



To: Vanpool Drivers  
From: Terry DeJuan, Rideshare/Vanpool Manager  
Date: May 22, 2018  
Subject: Vanpool Fuel Card Policy

On Thursday May 10, 2018 Ben Franklin Transit's Board of Directors approved a new Vanpool Fuel Card Policy. The policy requires that each Vanpool Driver be issued an individual Personal Identification Number (PIN) to be used when fueling Vanpool vehicles.

To obtain their PIN drivers must complete, sign, and return page two of the Vanpool Fuel Card Policy to BFT. Once BFT has received the signed policy, a PIN will be issued to the driver to the e-mail provided by the driver. This PIN is not to be shared and only used by the assigned driver.

Each BFT Vanpool vehicle will be issued a fuel card which is to be kept in the assigned van. All vans must be locked and secure when no one is present. Fuel cards will also be issued to maintenance spare vans, so while using a spare van please use the fuel card in that van.

Fuel receipts are no longer required to be submitted to BFT, but the transaction must still be recorded on the monthly ridership log sheet.

Attached is the new policy to be signed and returned to BFT by June 30, 2018. Your current PIN will be deactivated on July 1, 2018. Please feel free to contact your BFT Vanpool Rideshare Program Coordinator with any questions.

Thank you for your cooperation.



## **Vanpool Fuel Card Policy**

### **Purpose**

Fuel cards provide an economical business practice that increases efficiency and customer satisfaction through convenient fuel purchases and expense reporting. Fuel cards will be limited to vanpool related purchases only.

### **Distribution**

Fuel cards will be issued by Ben Franklin Transit (BFT) to vanpool vehicles and will remain with the vehicles at all times. All authorized volunteer drivers will sign for the fuel card Personal Identification Number (PIN) indicating they will comply with the terms and conditions of the agreement. Vans currently not in service will have the assigned card stored in the vanpool safe until needed.

### **Safeguarding**

The card will be kept in the van at all times and the van must be locked when not in use. Each approved volunteer driver will receive an individual PIN. No one shall share their PIN with anyone, including other approved volunteer drivers, other vanpool participants, or family members. Do not leave your PIN in the van.

### **Authorized Purchases**

Purchases shall be limited to vanpool related purchases only. Cash advances and purchases of personal items (candy, pop, etc.) are prohibited. Unauthorized purchases, including interest, will be billed to the individual who made the purchase for immediate payment. Misuse of the card may result in the deactivation of PINs, removal from a vanpool group, possible termination of the entire vanpool group and possible criminal investigation.

### **Documentation**

Additionally, each transaction must be recorded on the monthly ridership log under non-commute miles.

### **Where to Use the Fuel Card**

Most major fuel stations accept the fuel card except stores such as Costco, Fred Meyer, and Safeway.

### **Authorized Users**

Only BFT approved volunteer drivers who have been issued an individual PIN shall use the card.

### **Van Washes**

Several area gas stations are equipped with automatic car/van washes and accept the fuel card. It is acceptable to use the fuel card for washing the van once a month.

### **Return of Fuel Card**

Fuel cards will be returned to BFT when the van is returned or upon request by BFT. Each newly approved volunteer driver must sign an authorization form prior to being issued an individual PIN and receiving permission to use the fuel card.

### **Lost or Stolen Fuel Card**

Lost or stolen fuel cards must be reported to BFT immediately at 509-943-5442.



**Vanpool Driver Name:** \_\_\_\_\_

**Vanpool Driver Phone Number:** \_\_\_\_\_

**Vanpool Driver E-mail Address:** \_\_\_\_\_

**Van Number:** \_\_\_\_\_

**I understand and acknowledge the following:**

- 1) A fuel card PIN number has been provided to me by BFT vanpool staff. It is to be used only for BFT business purposes. Approved uses include van fueling, washing, and oil purchases.
- 2) Personal use of the fuel card is strictly prohibited.
- 3) I am responsible for the safekeeping of the PIN. I am not authorized to give the PIN to any other person. The PIN issued to me can only be used by me.
- 4) It is my responsibility to obtain fair and reasonable prices when using the fuel card.
- 5) I agree to properly document transactions on the monthly log sheets and submit logs to BFT by the 10<sup>th</sup> of each month.
- 6) I also understand that the fuel card is the property of BFT and must be returned upon separation from BFT's Vanpool Program.
- 7) I understand that I cannot use the fuel card as a financial reference to obtain personal credit cards or loans.
- 8) I will immediately report the theft or loss of the credit card to the BFT vanpool staff.
- 9) I understand that BFT may review and/or investigate any charges connected with this fuel card and PIN and I have no expectation of privacy concerning what should be business expense charges, and I agree to cooperate with any such review or investigation.
- 10) I understand that any misuse of the Fleet Card or this agreement may result in revocation of the privilege to use the fuel card and may subject me to disciplinary action, including removal from the vanpool program and/or requesting criminal investigation or filing criminal charges.

**Vanpool Driver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vanpool Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_