



## STATE FLEET CARD DRIVER RESPONSIBILITIES

The procedures below must be followed when using the state fleet card:

- Driver must verify the merchant accepts the state fleet card prior to obtaining fuel, maintenance, or service-related items.
- Directions for using the state fleet card are outlined in Appendix #1.
- The PIN or Driver ID must be entered at the time of each transaction. The card will be locked from further use after 3 incorrect PIN attempts. Please call Voyager at 1-800-987-6591 with the correct PIN to unlock the card or contact the Office of Fleet Management (OFM) during business hours 7:00 a.m. - 4:30 p.m. at 614-466-6607.
- All non-fuel transactions such as maintenance, oil, washer fluid, wiper blades, and car washes must be tax exempt (Fed. I.D. #31-1334820).
- State fleet cards cannot be used in conjunction with any vendor/merchant rewards program.
- REGULAR UNLEADED or E-85 (check owner's manual to ensure that E-85 is compatible with your vehicle) is to be purchased. No premium fuel.
- All fuel purchases must be self-serve unless authorized by the head of the agency.
- All vehicle maintenance shall be paid for with the state fleet card. See DAS/OFM Vehicle Maintenance Policy in Appendix #2 for information concerning vehicle maintenance.
- All repairs over the established single transaction threshold stated in the agency or DAS/OFM Maintenance policy require prior approval. **(The driver shall have the merchant contact their agency fleet manager/coordinator or OFM with an estimate BEFORE repairs are started)**
- All transactions must be verified by the driver before receipts are signed.
- All receipts must be retained and turned in with the Monthly Fleet Card Reconciliation to OFM or the agency designee.
- Lost or damaged cards must be reported to OFM or the agency designee immediately. NOTE: OFM or the agency designee must also contact the fleet card vendor by phone or email immediately upon notification of the card being lost or stolen.
- If problems occur with transactions, please have the merchant call Voyager at 1-800-987-6591 for charge authorization and assistance with processing the transaction.

I have read and understand the above State Fleet Card Procedures.

Driver's Print Name \_\_\_\_\_

Driver's Signature \_\_\_\_\_

Contact information:  
614-466-6607  
DASFleet@das.ohio.gov