

STATE OF CALIFORNIA FLEET CARDS

6854

(No. 119 June 2008)

All CAL FIRE vehicles carry an Official State of California Fleet Card. The fleet card is for **Official State Business** and is for the purpose of purchasing regular unleaded fuel, alternative fuels, diesel fuel, fluids and lubricants for State vehicles from self service pumps at retail locations throughout California, and neighboring states, and is only to be used by state employees conducting state business in state vehicles.

The use of the fleet card to purchase foodstuff, fuel for private vehicles, personal use or vehicles that are rented from commercial establishments for routine business or travel is prohibited. Employees must submit a Travel Expense Claim with receipts for reimbursement of fuel charges incurred in rental vehicles used for these purposes.

The fueling of commercial rental vehicles using the fleet card is allowed during authorized emergency incidents, but certain restrictions apply. (See below.)

When purchasing gasoline, drivers are required to purchase unleaded regular only, unless regular fuel is unavailable. **“The purchase of premium grade unleaded gasoline is prohibited”** (refer to SAM Section 3687.1)

In addition to the above items, the fleet card may be used for the following;

- Emergency purchases such as wiper blades, fan belts and etc. are allowed in urgent situations only.
- 24-hour Emergency Roadside Service for vehicles under 1 ton GVWR.
- Two basic (low cost) car washes per month at fueling stations that offer drive thru service. (Light Vehicles Only)
- Oil change services at Jiffy Lube. (Light Vehicles Only)

Currently the following brands accept the State of California Fleet Card;

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|------------|---------------|----------|
| • BP | Mobile | Tesoro |
| • Chevron | Pacific Pride | Texaco |
| • Circle K | Phillips 66 | Total |
| • Citgo | Pilot | Union 76 |
| • Conoco | Shell | Valero |
| • Exxon | Sinclair | |

24-HOUR EMERGENCY ROADSIDE SERVICE

In the event of a breakdown of a state vehicle (under 1 ton) emergency roadside service is available with the Fleet Card for the following:

- Mechanical first aid
- Battery Service
- Tire change
- Gasoline, oil, and coolant delivery
- Lockout (Does not include key making or Locksmith service)
- Towing

In the event such service is needed, vehicle operators shall:

- Call 1-800-600-6065
- Provide the make, model, year, color of vehicle, drivers name, phone number, agency name and the 15 digit fleet card number.

NOTE: The charges for these services are billed directly to the Unit's account.

RESPONSIBILITIES FOR THE FLEET CARD PROGRAM

The Administrative Officer (AO) of each Unit or program is responsible for the overall management, fiscal accountability, control and monitoring of the fleet cards assigned to their Unit or program, including the review of fuel charges to eliminate unnecessary or inappropriate charges, and communicating policies to employees. The State is "self insured" and, therefore, is obligated to pay any and all losses caused by misuse.

LOST OR STOLEN CARDS

The security of the fleet card is the responsibility of the vehicle operator. In the event of a lost or stolen card, it must be cancelled immediately by contacting the respective Fleet Card Manager, with a follow-up to your supervisor and appropriate Administrative Officer. Sacramento Headquarters and each Region Mobile Equipment Management Office are responsible for obtaining and dispersing new or replacement cards and the canceling of lost, stolen or mutilated cards.

FLEET CARD ISSUANCE

A fleet card is issued to all CAL FIRE over the road equipment, and can be issued to local government equipment that is under contractual agreement with CAL FIRE. The cards are embossed with the vehicle X or I.D. number, Unit index code, account number and expiration date. The card should only be used for the vehicle to which it is issued. This enables the department to track and provide accurate information for annual fuel reports for each vehicle, as requested by the Office of Fleet and Asset Management (OFAM) and other controlling agencies. This also protects the department from card misuse.

Each Unit, Camp and Sacramento Headquarters program may be issued a limited number of “All Vehicle Cards”, these cards are to be used in the event of card loss or etc. until a replacement card is obtained. For these purposes each Unit, Fire Academy and the Davis Equipment Facility may be issued a maximum of four (4) “All Vehicle Cards”. Each Camp, Aviation Management Unit (AMU) and Sacramento Headquarters program may be issued a maximum of two (2) “All Vehicle Cards”.

For inventory control purposes, the above mentioned cards and any “All Vehicle Cards” that are assigned to individual employees will be recorded on the CAL FIRE, All Vehicle Card Issuance form AO-115d.

The use of the fleet card requires the entry of a PIN Number, which is 00900 for fire assignments or the Units PCA code for routine business or emergency incidents other than fires, e.g. floods earthquakes and etc.

NOTE: Units or programs that require additional All Vehicle or Emergency Use Only Cards may submit a request with proper justification through appropriate channels.

FLEET CARD USE IN RENTAL VEHICLES ON EMERGENCY INCIDENTS

CAL FIRE has an exemption from the Office of Fleet and Asset Management (OFAM) allowing the use of the Fleet Card for commercial rental vehicles which are rented by department employees for use on emergency incidents.

These cards are designated “Emergency Use Only”, and are **only for purchasing fuel** while traveling to, during and returning from an emergency incident. Car washing, emergency roadside service, towing, oil changes and emergency purchasing of repair parts are prohibited as these items are the responsibility of the rental agency.

Each Unit has an inventory of 10 “Emergency Use Only” cards. These cards shall be available 24/7 at the Emergency Command Center (ECC) or other location as deemed necessary within the Unit. They will be issued by means of the AO-115c to individual employees **only for the duration of the employee’s assignment**. In addition, the employee will need to retain all receipts and document the fuel purchases utilizing CAL FIRE form AO-78c Emergency Incident Fuel Purchases.

The “Emergency Use Only” cards are embossed with the Unit Index Code and are sequentially numbered 1 thru 10. The use of the emergency use card is identical to the non-emergency card, it requires the entry of a PIN Number, which is 00900 for fire assignments or the Units PCA code for emergency incidents other than fires, e.g. floods earthquakes and etc. and is not to be used for routine business.

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