

## **RAMAPO COLLEGE OF NEW JERSEY**

### **Appendix 641A: Fuel Card Program**

#### **Fleet Fuel Card Program for Fueling of Ramapo College Vehicles**

As of May 22, 2023, the on-campus fuel pump is no longer commissioned for service and is not authorized for use. All fuel for all college vehicles will be acquired from off-campus commercial gas stations using a WEX card.

Each College vehicle will be assigned a WEX card, and each WEX card will be tied to a funding line from the department that is utilizing the vehicle. Each card has Ramapo's account number, the vehicle card number, and an expiration date. While the card is tied to the vehicle, purchases will require the user to provide a personal PIN number. Thus, each purchase of fuel will be tracked at the card and individual user level. The card ties the purchase to the vehicle, and the PIN ties the purchase to the individual driver.

Personal driver PIN numbers identify individuals as authorized fuel purchasers. Drivers use the personal driver PIN number every time they fill up. Driver PIN numbers are set up and managed by the Facilities administration office. Drivers who enter an invalid PIN number, or do not have the number, will not be able to charge fuel.

All vehicles should be completely filled up at the BP Station located at 144 NJ-17 South in Mahwah, NJ, which is located at the intersection of US-202 and State Highway 17 by the McDonald's. For routine fill-ups, only one driver is needed and passengers should not be taken unless there is a valid follow-on college-related mission approved by the supervisor. If the vehicle will be driven for College business away from the local area such that filling up at the BP Station at the intersection of US-202 and State Highway 17 is not feasible, then the vehicle may be filled up at an alternate gas station within the WEX plan so long as the unit supervisor provides approval. When on College business away from the local area, if a vehicle is at, near, or below 1/4 of a tank, then the vehicle should be taken to the closest gas station within the WEX plan to be completely filled up as soon as the mission allows.

#### **Protocols on Use of WEX Cards**

- Sharing of personal driver PIN numbers is strictly prohibited. Do NOT share your driver PIN with anyone else. If there is someone who thinks they need to purchase fuel with a WEX card but does not have a PIN number, then they should contact the facilities administration office for guidance on how to get fuel.
- WEX cards may NOT be used for personal or private purchases.
- WEX cards must remain in the vehicle at all times.
- Only fuel may be purchased with WEX cards.
- Use of Ramapo College vehicles is strictly limited to official college business. Use of college vehicles for personal reasons is NOT authorized.

- When refueling a college vehicle, drive directly to the gas station and then return directly to campus using the safest and shortest route possible.
- All drivers should review [College Policy Number 641](#) (Motor Vehicles).

### Using a WEX Card

WEX cards are accepted at most major gas stations. Accepting locations can be found by downloading the free WEX app on your smartphone. As of early May 2023, here are the locations closest to Ramapo College which accept WEX cards:

- BP 144 Route 17, Mahwah, NJ 07430\*
- Sunoco 130 Route 17, Mahwah, NJ 07430
- Sunoco 131 Route 17, Mahwah, NJ 07430
- Valero 193 Route 17, Mahwah, NJ 07430
- Valero 198 Route 17, Mahwah, NJ 07430
- BP 120 Moffatt Rd, Mahwah, NJ 07430
- Quick Chek 280 Route 17, Mahwah, NJ 07430
- Citgo 48 Franklin Tpke, Mahwah, NJ 07430
- ExxonMobil 62 Franklin Tpke, Mahwah, NJ 07430
- BP 140 Franklin Tpke, Mahwah, NJ 07430
- Delta Mahwah 147 Franklin Tpke, Mahwah, NJ 07430

\* College vehicles should be filled up at the BP station at 144 Route 17. Other gas stations may be used if the BP is closed or if the vehicle is being used for College business away from the local area.

To use the WEX card, the user should follow these steps:

- Swipe the card at the pump or inside the station.
- Enter your personal driver PIN number.
- Enter the current odometer reading of the vehicle (excluding tenths).
- Fuel the vehicle and obtain a receipt.
- Write the vehicle number on the receipt.
- Return receipts to the Facilities administration office.