

To: Staff, Faculty, Users of Fleet Management Vehicles.

We at Fleet Management are very excited to announce that we have signed an agreement with ARI to provide us with a new fuel card program. With this new agreement we will have one single fuel card instead of the 2 or 3 cards we are currently using. The one single card provided by WEX will allow purchases at both our UTK on campus fuel site, as well as retail vendor off campus. The WEX card is, "accepted at over 90% of retail fueling locations in the U.S. including 50,000 diesel locations, wherever Wright Express Cards are accepted".

As a security measure, the new single card gives the University Personal Identification Number (PIN) protection to ensure our fuel cards are not misused by unauthorized parties. The activation PIN needed to use the card at the fuel pump is an active UT ID card personnel number; the six digit number on your ID card acts as the PIN.

Please note that in the event you cannot remember your UT ID Card number while at the pump, in order to purchase fuel you will be required to use personal funds to complete the transaction, to which we will reimburse you at Fleet Management.

\*Please remember that you will be required to show a receipt which reflect fuel being purchased.

Each department will receive an individual packet to place in the vehicle explaining how to use the fuel card and where to call for assistance if you have issues with the card. The new fuel card distribution will start immediately. The first cards to be deactivated will be the Voyager cards. **The scheduled Voyager card deactivation is on the 15<sup>th</sup> of December, 2015.** Please start using the new WEX card for all off campus fuel purchases. The FleetOne and Rogers Petroleum cards will be deactivated when the new UTK fuel island card reader is brought online. **Anticipated deactivation date for FleetOne and Rogers Petroleum cards will be January 4, 2016.**

In addition we are also participating in the ARI roadside assistance program. This gives us one number to call in the event of an after hour roadside incident i.e. flat tire, break down, etc. You can now call one number and talk to an ASE certified technician who is going to assist you with the emergency needs. They will help you contact local vendors who are part of their network to help. You will not have to worry about who to call or paying the bill; ARI will bill directly back to the University. Of course if there is an accident or medical emergency always call the police or 911.

\*During normal hours of operation 08:00 – 17:00 M-F please call Fleet Management and will instruct you who to call. After regular hours please contact ARI Roadside Assistance.

\*The ARI Roadside assistance program is only for emergency vehicle repair, any other use must be authorized by Fleet Management. All cost associated with non-emergency use such as an oil change (PM) will be billed back to the department.

The new fuel cards will have limited emergency purchasing power and are ideally only to be used for fuel purchases.

#### **Fuel Card Miscellaneous Charges and policy for use:**

Due to the rising cost of fleet ownership, and to establish a clear line of sight to Fleet Management operational expenses, this policy is to establish the allowable charges which can be made with the Fleet

Management fuel card(s). This will also apply to reimbursement of fuel and miscellaneous charges incurred by individuals while operating Fleet Management Vehicles.

To ensure cost efficient usage, it is in the best interest of the University to ensure all vehicles are well maintained; this includes the vehicle cleanliness. Fleet Management will cover the cost of a car wash, but not to exceed \$15.00 per wash. We will not reimburse, or cover the cost of a complete vehicle detail, or department personnel for washing the vehicle. A receipt from the car wash establishment must be presented, and it must state the reason for the charges, such as "car wash".

Fleet Management is responsible for the cost of fuel and certain maintenance items, such as Preventative Maintenance (PM), fair wear and tear, and ordinary repairs. Fleet Management will not pay for any repairs which are the result of negligence, or accidents caused by the driver of the vehicle. All associated charges will be billed back to the department. Therefore we are required to keep all receipts showing the cost of approved charges, for fuel and maintenance, so that we can reconcile charge statements at the end of the billing cycle. All receipts for fuel and allowable repairs must be turned in to Fleet Management. In the case of the rental vehicles, we ask that the receipts are placed in the key pouch and / or the vehicle number is to be written on the receipt before turning them in, to accommodate proper tracking.

Very often miscellaneous charges will appear on the billing statement. Unless we have a corresponding receipt showing the reason for the charges, and / or if those charges do not fall under the allowable cost coverages of Fleet Management, the charge will be billed back to the department. The receipt must show the purpose of the charge, and the amount of the charge, for reconciliation purposes.

It is our goal to ensure we are providing a safe and reliable vehicle at a fair price to University of Tennessee departments. We are required to clearly show that all cost are in concurrence with the proper maintenance, repair, and usage of our fleet, in accordance with state regulations and policies. Your cooperation in helping us retain the proper documentation will be greatly appreciated.

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