

PLEASE POST OR PASS



# FLEET SERVICES NEWSLETTER

April 2012

## Whew.... What a Mess!!!!

We have been doing a lot of vehicle reassignments lately and some of the vehicles that have been returned to us have been extremely dirty. Some have clearly not been cleaned since the vehicle was issued!! Please remind your folks that those who use the vehicle are responsible for keeping the interior of the vehicle clean. We have a vacuum available by our building as well as some cleaning supplies that are available for your use.

Vehicles that are returned to us requiring more than a general touch-up will be sent to our detailing service at your expense. That currently runs about \$125!!

## Mellow Yellow, You're a Friendly Fellow

Have you noticed that some gas caps are a pretty, calming, yellow reminiscent of the 1960's yellow daisy? Vehicles that have those yellow caps can be filled with E85 (to be known as flex-fuel from now on). So, when you are away from our pumps, if you have a yellow gas cap, please fill your tank with flex-fuel! Here is a link with a listing of stations with Flex-Fuel in Iowa

<http://e85vehicles.com/e85-iowa.htm>

According to this website, there are currently 116 Flex-Fuel stations in Iowa!

Also, there should be an updated list of these stations in your vehicle glove box. If there isn't, let us know and we can send you one.

## Fuel Card Fundamentals

Many times, there are several University vehicles travelling together. As the vehicles stop for gas, someone may have forgotten one of the cards PIN so another driver in the group may say, "No problem, you can use my card". While that is friendly and helpful, it causes us several problems. First, it looks like a possible fraudulent transaction. We know that the vehicle tank only holds 30 gallons, so if 50 gallons are dispensed, or if there are two transactions in 5 minutes with 25 gallons each, we know something goofy is going on. Secondly, our MPG calculations will not be accurate. We use the MPG in several calculations, so it is crucial we have an accurate number.

If someone has problems using the card, there is an 800 number on the back of the card. Call them, and so long as you know the PIN for the card, they will be able to help you.

Of course, the PIN for each card is the number "4" followed by the last 4 digits of the vehicle license number followed by a "5" so if the vehicle license number is 8449, the PIN would be 484495. If the vehicle license number is 10595, then the PIN would be 405955.

**PLEASE DO NOT WRITE THE PIN ON THE FUEL CARD PACKET!!!!!!**

## Don't Strain Your Brain, Get Those Driver's Train...ed

In certain circumstances, your drivers may need some additional training in order to drive University vehicles. Here is an outline of the training required.

15-Passenger Vans Anyone who will be driving a 15-passenger van is required to complete the 15-passenger van training program. That training consists of two parts; an on-line training program and a behind-wheel driving experience. The on-line training costs \$3 per person. The behind the wheel training costs \$5/person with a minimum charge of \$10.

Defensive Driver Training A student who will be driving is required to take the Defensive Driver training unless that student is driving in the capacity of his or her job.

Here is a link that explains the procedures for the on-line 15-Passenger Van training and the Defensive Driver training:  
[http://www.uiowa.edu/~uifleet/faculty\\_staff\\_instructions\\_online\\_training.html](http://www.uiowa.edu/~uifleet/faculty_staff_instructions_online_training.html)

## Fleet Services Factoid

Did you know that the vehicle manufacturers do not provide computer fault codes to independent repair facilities until up to 18 months after a vehicle is introduced? That makes our jobs particularly difficult sometimes!!

## Fleet Services Info

**Manager:** Mike Wilson  
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8:00 a.m. to 11 a.m. Sat  
**Shop Hours:** 8:00 a.m. - 4:30 p.m. M-F  
**Shop Phone:** 335-5102  
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