

Use of FuelTrac Card for Purchases of Gas for University Vehicles



***FuelTrac can
ONLY be used in
State owned
Vehicles or those
leased through
the State
Enterprise
Contract.***

Accepted at these locations, plus many, many more....





The FuelTrac Contract is issued by the State Office of Purchasing and the Louisiana Property Assistance Agency.

FUELTRAC is partnered with US Bank Voyager Fleet Systems - the 6th largest bank in the United States, which operates one of the most advanced fleet card networks. Voyager is a leading provider of payment processing and information management services to commercial and government fleets.

At Louisiana Tech University FuelTrac Cards are obtained through the Office of Vice President for Finance and Administration.

Cards are issued with an individual PIN number that can be changed for security purposes at any time.

Purchases are billed to the Departmental Budget Code assigned when the VEHICLE card is requested.

Cards and PIN Numbers are used to make purchases and **MUST** be secured at all times and not left unattended.

Departments should review monthly statements and compare them to receipts obtained at the pump.

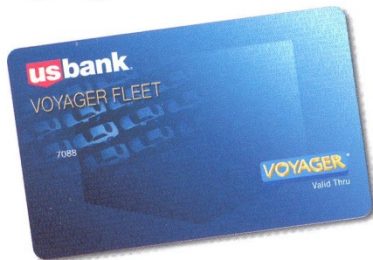


Fueltrac will record the individual making the purchase via the PIN used at the time of purchase.

Charges will be made to the Budget Code assigned to the Vehicle Card when issued. Not the individual PIN.

The University receives the benefit of a discount and deduction of Federal Taxes at the point of sale. For example, a purchase of 5 gallons of fuel might show \$18.00 at the pump, however the University would be billed \$17.08.

Using Your Voyager® Fleet Card



The brands currently accepting the Voyager Universal Fleet Card and Voyager Co-branded Cards are:

FUEL LOCATIONS

AAFS*	FFP Marketing	Kroger	Quick Stop
Admiral Petroleum	Fas Gas	Kum & Go	Rotten Robbie
Aloha Petroleum	Fast Fuel	Kwik Fill	Sheetz
Ameristar	Fast Fuel	Kwik Star	Shell
Amoco	Fast Trac Markets	Kwik Trip	Sinclair
Bigfoot	Fina	Love's Country Stores	Southern Counties
BP	Flying J	Mac's	Speedway
Casey's	Freedom Value Center	Maroon Express	Stewart Shops*
Cenex	Fry's	Marathon	SuperAmerica
Certified Oil	Gas City	Maverick Country Stores	Sunoco
Chevron	Gas America	MFA Oil	Tesoro
Chief Petroleum	Gate Petroleum	Mirastar	Texaco
Circle K	Getty	Mobil	Thornton Oil
Clgo	Giant	MonoMart*	Total
Clark	Go-N-Go	Marley U.S.A.	Town and Country*
Coastal*	Go Mart	NEXCOM*	Trade Mart
Conoco	Gulf Oil	NOCO Express	Turkey Hill Mini Mart
Crown	Handy Andy	Pacific Pride	Union 76
Dairy Mart	Hess*	The Pantry	Unit Marts
Diamond Shamrock	Holiday	PDQ Food Stores, Inc.	United Supermarkets
Dillon Stores	Hucks	Petro South	US Oil
Duke/Duchess Shoppe	Irving Oil	Phillips 66	Valero
Exxon	KeyStone	Pilot Oil	Wilco
EZ Mart	King Soopers	Quick Fuel	Wawa

