



# FLEET FUEL CARD POLICY

December 2018

## COMMISSIONERS' COURT

DEBI HAYS  
(County Judge)

EDDY SHELTON  
(Commissioner, Pct. 1)

DALE CHILDERS  
(Commissioner, Pct. 3)

GREG SIMMONS  
(Commissioner, Pct. 2)

ARMANDO RODRIGUEZ  
(Commissioner, Pct. 4)

### *Developed by:*

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Adopted by the Ector County Commissioners' Court: December 11, 2018  
For Implementation: December 12, 2018

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**ECTOR COUNTY HIGHWAYS & STREETS DEPARTMENT**  
**EQUIPMENT SERVICES SECTION**  
**FLEET FUEL CARD POLICY**

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7613 W. DUNN STREET, ODESSA, TEXAS 79763 • TEL: (432) 381-0098 • FAX: (432) 381-0290

**SUBJECT: US BANK/ VOYAGER FUEL CARDS**  
**POLICY: GENERAL POLICY**  
**APPLICATION: PUBLIC OFFICIALS/EMPLOYEES**

**A. Introduction**

To meet the operational needs of various County departments and agencies, the Ector County, Texas has contracted with Voyager Fleet Systems, Inc./US Bank (“Voyager”) to provide fuel credit cards (hereinafter, the “Voyager cards”) for purchasing fuel at commercial fuel sites (or locations). Voyager cards or fleet cards may ONLY be used to purchase fuel for county owned or leased vehicles and equipment, and are not to be used for purchases of food, beverages, or novelty or personal items. The card is used as a payment card most commonly for gasoline, diesel, and other fuels at gas stations. Use of the Voyager card is designed to streamline and automate the purchase of fuel for county business. In addition, its use will simplify the payment process and the County can take advantage of the rebate program Voyager offers.

The countywide fleet fuel card program is designed to provide county departments and offices with a widely accepted fuel card that allows county drivers to purchase fuel for county business. The card program is administered by the Ector County Highways and Streets Department’s Equipment Services Section, and offices and departments are responsible for monitoring and enforcing policies and procedures for Voyager card assignments and use. All vehicles operated in the course of Ector County business shall be covered by this policy

This policy and procedures set forth below are applicable to Ector County Public Officials (Elected Officials, Appointed Officials, and Department Heads) and employees. Public Officials may enact a more restrictive policy regarding usage of the county Voyager cards for their respective Office or Department.

Questions related to this policy and procedures should be directed to the Program Manager.

Evans Kessey  
*Director, Highways & Streets/Equipment Services*  
*Program Manager, Fleet Fuel Card Services*

December 2018.

## **B. Purpose**

- i. The purpose of the Voyager Card Program is to provide the county with an efficient and controllable method of making fuel purchases.
- ii. The purpose of this policy is to establish uniform procedures, accountability, and controls for fueling motor vehicles and equipment owned or controlled by Ector County, Texas.
- iii. This policy will provide rules of use and provide links to utilize the mobile app for US Bank/Voyager that will allow the user to find nearby service providers along with current fuel cost.
- iv. All Ector County departments that hold or control motor vehicles and equipment must comply with the Ector County Fleet Fuel Card Policy and Procedures found on the Highways & Streets Department's webpage.
- v. All Ector County owned or controlled vehicles and equipment must be fueled by using the Voyager fuel card.

## **C. General Process**

To use the Voyager card for fuel, the following are established process that provides general guidelines for Public Officials and employees:

- i. Cardholders may initiate a transaction, within the limits of this policy/procedure and receive services. Payments to vendors will be made by the Card Company ("The US Bank").
- ii. Instances of misuse or suspicion of fraud **shall** be reported to the Highways & Streets Department and to the County Auditor.
- iii. The Highways & Streets Department's Equipment Services Section will review monthly bills against transactions from each county department or office and approve and submit bills to the County Purchasing Department.
- iv. The County Purchasing Department and the Auditors Office's Accounts Payable will make monthly payments at the end of the billing cycle to the US Bank.
- v. The Highways & Streets Department's Equipment Services will assist you with any questions that you may have, pertaining to the Ector County US Bank/Voyager account.
- vi. **ONLY** the Highways & Streets Staff has the authority to contact US Bank/Voyager and make changes to the Ector County account.

