

# I have a fleet card— **NOW WHAT?**



A fleet card can help you gain control over your fuel and service purchasing expenses.

Now learn more on how this is done...

## **DECIDE IN ADVANCE HOW YOUR DRIVERS SHOULD (AND SHOULD NOT) USE YOUR CARD.**

Save time and money before your drivers ever leave the parking lot simply by deciding how they should use your fleet card. A few firm rules will take the guesswork out of fueling, and put the control over what gets spent where back in your hands. Some guidelines might include:

- Which products/services drivers may use the card for: gas, oil, wiper fluid, service calls, etc.
- Which grades or brands of fuel they can buy
- At which stations they should fuel
- How much they can spend daily
- When they can use the card (e.g., no using/fueling outside business hours, or only a certain number of transactions in one day)

Make sure to communicate your new rules to drivers. Give them a hard copy as a reminder, or keep a copy handy in your vehicles' glove compartments.



## **REGULARLY REVIEW TRANSACTIONS FOR PURCHASES THAT SEEM "OFF".**

With the WEX Card, you can quickly and easily pull up summary reports of drivers' buying habits. That makes it easy to identify odd or unusual spending patterns, such as:



- Purchases made outside usual business hours
- Fuel-ups that exceed tank capacity
- Maintenance services that don't fit the vehicle type
- Fuel-ups at stations outside your usual or assigned routes
- Multiple fuel-ups for the same vehicle in one day
- Non-fuel purchases, like food or drinks.

In addition, email alerts will notify you if and when an inappropriate purchase occurs, so you know sooner in case of potential misuse or fraud.

## **SET PURCHASE CONTROLS TO CUT COSTS AUTOMATICALLY, 24/7.**

Stop inappropriate purchases before they happen by setting controls on your cards. For example, limit your card for fuel purchases only, or fuel and fluids—so that you don't end up paying for every cup of coffee or candy bar. Or block purchases individually, by the number of transactions in one day, the dollar amount per purchase, gallons per fill up, and more.

You can even keep track of higher grade fueling. Mid-grade and premium fuel often costs up to \$0.10 to \$0.25 more per gallon—or roughly \$3.00 more per tank—with any discernible benefit to performance.



## CALCULATE HOW MUCH IT COSTS TO RUN YOUR VEHICLES.

The WEX Card puts at your fingertips accurate, up-to-date odometer readings and other vehicle data, making it easier for you to calculate the true costs of running your fleet. For example, compare a vehicle's current mileage to its historical usage data, or industry estimates based on its make and model. If the vehicle's mileage diverges from where it should be, it may mean drivers are going off route, or driving vehicles in off-hours, and so on.

Furthermore, our reports can help you keep track of how your vehicles are performing day-to-day. If your vehicles' miles per gallon and cost per gallon performance start to creep upward, it could mean your vehicle needs repairs, or needs to be retired.

## IF CARDS ARE LOST OR STOLEN, DEACTIVATE THEM ONLINE ASAP.

A lost or stolen card can be a massive headache. With a credit card, there's no way to prevent fraudsters from racking up hundreds, or even thousands, of dollars of purchases before the card can be turned off and the charges disputed.

Driver ID authorizations helps to establish each card as unique to your drivers and to reduce or easily track fraud. Cards can also be suspended, activated and deactivated quickly and easily with the SmartHub Mobile App or online, so you can prevent fraud the moment a card is reported missing.

However, if some drivers repeatedly lose their cards, it may not just be absentmindedness. Fraud may be to blame. Review your purchasing reports to see what was charged while the card was "lost", to make sure the problem isn't originating within your own fleet.

Most importantly: Don't forget to train your team on how to use your fleet cards, and let drivers know that they'll be held accountable for their purchases. Research shows that your costs can go down simply by informing your drivers that you now have visibility into their purchases!



To apply for the time and money saving WEX Fleet Card, call WEX at **1-800-395-0812** or visit [www.wexcard.com](http://www.wexcard.com) today.

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