



Fueling Your Vehicle

Revised 11.11.25

UTA will provide each vehicle with one (1) **Fuel Card** for fueling UTA vehicles. Use this link to find an approved location: <https://voyager.usbank.com/app/public/merchantLocator.do>

The card is to remain in the van, except when fueling the UTA van. Volunteer drivers are assigned a unique personal identification number "PIN" for fueling purposes and should safely secure their pin number. The PIN number should also be kept secure and NEVER with the card. ***You are personally responsible for your pin number.***

If the primary driver will not be driving (due to vacation, sick, etc.), the backup driver will use their own pin number when fueling the van.

Fuel Card Instructions (Steps may differ at each fueling location):

1. Slide or insert the card
2. Input your vehicles odometer reading
3. Enter your PIN number

Note: If using a service loaner vehicle, you will enter the loaner vehicle information when fueling. Each service loaner vehicle will have its own fuel card.

Fuel Card Problems:

After three unsuccessful attempts to swipe the card, the card will be locked. **If the card does not work the first time you swipe at the pump, take the card to the station attendant and the attendant will process the transaction.** If you are experiencing problems with your fuel card or your fuel card is lost or stolen, please contact the Rideshare Accountant immediately.