

		<b>Department of Administrative Services</b> <b>Central Procurement and Fleet Services Enterprise</b>			
		<b>Title/Subject:</b>		Fleet Services Vehicle Fueling	
		<b>Applies to:</b>		<b>Effective Date:</b> 6/30/2022 <b>Revised Date:</b> <b>End Date:</b>	
		All Executive Branch Employees, Non-Employees Representing the State			
X	<b>Policy</b>	<b>Approved by:</b>	Director Adam Steen	<b>Policy #</b>	650.210
X	<b>Procedure</b>	<b># of Pages:</b>	2	<b>Procedure #</b>	650.210
	<b>Other</b>	<b>Instruction:</b>			
<b>Legal Authority:</b> IC <a href="#">8A.362.8</a> ; IAC <a href="#">11-103.16(8A)</a> ; IAC <a href="#">103.16(2)</a> ; IAC <a href="#">103.16(3)</a> ; IAC <a href="#">103.16(4)</a> ; IAC <a href="#">11-103.16(1)</a> ; IC <a href="#">8A.362(3)(b)</a> ; IC <a href="#">214A.1</a> ;					

### I. Purpose

- A. The purpose of this policy is to advise agencies and drivers of the requirement to use the most economical and beneficial fueling methods available for State-owned and authorized rental vehicles. This policy supports cost efficiency, accountability, and proper stewardship of public resources.

### II. Policy

- A. Drivers must purchase the least expensive compatible fuel available for their vehicle at the time of fueling.
- B. When practical, State vehicles should be fueled at designated government-operated facilities.
- C. Fuel resources, such as cards, will be assigned to the vehicle and should remain with the assigned vehicle.
- D. Authorized drivers will be provided with secure access credentials for approved fueling transactions.

### III. Procedure

#### A. Guidelines

1. Authorized Fueling Locations
  - a) Iowa Department of Transportation
  - b) State Board of Regents
  - c) Department of Health and Human Services
  - d) Department of Corrections
  - e) Other State motor pools
  - f) If a State fueling facility is not accessible, fuel may be purchased from external vendors.
2. Through the fuel card program, certain vendors offer a discount on fuel. While drivers are not required to use specific vendors, you are encouraged to consider utilizing vendors that offer cost savings when convenient and appropriate.

- a) Casey's: \$0.10 discount/gallon
  - b) Kwik Trip/Kwik Star: \$0.05 discount/gallon
  - c) Kum and Go: \$0.035 discount/gallon
  - d) Hy-Vee Gas: \$0.03 discount/gallon
  - e) Rainbow/Dyno Oil Distributors: \$0.03 discount/gallon
  - f) QuikTrip (QT): \$0.02 discount/gallon
3. Fuel Type Requirements
- a) Vehicles capable of using E85 (85% ethanol) must use E85 fuel whenever available. If not readily available, drivers should only purchase enough fuel to reach the nearest E85 fueling location.
  - b) Non-E85 vehicles must use the highest ethanol-blend fuel that is compatible with their vehicle.
  - c) For diesel vehicles, drivers must use biodiesel blends whenever available. Biodiesel should be used within six months of purchase to maintain fuel quality.
4. Fuel Cards
- a) Fuel cards are issued to specific vehicles and must remain with the assigned vehicles at all times.
  - b) Fuel Cards may also be issued for approved external rentals (e.g., Enterprise/Hertz).
  - c) Each authorized driver is assigned a unique Personal Identification Number (PIN) for fuel card purchases.
  - d) Drivers must not share their PIN with anyone under any circumstances. Unauthorized use of another driver's PIN is strictly prohibited.
  - e) Fuel cards may only be used for the following expenses:
    - (1) Vehicle fuel
    - (2) Car washes
    - (3) Windshield wipers
    - (4) Fluids or oils
    - (5) Roadside assistance
    - (6) Emergency items costing less than \$100
  - f) Fuel cards may not be used for:
    - (1) Vehicle maintenance
    - (2) Repairs
    - (3) Tire purchases

## **B. Communication**

1. This Policy is available on the DAS Fleet Services website.
2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.