MAINTENANCE LOCATIONS

A to Z Tire	Enterprise Car Rental	Meineke Car Care Centers	Speedy Auto Glass*
AAMCO Transmissions	Express Oil Change*	Merchant's Tire and Auto	Speedy Auto Service
Action Auto Tire	EZ Lube	MIDAS*	Strauss Discount Auto Stores
American LubeFast	Flynn's Tires	Mono Muffler/Brake	Stricker Mobile Fueling
American Tire	Ford	Mr. Tire	Suburban Propane
Arnie's AutoGlass	GM Dealerships*	Multi-Service Aviation	SuperLube
Arrow Oil	GMS Auto Glass	NTB	Texaco Xpress Lube
Auto and Truck Glass	Goodyear	National Automobile Club	Tire Centers, Inc.
AutoNation*	Grease Monkey*	Netcost AutoGlass	Tire Kingdom
Auto Parts Wholesale	Great American	North American Fleet Services	T.O. Hasi Tire
CarQuest*	Harmon AutoGlass	Oil Changers	Transmission Wholesale Supply
Car-X Muffler*	Iowa Glass	On-Site Mobile Fueling	Tuffy Auto Centers
Chrysler	JCS Glass	Pep Boys	Valvoline Instant Oil Change
Cottman Transmissions	Jiffy Lube	Pro Care	Vespa Tire
Diamond Triumph AutoGlass	Jubitz	RANPARR Oil	Walker Tire
Discount Tire	Kryger Glass	Safelite Auto Glass	
Earl Scheib Paint and Body	Les Schwab Tires	Sears Auto Centers	
Elite AutoGlass	Lewis Oil Company	Shell Rapid Lube	

Thousands of independent retailers nationwide.

Accepting locations as of May 2008. Locations subject to change without notice.

**Participating locations only.*

***If needed for
General Travel
Vehicles or
Employee
Training we
have
informational
Cards from
FuelTrac.***

Station Attendant Instructions

- 1 To authorize a sale on the Voyager card, follow the instructions sent to you by your point-of-sale network provider.
 - 2 If you have not received a copy of your retailer's instructions, you should first attempt to complete the sale through your electronic point-of-sale equipment.
- * A few of the Shell and Amoco locations do not have electronic point-of-sale equipment and have no mechanism to process Voyager transactions manually. You will not be able to use your Voyager card at these locations.

Notes



Voyager Fleet Systems Inc. is a wholly owned subsidiary of U.S. Bank National Association ND.

How To Use The Voyager Card

You may use your Voyager card at participating retail locations. Some companies are not yet accepting the card electronically at all locations. These locations should accept the card manually until their electronic systems have been reprogrammed.

- 1 If the gas station has card readers located at the pump, you may use your Voyager card at the pump. If there are no pump card readers, see the attendant inside to process your transaction.
- 2 Swipe your card at the pump card reader. If the pump card reader will not accept the card, take the card inside to the attendant and have him/her attempt to process the transaction electronically on the inside equipment. If the attendant questions the card, show him/her this brochure and ask him/her to follow the instructions.
- 3 If the pump terminal requires you to choose either "Credit" or "Debit", press the "Credit" key.
- 4 If required, the terminal may prompt for an **ID** or **PIN** number. Enter your assigned number and press "Enter."
- 5 If required, the terminal may prompt to enter the **ODOMETER** reading. Enter your odometer as a whole number. **DO NOT** enter tenths of miles.
- 6 All terminals are different and may require the information to be entered in a different order. Simply follow the instructions on the terminal to process your transaction.
- 7 If the card cannot be read on any of the equipment, notify Voyager at the number shown on the back of your Voyager card or in this brochure. Voyager will notify the oil company of a problem at one of its locations. The company is often not aware that there is a problem.
- 8 If the sale is processed manually, write **ID** number and **ODOMETER** reading on the ticket. If your card cannot be read at any location, it is likely that the magnetic strip is damaged. If this occurs, notify your fleet manager or Voyager to get a replacement card.
- 9 If the attendant has any questions, present the Voyager Retail Instructions or provide them with the 800 number on the back of the card for assistance in processing the transaction.



Key Voyager Telephone Numbers

Client Services:	800-987-6591
Fax #	800-987-6592
Email	voyager@voyagerfleet.com
Website	www.voyagerfleet.com

