

**State of Delaware  
Fleet Services**

**OPERATING POLICIES AND PROCEDURES**

CATEGORY: FLEETLINK	DATE ISSUED: 9-22-11 REVISED: REVIEWED: 3-1-18	EFFECTIVE DATE 9-22-11	POLICY NO: FL-9
TITLE: <b>PERMITTED USE OF ASSIGNED FUEL CARD</b>			PAGE 1 OF 1

There will be one fuel card provided to each vanpool. This card must remain in the Fleetlink Vehicle at all times so it is available any time the vehicle needs fuel. No individual is permitted to take personal custody of the fuel card. No fuel card can be used to purchase fuel for any vehicle except the vehicle it is assigned to.

If the fuel card is not available and the vanpool must fuel the vehicle the Fleet Administrator will not approve any personal reimbursements. If the fuel card is lost Fleet Services will replace it as soon as possible. The first replacement card will be at no cost however subsequent card replacements will be at the Fleet Services posted replacement fee.

Each rider is eligible to have an assigned PIN for purchasing fuel. Under NO circumstances is an individual permitted to use someone else's PIN to purchase fuel. Under NO circumstances is any rider to share their PIN with anyone else. Each rider is personally responsible to protect their PIN and if they feel it may be compromised they must contact Fleet Services for instructions.