

# GERMANY FUEL RATION CARD – VIDEO TRAINING MODULE 7

## USING A GOVERNMENT VEHICLE FUEL CARD

AS A DRIVER RECEIVES A DISPATCHED GOVERNMENT VEHICLE, THE DISPATCH WILL INCLUDE THE GOVERNMENT VEHICLE REGISTRATION CERTIFICATE, THE GOVERNMENT FUEL CARD ASSIGNED TO THE VEHICLE AND THE PIN NUMBER FOR THE GOVERNMENT FUEL CARD.

AFTER PUMPING FUEL INTO A GOVERNMENT VEHICLE, THE DRIVER TAKES THE REGISTRATION CERTIFICATE AND THE GOVERNMENT FUEL CARD TO THE GAS STATION CASHIER.

AT AAFES STATIONS, THE CASHIER ENSURES THE VEHICLE LICENSE NUMBER ON BOTH THE VEHICLE REGISTRATION CERTIFICATE AND THE BACK OF THE FUEL CARD MATCH, THEN RUNS THE CARD THRU THE SYSTEM CARD READER. THE DRIVER ENTERS THE VEHICLE ODOMETER READING, THEN SIGNS THE SIGNATURE CAPTURE PAD AND THE CASHIER WILL PROVIDE A PRINTED RECEIPT.

AT AN ESSO STATION, THE CASHIER ENSURES THE VEHICLE LICENSE NUMBER ON BOTH THE VEHICLE REGISTRATION CERTIFICATE AND THE BACK OF THE FUEL CARD MATCH, THEN RUNS THE CARD THRU THE ESSO SYSTEM CARD READER.

THE DRIVER WILL THEN ENTER THE PIN NUMBER FOR THE GOVERNMENT FUEL CARD ON THE NUMBER PAD, THEN ENTER THE VEHICLE ODOMETER

READING, THEN SIGNS A PRINTED RECEIPT THAT STAYS WITH ESSO, AND THE CASHIER GIVES THE DRIVER A PRINTED RECEIPT.

FROM TRANSACTIONS AT BOTH AAFES AND ESSO STATIONS, THE DRIVER IS REQUIRED TO TURN IN THEIR GOVERNMENT FUEL CARD TRANSACTION RECEIPTS WHEN THEY TURN IN THE GOVERNMENT VEHICLE.