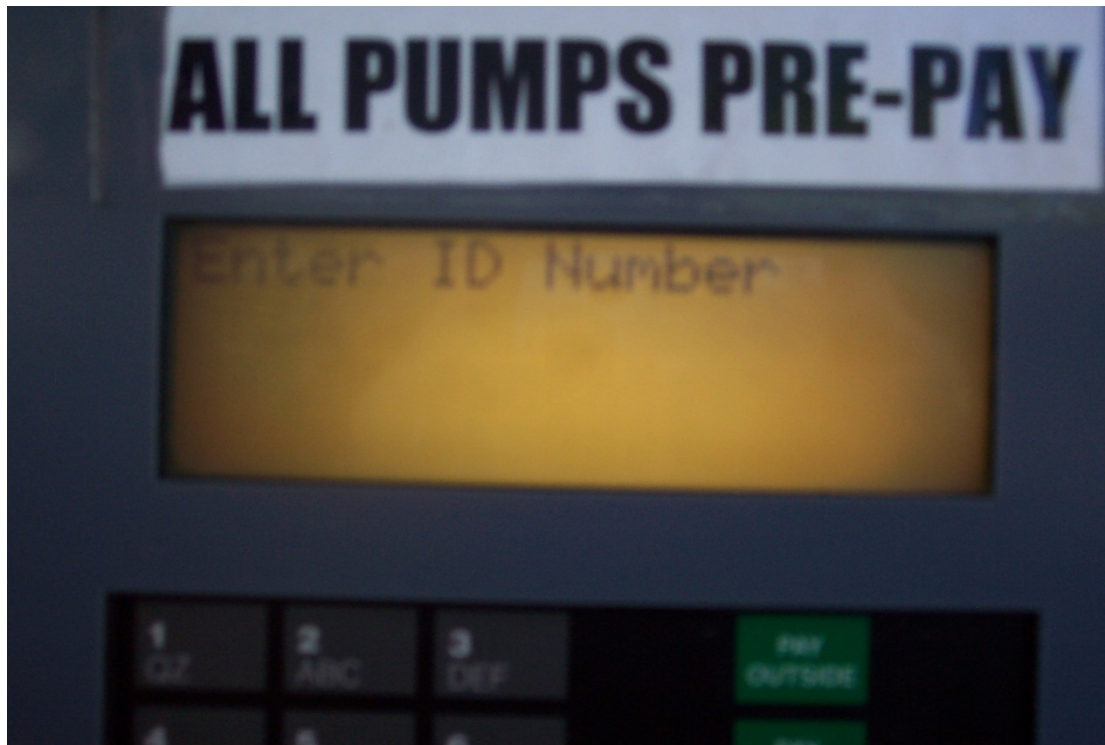
The cards
have use
instructions
and telephone
numbers to
call if you
have a
problem.

When Possible Pay at the Pump and not inside.

**Swipe the
Vehicle
Card.
Charges will
be assigned
based upon
the card
used at the
pump.**



Different pumps will prompt users differently and in a different order. When prompted enter the PIN number assigned.



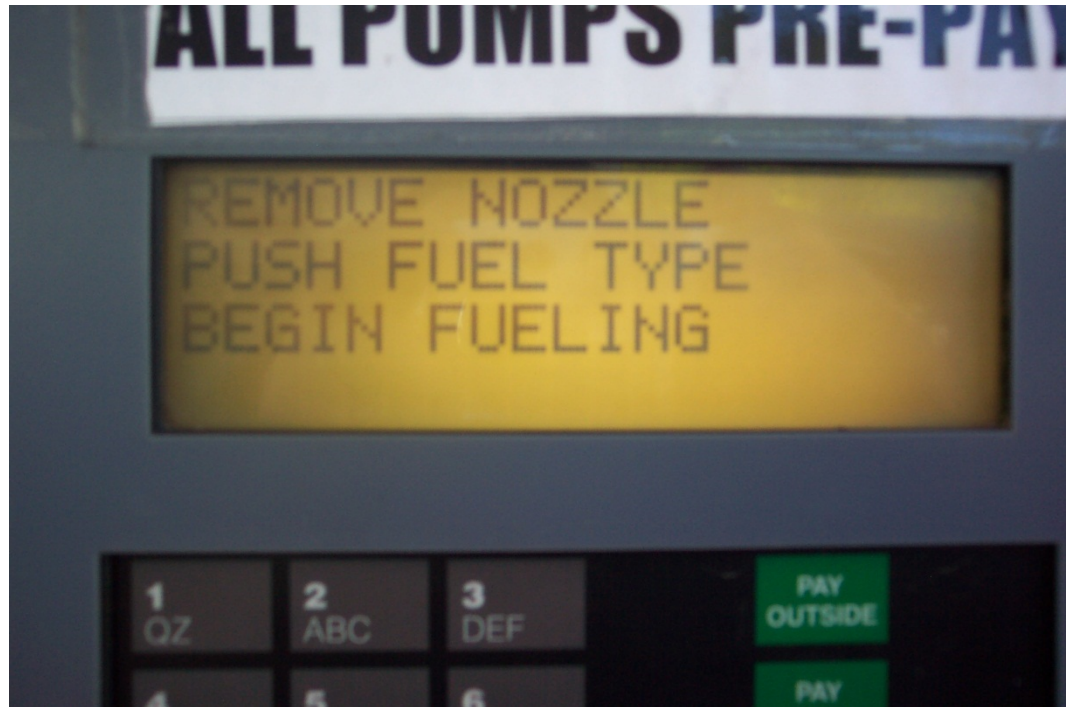
**IF YOU
INCORRECTLY
ENTER THE
PIN NUMBER
3 TIMES THE
CARD WILL BE
LOCKED FOR
FUTURE USE.**

