

## Changes on the Horizon

### *Fuel Card Program*

Effective March 1, 2015, State of California Fuel Card (Voyager Card) rules are changing:

- Cards may not be used to fuel personal vehicles, even when used for official business.
- Cards may no longer be shared by multiple users except when specially authorized by Fleet Services.
- Cardholders must maintain a written record of all card activity
- All drivers must maintain a vehicle trip log whenever driving a University vehicle. The log will be required as supporting documentation for fuel card use.

Starting April 1, 2015, Fleet Services will conduct working reviews to ensure compliance with the new rules.

**Action for Cardholders:** By March 1, 2015, please review and sign the revised [agreement form](#) and forward a signed copy to Kenya Broadnax ([kenyab@berkeley.edu](mailto:kenyab@berkeley.edu)).

### *License Verification Program*

Effective immediately, departments must obtain license verification through Fleet Services before authorizing any person to drive a University vehicle, a rental vehicle paid for by the University, or a private vehicle on University business. No person shall be authorized to drive on University business unless that driver is confirmed to possess a valid license.

**Action for Department Managers:** By March 1, 2015, please arrange for license verification through Fleet Services. In most cases, the required method of license verification is enrollment in the DMV Employer Pull Notice program. The current cost is \$3.00 per driver per month. For full details, please see our web page on [license verification](#).

## Know Your Role

### *Vehicle Custodian: Toll Violations*

Please remind your drivers to use University funds when paying (or being reimbursed) for tolls incurred during business travel. However, the University may not pay or reimburse the penalty portion of a toll violation. Drivers must pay their own penalties, just as they are responsible for [parking citations](#).

## Video: Property Management

### *Annual Performance Summary*

Please take a look at our [video](#) summarizing the annual performance of our parent department, Property Management.

### Fleet Contacts

<http://property.berkeley.edu/fleet-services>

Kenya Broadnax	Fuel, Rental, DMV Pull	3-6262	<a href="mailto:kenyab@berkeley.edu">kenyab@berkeley.edu</a>
Eric Robinson	Fleet Administrator	3-5770	<a href="mailto:ejr@berkeley.edu">ejr@berkeley.edu</a>
Kristi Mares	Manager	2-5374	<a href="mailto:kristim@berkeley.edu">kristim@berkeley.edu</a>

### Tell Us What You Think

To comment on newsletter content, please email [kenyab@berkeley.edu](mailto:kenyab@berkeley.edu). In addition, Fleet Services is committed to providing excellent customer service. Please watch for our semi-annual customer service survey, or complete our point-of-service [survey](#).