

Fuel Credit Cards

Utah Transit Authority (UTA) Van-Pool Program

The Basics

Your Utah Transit Authority van comes with a fuel credit card. Most vans will have a Gascard (Fuelman) card, other vans traveling in areas with no access to a fueling station that accepts Gascard will be given a Wright Express card. Fuel cards are assigned to specific vans. The card for each van should be used to fuel the van only. Do not sign the back of the card; this insures that all approved drivers can use it. The card will be locked if any questionable transactions occur or if the vanpool is late turning in required monthly reports or payments.

Finding an Accepting Location

For Gascard accepting locations go to www.fuelman.com and click on Find a Sight. For Wright Express accepting locations go to www.wrightexpress.com and click on Accepting Locations.

Keeping Your Fuel Card Secure

Utah Transit Authority requires that the driver keeps the card in his or her possession. The PIN code should be kept secure and separate from the card. If the primary driver will not be driving (vacations, etc.), he or she will need to give the card to a back-up driver.

Restrictions

There are two fuel restrictions on the use of the card. There is a limit of 35 gallons per day and two swipes per 24-hour period. **If the card does not work for the first time you swipe it at the pump, take the card to the station attendant and have them process the transaction. Do not swipe it a second time or the card may be locked out for the day.**

Loaner

A fuel card will not be provided for the loaner van. Make sure you take your card with you to fuel the loaner van.

Mileage

The card system requires the entry of the current odometer reading at the time of each fuel purchase. Most stations have a keypad at the pump where you enter this information. Where there is no keypad, you'll need to manually write the odometer reading on the charge slip and send it in with your monthly report. **Odometer readings are a crucial component of the fuel reporting system and we rely on you to provide accurate information.**

Lost or Damaged Cards

Report lost or damaged cards by calling 801-287-2433, Monday through Friday, 8:30 a.m. to 5:00 p.m. After hours call (801)-743-3349 (RID-EFIX), or your Maintenance Rideshare Service Representative (MRSR). A replacement card will be ordered and mailed within five to 10 business days.

For other problems call or have the service station attendant call the number on the back of the card.

If the problem cannot be resolved at the point of sale, you may be required to pay for the fuel out of pocket and seek a reimbursement from UTA. To do this, simply send a copy of

the receipt to UTA with a note stating that you wish to be reimbursed. Include on the note the van and customer number, and an explanation of the problem you had fueling the van.

Trades/Folds

If you trade or turn in your van, make sure the fuel card for vehicles involved is acknowledged by both you and the UTA Van-pool staff person handling the transaction.

Fraudulent use of Card

Use of the card provided for personal or other non-vanpool transaction will result in termination of the vanpool, and possible legal action.