**Enter the
Odometer
reading from the
automobile.
This should
match the Daily
Vehicle Use
Form (DAMV3)**



Pump the Fuel and record the number of gallons purchased and the pump price on the DAMV3 Form.

Do not wait until the end of the month to record fuel purchases.



Purchase Receipts should be maintained in Departmental Offices according to Record Retention Policy.



EQUIPMENT CARDS

Equipment Cards function just like vehicle cards except they are not tied to a vehicle.

Equipment Cards can be used to purchase fuel for non-licensed vehicles owned by Louisiana Tech – (Golf Carts, Gators, Mowers, etc..)

Do not record Equipment Card purchases on DAMV3 vehicle logs.

Equipment Cards must not be used to purchase fuel for vehicles not owned by Louisiana Tech.

From State Operators Regulations

The Fleet Management Program for the state of Louisiana is established and operated under the authority given to the commissioner of administration by R.S. 39:361-363

The state entities included in the scope of the Fleet Management Program are all agencies, boards, commissions, councils, departments, or other entities of the executive branch of government; all state colleges and universities; and all offices and entities of the judicial and legislative branches of government.

No person may be authorized to operate or travel in a fleet vehicle unless that person is a state employee.

No state employee of any agency may be assigned to operate a pool fleet vehicle without a completed, signed and checked Louisiana State Employee Driver Safety Program Authorization/History form DA2054.

No state vehicle owned or leased shall be used by a public or private individual for any purpose other than performing official state business.

Home storage of fleet vehicles is prohibited.



Louisiana Tech University

Office of Environmental Health and Safety

1200 Lomax Drive
P.O. Box 3187
Ruston, LA 71272-3187
Phone: 318-257-2120
Fax: 318-257-5051

Emergency Contacts

Environmental Health and Safety
Department 257-2120

MEDICAL

University Student Health Center 257-4866
Ambulance 9-911
North Louisiana Medical Center 254-2100
Poison Control Center 800-222-1222

FIRE

Ruston Fire Department 9-911

POLICE

University Police 257-4018
Ruston Police 9-911

DRIVER SAFETY PROGRAM

- [Notice of Driver's Safety Program Compliance](#)
- [Instructions for completing Driver's Safety Program](#)
- [Authorization and Driving History Form](#)
- [Annual Driving Record Review](#)
- [Faculty/Staff Certified Drivers \(3 Year Certification\)](#)
- [Student Certified Drivers \(1 Year Certification\)](#)
- [Office of Risk Management Accident Form](#)

Per State of Louisiana travel regulations, only students that are employees may drive vehicles owned, leased, rented or having mileage reimbursed by Louisiana Tech University.

INFORMATION

- [Environmental Health and Safety Office](#)
- [Emergency Information](#)
- [Safety/Risk Management Policies](#)
- [Safety Documents](#)
- [Safety Meetings and Training](#)
- [Driver's Safety Program](#)
- [Accident and "Near-Miss" Reporting](#)
- [Chemical Safety](#)
- [Biological Safety](#)
- [Radiological Safety](#)
- [Trades, Grounds, Custodial, and Tool/Equipment Safety](#)

The Louisiana Tech Driver Safety Program is posted on-line with pertinent information and forms. Driver's License are checked annually. Drivers with out-of-state licenses must provide a certified driver report from the state issuing the driver's license that reflects license standing, all violations and accidents.

