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.
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.
If needed for General Travel Vehicles or Employee Training we have informational Cards from FuelTrac.
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 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.
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: ___________________________
Address: _________________________
City: _____________________________
Class License: _____________________
Issue Date: ________________________
Expiration Date: ____________________
Date of Birth: ______________________
Date of Hire (current job): ___________

Employed By: _______________________
Section: ___________________________
Unit: _______________________________
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 ___________________________ Date _____________
(or designated individual)

07/12/2007
DA 2054

2007 V-1.0
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.*
LPAA keeps 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.
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.
All maintenance must be recorded. Maintenance cannot be recorded without accurate odometer, vendor name, date of maintenance and cost.
Both the Office of Risk Management and Louisiana Property Assistance Agency require the completion of a Preventive Maintenance Log.