## **D. Ector County Voyager Card Program Administrator**

If you have any questions about these policies and procedures, please contact:

- i. Program Coordinator:  
Dena Hagerty  
Phone: (432) 381-0098, ext. 2033  
E-mail: [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov)
- ii. Program Manager:  
Evans Kessey  
Phone: (432) 381-0098, ext. 2031  
E-mail: [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov)

## **E. Definitions and Responsibilities**

- i. ***US Bank:***  
The bank that provides Voyager Fleet Card.
  - Issues Voyager Cards,
  - Issues monthly billing statement to Highways & Streets department,
  - Receives reports of lost or stolen Voyager cards,
  - Receives calls regarding disputed transactions, charges, and system technical issues.
  - Investigate any potential misuse or unidentified transactions (including but not limited to: transactions after Voyager card has been reported lost or stolen, or transactions for a fleet card that has been returned and should have been deactivated).
- ii. ***Voyager Card:***  
The gas card issued to individual county-owned vehicles.
  - US Bank issues the Cards,
  - Cards will be issued by the Highways & Streets Department Equipment Services when new vehicles are purchased or to replace outdated or misplaced cards.
- iii. ***Voyager Card User:***  
The authorized driver or employee who operates a county-owned vehicle and regularly and routinely travels as part of his or her essential job duties for the county.
  - Understands and complies with rules for use of the Voyager Card,
  - Reports lost or stolen Voyager Cards to US Bank/Voyager and to the Program Administrator,
  - Reports a disputed transaction or charge to his or her supervisor or department head immediately, and to the Program Administrator.
- iv. ***Voyager Cardholder Department:***  
The Ector County department that the Voyager Card is issued for the card user.
  - Receives daily Voyager Card Transaction and/or Purchases,

- Reviews and approves departmental Voyager card charges,
  - Generate, complete, and send departmental Voyager card transactions weekly to the Program Administrator.
- v. ***Elected Official / Department Head:***  
The Elected Official or Appointed Department Head or Director that administratively manages the County adopted department.
- Approves application requesting departmental card user,
  - Reviews and approves weekly Voyager Card Transaction
  - Reviews and approves departmental Voyager fleet fuel charges,
- vi. ***County:***  
Refers to Ector County, Texas.
- Owner of the vehicles and equipment,
  - Responsible for the payments of Voyager Card bills,
  - Responsible for the offices of Highways & Streets Department and Equipment Services.
- vii. ***Program Administrator:***  
The Appointed Department Head or Director that manages the Voyager Cards.
- Perform monthly invoice review by verifying transactions within Voyager card report,
  - Reviews and processes county fuel bills for payment to US Bank,
  - Reviews and completes an US Bank Account Dispute Form and submit it to US Bank as instructed on the form,
  - Assists the US Bank in investigating any potential misuse or unidentified transactions.
  - Receives application forms for issuance of departmental Voyager cards,
  - Submits applications for new or replacement Voyager cards to US Bank,
  - Receives new Voyager cards and processes forms to assign to County departments and offices,
  - Monitor fuel usage and odometer readings to ensure the appropriate mileage is being entered at the time of sale.
  - Maintains a list of County vehicles and equipment assigned a Voyager card,
  - Maintains a list of current County drivers and departmental contacts and all cardholder agreements by authorized drivers,
  - Terminates lost/stolen Voyager cards as appropriate,

**F. Authorized Procurement Card Use**

- a. Official Uses for the US Bank/Voyager cards:
- i. Fuel (Gasoline/Diesel).
  - ii. Any purchasing outside of fuel must be pre-approved with a requisition through Purchasing Department. You may also refer to the Ector County P-Card Program Policies and Procedures for additional purchasing rights.