Driver Authorization Forms

Driver Authorization and Driving History Form Louisiana Tech University

Name: _____

Department: _____

The State of Louisiana Office of Risk Management has dictated that the "DA 2054" form cannot be modified in any manner, this necessitates that approvals and procedures unique to Louisiana Tech University be contained on a separate document.

The driver must sign both this form and the attached DA 2054.

I understand that use of my personal vehicle on University business requires prior written authorization evidenced on a Louisiana Tech Travel Authorization Form.

I understand that my driving history will be periodically reviewed and I must re-take the driver safety course every three years unless I receive a ticket or have any other traffic related conviction. In this case, I must repeat the driver safety course. If I have an accident while driving on University business, I must repeat the driver safety course.

I have read and will follow Vehicle Utilization policies as contained in University Policies and Procedures.

Employee Signature

Date

DEPARTMENT ENDORSEMENT

I have reviewed this employee's need to drive a vehicle in the conduct of university business and recommend that such authority be granted.

Department Head Signature

Date

Authorization and Driving History Form

Name: _____ Drivers License No.: _____
Address: _____ License Office No.: _____
City: _____ Expiration Date: _____
Class License: _____ Date of Birth: _____
Issue Date: _____ Date of Hire (current job): _____

Employed By: _____ Unit: _____
Section: _____
Job Title: _____
Immediate Supervisor's Name: _____

Is it this employee's primary purpose to drive vehicles? _____

Is a current Official Driving Record attached? _____

Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? _____

Date of last Driver Training Course? Month _____ Day _____ Year _____

Class of License:

Endorsements:

Restrictions:

A: Combinations Vehicle : () T: Double Trailer : () L: Airbrakes : ()
B: Heavy Straight Vehicle: () P: Passenger Vehicle : () Others : ()
C: Light Vehicle : () N: Tank Vehicle : ()
D: Commercial Vehicle : () H: Hazardous Material : ()
E: Personal Vehicle : () X: Combination N+H : ()

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2). I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Employee Signature

Date

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

Agency Head
(or designated individual)

Date of Authorization

07/12/2007
DA 2054

All daily vehicle usage logs (DOA form DAMV3) are approved by the appropriate supervisor and received by the agency transportation coordinator by the third working day of the month following the month to which the report pertains. The approving supervisor is responsible for auditing each respective DOA form MV-3.

- It is important that drivers use the correct and complete information in the top section of the DAMV3.
- Each time a vehicle is used for a trip drivers need to indicate it on the form. A trip may include more than one stop but will not include more than one day.
- Whenever the driver changes it is the end of one trip and beginning of another.
- The information on the sheet should be legible. If an error is made please make a single line strike through the error and write the correct information in next available space.

- Drivers should put the correct mileage at the end of a trip, and should not get the trips out of chronological order.
- Each driver should put their initials on the trip for which they are responsible. A trip should be indicated by the beginning location, each stop, the reason for each stop, and the ending location. The exception to this is those vehicles that are used almost exclusively on campus, i.e. police patrol or maintenance. However, if these types of vehicles go off campus they are subject to the rules of a trip, and this trip will be listed separately from their regular campus run.

For vehicles that are only used on campus:

- *Enter each daily use, not just CAMPUS USE and draw a line for the entire month.*
- *If a vehicle is driven off campus, make a specific entry for that trip. For example: drive to XYZ Hardware Store for replacement starter motor.*

Firefox Quick Vehicle Maintenance Insert +

incircuit.com https://web7.incircuit.com/eams2/f?p=1022:106:2347479171751388::NO:RP,106:P106_ASSET_ID,P106_VEH_LOG_ID:304281%2C0

Incircuit Powered by AssetWorks Home Help Support Sign Out

Home Assets Contacts Reports

Quick Search Advanced Search Fuel Log Fleet Maintenance Log

Vehicle Information

Asset Number 53200-078361

Description 1999 DODGE CARAVAN

Log Maintenance

Completed	Info	Maintenance Category	Date *	Odometer/Hours *	Vendor *	Cost *	Description
<input type="checkbox"/>		TRAN FLUID CHANGE	07/29/2011 ↓	185,368 ↓			
<input type="checkbox"/>		FUEL FILTER CHANGE	07/29/2011 ↓	120,368 ↓			
<input checked="" type="checkbox"/>		OIL CHANGE	07/29/2011 ↓	110683 ↓	Bulldog Oil ↓	27.85	
<input type="checkbox"/>		AIR FILTER CHANGE	07/29/2011 ↓	108,308 ↓			
<input type="checkbox"/>		OTHER	07/29/2011 ↓				
<input type="checkbox"/>		INSPECTION STICKER	07/29/2011 ↓				

