

Holman Fueling Do's and Don'ts

Fueling: Do's focus on the proper use of the WEX fueling card assigned to a State of WV vehicle; while Don'ts involve common practices to avoid that will reduce the misuse of fleet assets.

§5A-12-9. Utilization of Vehicle Management Services

(a) Each spending unit that owns, uses, or maintains a state vehicle shall utilize the vehicle management services provided by the Fleet Management Division for all state vehicles.

Fleet Fueling Do's

- **DO** keep the fuel card in the vehicle it is assigned to (the last 6 of the VIN# for the vehicle is embossed on the card)
- **DO** know your fuel PIN; Fuel Pins are assigned by your department's Agency Fleet Coordinator
- **DO** follow the instructional prompts when fueling for your pin number and odometer reading
- **DO** contact your Agency Fleet Coordinator if your fuel card is declined at the pump
- **DO** try an alternate fueling location, if your fuel card is declined at the pump (the error could be isolated to that location)
- **DO** report any lost or damaged cards to your agency's management team
- **DO** request a loaner or temporary fuel card through the Fleet Management Division if a fuel card is needed until the permanent fuel card is received from Holman

Fleet Fueling Don'ts

- **DON'T** share your fuel PIN with anyone; Fuel PINS are assigned to specific individuals, and no two pins are alike
- **DON'T** purchase high grade gasoline

- Rule §148-3-12.2.c, all fuel purchases must be for regular unleaded or diesel, unless a higher grade or other type of fuel is required by the manufacturer. Any exception must be requested in writing by the spending unit and approved by the Fleet Management Division.
- **DON'T** use the fuel card to purchase fuel for any vehicle other than the vehicle the fuel card is assigned to
- **DON'T** remove the fuel card from your vehicle and carry it in your wallet or purse
- **DON'T** choose additional offering at the pump, for example, Car Washes and Round Up. The fuel card is to be used for fuel purchases only. Car washes can be facilitated using the Holman maintenance program.
- **DON'T** use the fuel card for any purchase other than fuel for your State of WV leased or owned vehicle