- iii. The Voyager card shall not be used for rental or personal vehicles.
  - iv. *All maintenance services, such as mechanical and electrical repairs, oil and lube, filters, belts and hoses, tires, wiper blades are contracted to Vector Fleet Management (VFM), and transactions of such services are prohibited on the Voyager card.*
- b. Point of Sale transactions ONLY (Card numbers Shall NOT be given over the phone).
  - c. The total value of a transaction **shall not** exceed the established single purchase limit of \$500 or \$700 monthly per card limit. If extenuating circumstances were to occur, the Program Administrator should be consulted immediately for guidance.
  - d. Splitting purchases or making sequential purchases to avoid exceeding the maximum for a single transaction is strictly prohibited. Purchase limit per card per month must be adhered to.
  - e. **NO** food or drink will be allowed for purchase on the Voyager card. Failure to adhere to this policy will result in disciplinary action.
  - f. A Cardholder who makes **unauthorized** purchases or carelessly or fraudulently uses the Voyager Card, shall be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the US Bank, or other associated costs in connection with the misuse. The Cardholder will also be subject to disciplinary action.
  - g. Questions about purchases other than fuel should be directed to the Purchasing Department located at 1010 E. 8th Street, Suite 105, Odessa, Texas 79761, or at phone number: (432) 498-4020.

**G. Procedures and Guidelines:**

**1. Acquiring/Receiving a Voyager Card for New Vehicle**

- a. When a new County vehicle or equipment is acquired, the responsible department must send a request for Voyager card via e-mail to [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov) or [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov). The request must include the name and department address location of the supervisor or the head of department making the request.
- b. All Ector County Voyager Cards are associated with an individual vehicle or piece of equipment and must be kept with that specified vehicle or piece of equipment. The Highways & Streets department will assign cards to a department **for a specific vehicle** rather than to an individual county employee.
- c. This policy indicates that the Cardholder and the responsible department understands the policy and procedures and the responsibilities of a Voyager

cardholder.

- d. All new Voyager Cards have a permanent limit for the amount to spend per cycle and the parameters requested at the pump stations.
- e. In the event that the Cardholder needs a permanent limit change, the responsible Elected Official or Department Head must send e-mail subject: *Limit Change Request*, to [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov) or [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov). The request must include the limit change amount or parameter(s) requested and an explanation of why the change is requested. After e-mail is received, the Program Administrator will review the request and respond, if practical.
- f. The Program Administrator has the authority to cancel or suspend a Voyager Card as required at any time as stated in this policy to protect the County's interests. When such cancellations happen, the Program Administrator will send a notification explaining the reason for the cancellation to the County Office or Department where such action affects.
- g. The Program Administrator shall maintain all records of Voyager Card requests, authorizations, purchase limits, Cardholder transactions, and any lost, stolen, or destroyed card information. The Auditors Office's Accounts Payable shall maintain records on departmental transactions.
- h. The Program Administrator will provide training as required within this policy.
- i. Cardholders or employees understand that they have the option to download the mobile locator app for Android and Apple devices through their mobile provider play store. This app will allow the employees to locate gas stations that accept Voyager fuel cards, distances, and see current fuel cost. 
- j. If an employee has any technical issues with the use of the Voyager Card, please call the **1-800 Fleet Assistance Number** located on the back of the card, or email the Ector County Highways & Streets Department's Equipment Services at [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov) or [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov).

## 2. Adding New Driver to Use Voyager Card

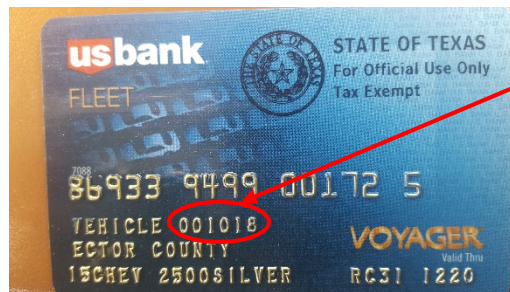
This policy establishes a requirement for new drivers who need to use the Voyager card for fuel purchases. The following information **shall** be required before access will be granted:

- a. full legal name of the driver,
- b. full physical (residence) address,
- c. driver's date of birth, and
- d. full driver license number and state of issuance.



### 3. Replacing a Voyager Card

- a. Voyager Cards are imprinted with the vehicle or the equipment unit number. When a unit number changes, notify the Program Administrator by e-mail at [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov) or at [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov) to order a new Voyager card for that vehicle.
- b. Changes to unit numbers do not typically occur. However, should matters arise and a change is necessary, all requests to replace Voyager cards must accompany justification from VFM and the Purchasing Department's Asset Tag Transfer sheet.



