

## NYCFleet Vehicle Fueling Program

All rules for city drivers can be found in the NYCFleet Vehicle Driver Handbook which is posted at [http://www.nyc.gov/html/dcas/downloads/pdf/fleet/city\\_vehicle\\_driver\\_handbook.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/fleet/city_vehicle_driver_handbook.pdf). You should note that your acknowledgement of this form as well as your use of a PIN under the vehicle fueling program are an affirmative statement that you have read and understand the rules outlined in that document. Any violations to the rules below may result in the termination of your fueling PIN or removal of being authorized to drive a city vehicle. This form will be kept on file by the employee's agency as well as by NYCFleet

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The following are policies specific to the vehicle fueling program:

- **City employees will only be assigned a fueling PIN if they are authorized drivers by their agency.** If you are unsure if you are an authorized driver please check with your agency transportation coordinator. Any PINs issued to those not listed with NYCFleet as authorized drivers will be subject to PIN suspension.
- The PIN assigned to you is a randomly generated 6 digit Personal Identification Number (PIN) to be used only for official city vehicles or equipment. This PIN is NOT to be shared or delegated to others. If an employee needs a PIN they need to contact their agency transportation coordinator.
- If you are leaving City service, have accidentally given out your PIN, or wish to cancel your PIN for any other reason, please contact your agency's fleet coordinator.
- Gascards are assigned to one specific vehicle or piece of equipment and shall never be removed from the vehicle or used for a vehicle that it is not assigned to. Gascards may not be reused with other vehicles. If a vehicle does not have a universal fuel card please contact your agency transportation coordinator. Any cards lost, missing, or suspected stolen must be reported to DCAS Fleet immediately.
- Correct odometers must be entered during fueling. These odometers on both the in house system and retail should be entered without the tenth of a mile. The entering of inaccurate odometers may prevent fueling of vehicles at the time of fueling or for future transactions.
- If you are authorized by your agency to fill a gasoline can or mobile fuel tank, use your assigned PIN and enter all nines (99999) for mileage. Do not use a vehicle assigned Gascard for gas cans or fuel tanks.
- Any out of state fueling must be authorized by your agency head or their designee. All out of state fueling will be checked by NYCFleet to ensure that the proper documentation and approvals have been provided.
- Based on local law vehicles that fuel with diesel must fuel with biodiesel using the city's in house fueling locations. Emergency service agencies are exempt from this local law and other specific exemptions are to be determined by NYCFleet

I have read the above rules. I understand that compliance with these rules and the rules outlined in the city drivers handbook is a condition of active participation in this program.

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Signature

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Printed Name (Please print legibly)

Agency: \_\_\_\_\_

Date of Birth(MM/DD): \_\_\_\_\_

ERN (Employee Reference Number): \_\_\_\_\_

Date: \_\_\_\_\_