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VOYAGER CARD: FRAUD

Fleet and Travel Management (FTM) has been experiencing a high volume of fraud from Skimmers at pumps. FTM recommends paying **INSIDE** vs. outside. If fraud is detected, the Voyager Card will be shut down, requiring you to pay out of pocket. Keep all receipts to submit for reimbursement. Contact Amy Sargent at 605.773.3162 for reimbursement forms or card inquiries.

Turning in Assigned Vehicles.

When turning an assigned vehicle back into Fleet & Travel (this does not apply to pool vehicles)

- Make sure there is at least 1/4 tank of fuel, DO NOT FILL FULL.
- Both sets of keys, fuel key, & Voyager Card.
- Call Carol Schmartz at 605.773.3162 prior to doing a maintenance.

Fueling and the State Pump:

If you have a yellow key and are fueling in Pierre, Brookings (SDSU), or Sioux Falls remember to fuel at the State fuel site with E-30.

If the wrong mileage is entered, an error message will appear saying "mileage overrange". This can now be corrected at the pump by waiting 4-5 seconds, follow the prompt to re-enter mileage. If this occurs more than once or if the fueling key is damaged please call Dave Vogel at 605.773.3162 to verify mileage correction during business hours from 8 AM to 5 PM Monday-Friday.

Any other fueling issues please call 1.877.791.3334 any time.

"Be prepared to show your driver's license when picking up vehicles whether motor pool or assigned. 1) FTM wants to validate you have a valid driver's license and 2) State law says you must have it on you when operating a motor vehicle."

Give 'em a Brake Driving through Road Construction

Check for the latest reports- <https://www.safetravelusa.com/sd/> or call 511

Any questions or concerns about the vehicle you are driving remember to call Fleet & Travel at 605.773.3162 or 1.800.543.2372



Do not speed through road construction. Most fines are doubled and the driver is responsible for any and all tickets. Obey the posted speed limits. Stay Alert! Expect the unexpected. Watch for workers. Don't change lanes unless absolutely necessary. Anticipate lane shifts and merge when directed to do so. Expect delays, especially during peak travel times. Be patient! Allow ample space between you and the car in front of you. Be especially alert at night. Turn on headlights so that workers and other drivers can see you.

POTHOLES: THEY'RE BACK



Avoid them if you can, but if not, don't brake before impact and go over the pothole. Braking causes your tire to slam into the edge of the pothole with more force than if you're rolling over the hole. Be extra cautious around puddles because they could be potholes filled with water.

DRIVING IN THE RAIN

- A wet road can be just as slick as an icy one.
- Increase the distance between you & the vehicle you are following in the rain.
- Replace worn tires
- Check wiper blades
- Be on the lookout and slow down
- Do not use cruise control