**Unit Number/  
Vehicle ID**

### 4. Changes to the Voyager Cards

All changes must be submitted to the Highways & Streets Department via email or in person. Changes may include:

- Adding New Driver;
- Changing Driver Name, Vehicle ID or Unit Number, Driver PIN number;
- Increase to Limit, Daily Transaction numbers, including Date of transaction;
- Termination: Driver, Lost or stolen;
- Missing Receipts.

### 5. Lost or Stolen Voyager Cards

- a. If the US Bank/Voyager card is lost or stolen, the driver or the Cardholder must report the card as lost or stolen as soon as the employee is made aware of it by calling Voyager Fleet Customer Service at 1-800-987-6591, then notify the Program Administrator at (432) 381-0098, or at [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov).
- b. If a US Bank/Voyager card is found, please turn in to the Ector County Highways & Streets Department, 7613 W. Dunn Street, Odessa, TX 79765.

### 6. Reporting Fraud, Card Misuse, and Technical Issues

- a. If a County employee suspects illegal use of the US Bank/Voyager card, it **SHALL** be reported as soon as possible to the Program Administrator.

- b. Instances of misuse or suspicion of fraud **SHALL** also be reported to the County Auditor.
- c. If a Cardholder has any technical issues with the use of the Voyager card, please call or email the Ector County Highways & Streets Department.

## 7. Cardholder Record Keeping

- a. Whenever a Voyager Card purchase is made, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's Audit Report.
- b. When the purchase is made over the counter, the Cardholder shall retain the invoice and original "customer copy" of the charge receipt.
- c. When the purchase is made at the fuel station pump, the Cardholder shall request and retain the original receipt of the charge.
- d. Prior to turning in the receipt, the Cardholder is responsible for making sure the vendor lists the quantity and fully describes the item(s) on the charge slip or invoice with **NO** tax included. The cardholder is responsible for putting their name, date of purchase, and vehicle unit number on the receipt in accordance with this policy.
- e. All receipts must be turned in daily to the Cardholder's Department Head or the department's designated fuel coordinator.
- f. Missing receipts must have a card request statement submitted in the packet. The statement must identify what type of fuel was purchased, what unit number (vehicle ID) was the fuel purchased for, what vendor or fuel station was the transaction made, how much per gallon was classified at the pump, how many gallons were purchased, and the driver PIN number used at the pump.
- g. Failure to adhere to this record keeping procedures may result in disciplinary action up to and including termination by the Public Official.

## 8. Department Head and Elected Official Record Keeping

Elected Officials, Department Heads and/or Department employee responsible for coordinating fuel activities are responsible for turning the Voyager Card Receipts or Packet to the Program Administrator as below:

- a. Packets must be turned in weekly, every Tuesday to:  
Highways & Streets Department  
Attn: Dena Hagerty  
Or at [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov).

- b. Packets must include:
  - the Fuel Card Transaction Log,
  - scanned copies or originals of the fuel receipts,
  - Originals must be clipped to an 8” x 11” sheet of paper; do not staple.
  - The Transaction Log is a PDF Fillable file and can be downloaded from the Highways & Streets Department’s webpage.
- c. Public Officials are only REQUIRED to sign and date the transaction log noted “**Department Head/Elected Official Signature**” only; not the individual receipts.
- d. In addition, Department employee responsible for coordinating fuel activities are only REQUIRED to sign and date the transaction log noted “**Site Administrator Signature**” only.
- e. The packet can be turned in via email, in person, or via inter-departmental delivery.

## 9. Card Security

- a. It is the Cardholder’s responsibility to safeguard the Voyager Card and account number to the same degree that a Cardholder safeguards his or her personal credit information.
- b. The Cardholder must not allow anyone to use his or her PIN or ID number. A violation of this trust will result in that Cardholder having his or her PIN or ID revoked.
- c. If the card is lost or stolen, the Cardholder shall immediately notify the Program Administrator and call Voyager Fleet Customer Service at 1-800-987-6591.
- d. The Program Administrator will issue a new Voyager Card to the Cardholder after the reported loss or theft.
- e. A card that is subsequently found by the Cardholder after being reported lost shall be surrendered to the Program Administrator immediately. The Program Administrator will destroy the card.

## 10. Mileage Entry and Meter Rejects

Accurate mileage is the lifeblood of good fuel management and it is necessary for Ector County Equipment Services to effectively monitor vehicle utilization, track vehicle preventive maintenance compliance, predict accurate vehicle cost-per-mile, understand vehicle fuel miles-per-gallon, forecast vehicle carbon footprints, calculate optimal vehicle lifecycles and other mileage related activities.