Cancel Save

SWALLACE / LA

LPAAs keep up with routine maintenance entered into the system. If we don't record such items as oil changes, lack of maintenance is noted. We have to complete all fields, (vendor, cost, date, odometer reading) or the entry is rejected. Odometer readings must match previous submissions or the entry is rejected.

Firefox Vehicle Asset Detail

incircuit.com https://web7.incircuit.com/ea

Parent Asset Number

Type of Attachment

ASSET_ID:304281

InCircuit Powered by AssetWorks

Log Fuel/Mileage

Begin Date 06/01/2011

End Date * 06/30/2011

Odometer/Hours * 108930

Gallons 15

Cost 66.86

Fuel Card

Project

Function Code

Log Type FUEL

Completed COMPLETED

Cancel Save

Accounting

Assignment

Child Attachments

Fuel/Mileage

Log Fuel/Mileage

View	End Date	Odometer/Hours	Gallons	Cost
	06/30/2011	108,390	.00	\$0.00
	05/31/2011	108,303	.00	\$0.00
	04/30/2011	108,175	16.00	\$54.00
	03/31/2011	108,044	.00	\$0.00

Odometer, number of gallons and fuel cost must be reported each month. Failure to report fuel purchases will show up on exception reports for unrealistic mpg.

Firefox Vehicle Asset Detail

incircuit.com https://web7.incircuit.com/ea

2001 DODGE RAM WAGON B3500

Make DODGE

Model RAM WAGON

Model Year 2001

VIN * 2B5WB35Y71K555783

-- Summary --

Parish * LINCOLN

Location * 8610

License Plate * 165886

Unit Num

Fuel Type GASOLINE

Vehicle Use * MULTI PASSENGR-10 OR MORE

Cost Center 356253041

Non-Fleet

-- Parent Attachment --

Parent Asset Number

Type of Attachment

Vehicle Repair Log - Mozilla ...

incircuit.com https://web7.incircuit.com/ea

InCircuit Powered by AssetWorks

Log Repair

Date * 07/15/2011

Odometer/Hours * 85521

Vendor * Stacy's Automotive

Description Replace Engine

Cost * 1586.23

Cancel Save

ASSET_ID:304238

BEWARE

Disposition Amount

Disposition Method

All maintenance must be recorded. Maintenance cannot be recorded without accurate odometer, vendor name, date of maintenance and cost.

PREVENTIVE MAINTENANCE RECORD

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION

Department/Office	La. License Plate	Odometer Reading	Date
Property Tag Number	Vehicle Serial Number		

Maintenance Items. Perform by visual checks and inspections all needed maintenance as indicated (check or initial block)	Minimal Intervals in Thousands of Miles or Months*															
	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96
Change engine oil & filter																
Visually check hoses & belts																
Check clutch pedal freeplay (Manual Transmission)																
Check tires for unusual treadwear																
Check fluid levels																
Coolant																
Oil Level																
Brake master cylinder																
Transmission																
Power steering																
Clean battery posts & clamps																
Rotate tires																
Check CV Boots																
Tune engine (replace plugs/fuel filter, adjust carb., check time)																
Check PCV valve																
Lubricate all fittings, door/hood/trunk hinges & latches																
Replace air filter																
Check exhaust system																
Remove all wheels & inspect brakes																
Repack wheel bearings																
Change automatic transmission fluid & filter																

*Whichever is less, or according to department plan approved by DOA

Comments/Recommended Repairs or Adjustments Not Covered By this PM:

I certify that the above prescribed maintenance has been performed:

Mechanic's Signature

Driver's Signature

The maintenance log is maintained in Departmental Records and is subject to audit by both ORM and LPAA. When a vehicle is transferred, the log transfers with the vehicle.

Both the Office of Risk Management and Louisiana Property Assistance Agency require the completion of a Preventive Maintenance Log.