

**FLEET MANAGEMENT DEPARTMENT  
POLICY AND PROCEDURES FOR FLEET FUEL CARD  
EFFECTIVE DATE: NOVEMBER 18, 2002**

The Fleet Management Department issues Wright Express fuel card to Navajo Nation employees for fueling assigned Navajo Nation vehicles for off reservation travel and travel in areas of the reservation where tribal facilities are not available.

1. **Travelers need to ensure that the assigned vehicle is fueled up at Fleet Management Bulk station prior to commencing travel.**
2. The Wright Express fuel cards will be issued for Fuel only.
3. The driver is to use self-service gasoline dispensers and 87 Octane Fuel, if not available, use next higher grade.
4. Upon using the Wright Express fuel cards, the driver will key in their Driver Identification Number and exact vehicle odometer reading.
5. The driver is responsible for the protection and security of an assigned Wright Express fuel card (do not bend or leave in direct sunlight) and to the protection of the assigned Driver Identification Number.
6. Driver is responsible to **immediately** telephone the Fleet Management office to report loss or theft of Wright Express fuel card, so we may notify Wright Express for cancellation. A full written report covering circumstances of fuel card loss or theft shall be forwarded to Window Rock Fleet Management office. Cost to replace Wright Express Card, standard delivery: takes 5 to 7 working days - **\$2.00**, and overnight express: **\$12.50**.
7. Should the fueling station call our office about a driver fueling non Navajo Nation vehicle; our office will immediately cancel the driver identification number.
8. Fuel card is not to be loaned out for other vehicles for fueling purposes.
9. Fuel card will not to be used while the driver is on annual, sick or administrative leave.
10. Fuel cards will not to be used within 30 miles driving distance of the nearest Fleet Management bulk fuel stations. First Offense: Driver will be notified via telephone call; Second Offense: Driver Identification Number will be canceled; driver may have to reimburse Navajo Nation Fleet Management for cost of fuel.

11. In case of vehicle breakdown requiring minor to major maintenance repairs and towing services while on travel status, the driver shall contact the nearest Fleet Management Service Managers for assistance.

The telephone numbers are as follows:

FLEET MANAGEMENT OFFICES:

LAW ENFORCEMENT AGENCIES:

Window Rock(928) 871-6428/6527  
Tuba City (928) 283-3368/3369  
Chinle (928) 674-2205/2206  
Shiprock (505) 368-1258/1195  
Crownpoint (505) 786-2270/2271

Window Rock (928) 871-6111/6112  
Tuba City (928) 283-3111  
Chinle (928) 674-2111/2112  
Shiprock (505) 368-1350  
Crownpoint (505) 786-2050

After business hours, contact the nearest Navajo Department of Law Enforcement for further assistance.

Navajo Nation employees found responsible for **unauthorized purchases** will be subject to cash reimbursement to the Navajo Nation, and subject to penalties in accordance to the Navajo Nation Personnel Policies and Procedures Manual and will result in cancellation of the driver identification number.