

Gas Card Problems

Gas cards are assigned to vehicles, not drivers. So don't put them in your pocket; they have to stay with the correct vehicle. If the vehicle you are driving is missing a gas card, let your dispatcher know and grab the spare gas card out of a similar vehicle. Since the gas cards are assigned to each vehicle, they are limited by the number of gallons that each vehicle holds. Don't try to use MKZ gas cards in the Navigator or shuttle or vice versa.

READ THE PROMPT – before entering in numbers, since not all stations ask for odometer first or vice versa. Managers get calls all the time saying the gas card doesn't work, but it's because they entered an odometer when prompted for a pin.

PIN – each driver has a pin that can only be used 3 times in any 24 hour period, so we don't recommend small fill ups or your pin will stop working. Never share your pin with anyone.

Odometer – the current odometer reading has to be the correct one from the vehicle. Don't leave off digits or make one up, or your card will immediately be suspended for fraud.

Outside Only – each time you fill up, it has to be outside at the pump. Never walk inside or give the card to the attendant, or the card will be automatically suspended for fraud.

You can either use a different pump, or go to a different gas station. If it's an emergency, you can pay yourself, and the company will reimburse you.

Commute – if you are assigned a company vehicle, don't use company gas for personal errands or your daily commute to and from work. Please use common sense when determining how much you and the company should pay.

Fraud and Abuse – we regularly monitor gas mileage both ways on trips, the location of the gas cards, and people filling up when they aren't scheduled for rides. The GPS of each vehicle versus where the gas was pumped is always available online, and pictures and video from the cameras at each gas station can also be retrieved. If the total amount is over \$500, it becomes a felony, so don't steal or you will go to jail.