



## NYC Fleet Vehicle Fueling and Powering Program

All rules for city drivers can be found in the NYC Fleet Vehicle Driver Handbook which is posted at [https://www.nyc.gov/assets/dcas/downloads/pdf/fleet/city\\_vehicle\\_driver\\_handbook.pdf](https://www.nyc.gov/assets/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; removal of authorization to drive a city vehicle; and/or other appropriate steps.

This form will be kept on file by the employee's agency as well as by NYC Fleet.

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The following are policies specific to the vehicle fueling program:

- **City employees will only be assigned a fueling PIN once an authorized City driver.**
- **As per Mayoral Executive Order 39, authorized drivers must be approved by their agency, enrolled in the State License Event notification system (LENS) program; acknowledge in writing the City fleet rules; and take the DCAS safe driver course.**
- If you are unsure if you are an authorized driver, please check with your agency transportation coordinator (ATC). Any PINs issued to those not listed with NYC Fleet 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 ATC.
- **City PINs and fuel cards may never be used for personal reasons or to fuel any personal cars or equipment. Any misuse of fuel cards will be referred to the NYC Department of Investigation.**
- **Operators may not procure more fuel than a vehicle gas tank has capacity. This is a clear and obvious sign of potential theft of fuel.**
- 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 ATC.
- Fuel cards 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. Fuel cards 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, [nycfleet@dcas.nyc.gov](mailto:nycfleet@dcas.nyc.gov).
- Correct odometers must be entered during fueling. These odometers on both the in-house fuel 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 and may be investigated for possible misuse.
- 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 fuel card 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 NYC Fleet 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 or fuel renewable diesel from a retail site (where available). Emergency service agencies are exempt from this local law and other specific exemptions are to be determined by NYC Fleet. **Non-emergency trucks must fuel biodiesel or renewable diesel.** These vehicles may not fuel regular diesel from a commercial fuel station.

- DCAS is transitioning the fleet and the fuel card program to electric vehicles and electric vehicle charging. **Commercial electric vehicle charging will be available through the fuel card program.** Check with your ATC for a list of available sites.

I have read the above rules. I understand that compliance with these rules and the rules outlined in the city Fleet Management manual and Agency Drivers Handbook is a condition of active participation in this program.

Employee Name \_\_\_\_\_

ERN \_\_\_\_\_

Agency \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Revised by DCAS Fleet, 12/19/24