- a. Drivers or Cardholders of Ector County vehicles are required to enter the correct odometer reading (excluding tenths of miles) at the time of fuel

- purchase when prompted.
- b. In the event the vehicle operator makes an error in the odometer reading entry, the driver should contact Highways & Streets Department Equipment Services with the correct information.

#### **11. Disputing a Transaction or Possible Fraudulent Charge**

- a. Anything that appears to be fraudulent charge, duplicate transaction, or billing that does not belong to the Cardholder or Ector County account **shall** be disputed.
- b. The Program Administrator **shall** complete an US Bank Account Dispute Form and submit it to US Bank as instructed on the form. A copy of such document will be sent to the Auditor's Office for record.

#### **12. Cardholder Separation**

- a. Prior to separation from the County, or transfer to another department, the Cardholder shall surrender the Voyager Card and current Transaction Log to his or her Elected Official, approved Department Head, Supervisor, or keep the card in the vehicle as per his or her department policy.
- b. Upon its receipt, the approving Supervisor shall review, approve, and forward the month end Audit Report (i.e., the transactions made by the cardholder during that month) and the Voyager Card to the Program Administrator.
- c. Elected Official or Department Head must report and/or send e-mail to Program Administrator in regard to employee transfer to another department or separation from the County. Below will be the actions of the Program Administrator:
- If separation, cardholder PIN or ID will be terminated.
  - If transfer to another County department or office, the new department will be tied to the cardholder and will terminate the old department.

#### **13. Termination of a Voyager Card**

When and if a County vehicle is disposed of and the Voyager Card is no longer required for that vehicle, e-mail the Program Administrator at [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov) or [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov) requesting that the Voyager card account be cancelled.

#### **14. Sales Tax**

- a. Ector County is tax exempt. The Tax Exempt Identification Number (TEID) is 75-6000934.

- b. Cardholders are responsible for ensuring the vendor does not include sales tax in the transaction.
- c. If sales tax is included, the Cardholder will be responsible for ensuring that the vendor credits the sales tax back to the card no later than the following billing cycle. If the vendor does not credit sales tax back to the card, the Cardholder is responsible for reimbursing the tax amount back to Ector County.
- d. Cardholder will be provided a copy of Ector County's tax exemption certificate upon request.

## 15. **Voyager Card Driver Guide**

To learn more about how to use a Voyager card, please refer to the U.S. Bank Voyager Fleet Card Driver Guide at the below internet locations:

- a. <https://www.usbpayment.com/insights/collateral/us-bank-voyager-fleet-card-driver-guide>
- b. <http://docs.usbpayment.com/Voyager-Driver-Guides-18-3.pdf>

## 16. **Voyager Fuel Merchant Locations**

The Voyager card is accepted at almost any fuel station that accepts MasterCard. Voyager has over 21,000 fueling locations in the State of Texas. Individual city or county coverage can be researched online by ZIP code at the following link. You can also search using your mobile voyager app.

<https://www.fleetcommanderonline.com/app/public/merchantLocator.do>

## 17. **Billing and Payment**

- a. Each month, on the 24th, the US Bank/Voyager bill is issued to the County Fleet Fuel Program Administrator.
- b. The Program Administrator *shall* acknowledge bills, conduct a final review and approve all Voyager card vouchers prior to requesting payment to US Bank.
- c. The Program Administrator submits copies of the bills to the Auditor's Office. Auditor's Office will charge fuel expenses to the appropriate departments as part of IRS Publication 15-B.
- d. The Program Administrator submits payment request to the Purchasing Department.

- e. Purchasing Department reviews and approves requisitions and submits to the Auditor’s Office. The Auditor’s Office will process payment timely to ensure payment is generated within deadline.
- f. In situations where dispute of transaction exists, the Program Administrator **shall** complete an US Bank Account Dispute Form and submit it to US Bank as instructed on the form. A copy of such document will be sent to the Auditor’s Office.

**18. Roadside Assistance**

Roadside Assistance may be obtained by calling VFM directly at (432) 381-0229, or the following alternative numbers:

- a. (432) 381-0098, ext. 2052 or 2053,
- b. (435) 241-0191, or
- c. the Texas DPS number (1-800-525-5555) found on the back of your Texas driver’s license for assistance anywhere in Texas.

