet card.
- Each authorized driver must sign a cardholder agreement before fleet card access is granted.
- As with Purchasing Cards, each fleet card must have an independent reviewer. This reviewer shall not have access to fleet card use. The reviewer will typically be the business administrator for the department.
- A separate fleet card can be obtained for small non-licensed vehicles or tools that would normally not have a fleet card assigned. These cards shall be assigned by the university’s Department of Transportation Services.
- Any gas purchases for travel expenses not using university vehicles would follow University Policy 2.1.6 (Travel Expenses).

**APPROPRIATE USE**

The fleet card shall only be used for fuel purchases for university-owned vehicles, courtesy vehicles, or rented vehicles. Fuel shall be limited to self-service, regular grade, diesel, or alternative fuels (E85). The fleet card must not be used to purchase fuel for personal vehicles, food, beverages, alcohol, or tobacco products. The fleet card does not allow for cash withdrawals.

**RESPONSIBILITIES**
Program Administrator (Department of Transportation Services)
- Issuance of fleet cards, creation of fleet card accounts.
- Receipt of fleet cards.
- Maintain a record of all persons/vehicles who have physical access to the fleet card.
- Terminate lost/stolen fleet cards as appropriate.

Driver
- All fleet card users will be assigned a unique 6-digit PIN number and must use only his/her PIN number when purchasing fuel.
- Fleet cards and PIN numbers must be used for official university business only. A fleet card is not to be used for non-business purposes. Using a fleet card for any purpose other than official business will be considered theft of University of Cincinnati property.

Fleet Card Individual Reviewer
- Establish fleet card access for each individual fleet card with each unique user PIN number.
- Perform monthly invoice review by verifying transactions within fleet card report.
- Maintaining fleet card reports.
- Report lost or stolen fleet cards immediately to program administrator.
- Cancel an employee’s PIN number when an employee is terminated/resigns or no longer with the department.
- Monitor fuel usage and odometer readings to ensure the appropriate mileage is being entered at the time of sale.
- Investigate any potential misuse or unidentified transactions (including but not limited to: transactions after fleet card has been reported lost or stolen or transactions for a fleet card that has been returned and should have been deactivated). The fleet card is not to be used for non-business purposes. Using the fleet card for any purpose other than official business will be considered theft of University of Cincinnati property.
- Maintain a file of all signed cardholder agreements by authorized drivers.

CARD CONTROLS

Card controls will be established for each fleet card issued at the time an account is opened. Individual departments may establish further unique controls as needed.

Each time a purchase is made, the cardholder will be prompted to enter the user’s unique PIN number and the current odometer reading. PINs are user specific. Each department shall determine fleet card/vehicle access for employees during initial fleet card set-up or when a new employee is hired. The Individual reviewer will be responsible for establishing access for each fleet card by new users. All drivers will have access to any fleet cards within their department (except for fleet cards used for small non-licensed vehicles or tools). For fleet cards issued for small non-licensed
vehicles or tools, the odometer reader will not be required. All fleet cards will be
distinguished by a label showing the asset number (this will associate the fleet card to a
certain vehicle) or the words “Off road” (for small non-licensed vehicles or tools) printed
on the fleet card.

Each department will have online access to monthly fleet card charges and exception
reporting. Fleet card number, user PIN number, fuel type, odometer reading, fuel
capacity, fuel costs, time of day, and day of week exception parameters are used for
reporting purposes only. These reports can be customized to include other items such
as: distance driven between fill-ups, fuel economy, cost per mile, cost per gallon, etc.
The Department of Transportation Services will bill monthly for all charges on the fleet

Related Links:

Phone Contacts:

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Services</td>
<td>556-4424</td>
</tr>
<tr>
<td>Facilities Services</td>
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