

FLEET MANAGEMENT DEPARTMENT  
POLICY AND PROCEDURES FOR WRIGHT EXPRESS FUEL CARD  
EFFECTIVE DATE: JANUARY 20, 2016

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

1. Travelers need to ensure that the assigned vehicle is fueled up at Fleet Management Bulk station and Wright Express Card in in the vehicle prior to commencing travel. **We will not honor request for reimbursement if employee does not have the WEX card or their DIN (Drivers identification number) in their possession.** MVOH CHAPTER 2.5 J Shall use a Navajo Nation fuel facility where available before utilization of a credit card.
2. The Wright Express fuel cards are for Fuel **ONLY**.
3. The driver is to use self-service gasoline dispensers and fuel up with REGULAR unleaded Fuel.
4. Upon using the Wright Express fuel cards, the driver will key in their DIN, the zip code (86515), and the exact odometer reading.
5. The driver is responsible to protect and secure the assigned Wright Express fuel card (do not bend or leave in direct sunlight) as well as their assigned DIN.
6. DIN will not be released over the phone, come into nearest Fleet Office for assistance.
7. Refer to phone # on back of fuel card if you experience difficulties regarding fuel transaction, Wright Express can assist.
8. Driver is responsible to **immediately** telephone Fleet Management to report loss or stolen Wright Express fuel card, so that we may cancel the fuel card. A full written report covering circumstances shall be forwarded to Window Rock Fleet Management office.
9. The cost of replacing the Wright Express card is as follow: \$2.00 for standard delivery: takes 7-10 working days, or \$21.50 for overnight express.
10. Should a fueling station call our office about a driver fueling a non-Navajo Nation vehicle, our office will immediately cancel the DIN; and take other appropriate action
11. Fuel card is not to be loaned out for fueling other vehicles and DIN is not to be shared to fuel vehicles.
12. Fuel card will not be used while the driver is on annual, sick or administrative leave.
13. Fuel cards will not be used within 30 miles driving distance of the nearest Fleet Management bulk fuel stations. Exceptions approved by Fleet Management

14. The penalties are as follows: **First offense:** DIN number will be deactivated and offender will attend another orientation then reactivate. **Second offense:** DIN will be renewed after 30 days offender and attend another orientation. **Third offense:** non-renewal of DIN. For each offense, driver may have to reimburse Navajo Nation Fleet Management for cost of fuel if employee does not abide by the policy and procedures.
15. In case of vehicle break down requiring minor or major maintenance repairs and towing services while on travel status, the driver shall contact the nearest Fleet Management Service Centers for assistance. **DO NOT USE** fuel card for these repairs/services.
16. The telephone numbers are as follows:

**FLEET MANAGEMENT OFFICES:**

Window Rock (928) 871-6428/6527  
 Tuba City (928) 283-3368/3369  
 Chinle (928) 674-2204/2205  
 Shiprock (505) 368-1195/1258  
 Crownpoint (505) 786-2270/2271

**LAW ENFORCEMENT AGENCIES:**

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 5:00 P.M., or weekends, holidays and etc., 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 DIN.