**H. Voyager credit card FAQs**

**▼ *The Voyager Locator lists my local merchant as part of the Voyager network, but when I tried to use the Voyager fleet card at the location I was informed that they do not accept the Voyager fleet card. How up-to-date is the Voyager Locator?***

- If a merchant appears on the Merchant Locator tool but states that the Voyager card is not accepted, call the Merchant Services number on the back of your Voyager card for assistance.

**▼ *What if my local merchant does not currently accept the Voyager fleet card but would like to be part of the network?***

- Merchants wishing to receive a TeleTrans application or to ask any questions about the program should contact, Greg Stults, U.S. Bank Voyager Merchant Services at 832-486-1171 or [gregory.stults@usbank.com](mailto:gregory.stults@usbank.com).

**▼ *I have received “past due” notices in advance of the actual due date that follows the “Texas 30 Day” Prompt Payment Act. What do I do to resolve this?***

- US Bank has been notified of such instances and are having these delinquency notices removed from the invoice, where applicable.

**▼ *Can all of our Voyager cards have the same driver PIN/ID, or prompt number?***

- No. A driver ID or prompt number is specific to that driver and is intended to prevent fraud or employee misuse.

▼ ***Can the Voyager card accommodate cards assigned to drivers and vehicles?***

- Yes. The Voyager Fleet Card can accommodate cards assigned to specific drivers and cards assigned to specific vehicles.

▼ ***Where are Voyager cards accepted?***

- Cards are accepted nationwide at more than 320,000 Voyager Network locations including retail gas stations, convenience stores, private fueling sites, truck stops, electric vehicle charging stations, maintenance providers and service locations.

▼ ***What information is available through the Voyager Fleet Fuel app?***

- Fuel sites and address,
- Distance and directions,
- Fuel types and prices per gallon (ppg),
- Location hours (if available),
- Alternative fuels (if available),
- Services provided (if available),
- Amenities, such as car wash, oversized vehicles, pay at the pump, *etc.* (if available).

If you have any questions concerning this fleet fuel card policy, please contact the Highways & Streets Department (432) 381-0098 or [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov).

**ECTOR COUNTY, TEXAS  
FLEET FUEL CARD POLICY**



**I. Driver Acceptance Statements**

- Cardholder understands that he or she has been issued a fuel card and a driver ID/PIN authorizing him/her to fuel Ector County vehicles **only**.
- Cardholder understands that the fuel card is **NOT** to be used for personal vehicles or non-business purposes. Using the fuel card for any purpose other than County use will be considered theft of County property.
- Cardholder understands that the fuel card and/or driver ID/PIN identifies him/her by name on fuel invoices and reports and that he/she is responsible for all transactions made with the fuel card and driver ID/PIN. **Cardholder will not share his or her driver ID/PIN with anyone else.** If he/she suspects another driver knows his/her driver ID/PIN, he/she will immediately notify his supervisor or department head.
- Cardholder understands each time he or she uses the fuel card, he or she is required to completely fill the fuel tank and enter an accurate odometer reading at the pump so that US Bank can track miles per gallon (MPG), cost per mile (CPM), fuel economy by vehicle ID or unit number, cards by purchase method, cards with high gallons, and transaction exception report.
- Cardholder understands that failure to adhere to these policies and procedures may result in disciplinary action by the respective department Elected Official or Head.
- Cardholder understands the “Cardholder Record Keeping” procedure in this policy and that cardholder must turn in receipts of fuel purchases ***daily*** to his or her Department Head or the department’s designated fuel coordinator.

Evidenced by cardholder signature below, he or she understands and agree to the above statements.

Cardholder Signature and Date: \_\_\_\_\_

Department Head Signature and Date: \_\_\_\_\_

Fuel Card Program Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** This “Driver Acceptance Statements” page must be completed and turn in to Highways & Streets Department through one of the following means:

- Scan and e-mail completed page to [Dena.Hagerty@ectorcountytexas.gov](mailto:Dena.Hagerty@ectorcountytexas.gov) or [Evans.Kessey@ectorcountytexas.gov](mailto:Evans.Kessey@ectorcountytexas.gov).
- Inter-departmental delivery to Dena.