

**CITY OF BEAUMONT
POLICIES AND PROCEDURES**

Policy Number: 7.9

Subject: Fuel Policy

Effective Date: 11-4-10

Approved by: Kyle Hayes/11-4-10
City Manager/Date

Laura Clark/11-4-10
Chief Financial Officer/Date

I. PURPOSE

- A. The purpose of this policy is to outline responsibilities and establish procedures regarding the use of the City fuel system.
- B. This policy will be applicable to all employees who operate City of Beaumont vehicles and equipment.

II. DEFINITIONS

- A. Units - City of Beaumont vehicles and equipment.
- B. Fuel Card - A plastic card issued by the Fleet Management Division which will have the unit's number on it. It can be used to fuel only the unit to which it was issued and only by an authorized employee of the City of Beaumont.
- C. PIN - Personal Identification Number issued to authorized City employees which will be unique to the individual and used only by that authorized employee.

III. RULES AND PROCEDURES

A. DEPARTMENT DIRECTOR OR DESIGNEE

The Department Director or designee will:

- designate the person or persons within a division who are authorized to request PINs and replacement fuel cards.
- ensure that all employees within their Department follow the proper guidelines for fuel card use.
- be accountable for all fuel purchases made by divisions within their department.
- administer disciplinary action in the case of policy violation.
- ensure that all employees within their division follow the proper guidelines for fuel card use and unit fueling.
- notify Fleet Management of employee termination or transfer.
- monitor fuel purchases made by their division.
- secure delivery of PINs to the users in their division.

B. FUEL SYSTEM USER

The Fuel System User will:

- ensure that their PIN is not shared with or used by anyone under any circumstances, including supervisors, whether intentionally or by negligence.
- not write PIN in a conspicuous place such as the fuel card jacket, but store it in a secure manner.
- not purchase more fuel than the fuel capacity of the unit being fueled.
- be responsible for all transactions associated with their PIN.
- always report the loss of a unit's fuel card immediately upon discovering the loss.
- keep the card in the unit to which the card is assigned.
- verify that the card being used is the correct card for the unit being fueled.
- make sure that the fueling location they are using accepts the City fuel card **prior to fueling**.
- enter the correct odometer or hour meter reading for the unit being fueled.
- immediately report any damage caused to the fuel dispenser.
- use the division's "Gas Can" card for fueling small hand held tools that do not have unit numbers, such as weed eaters, chainsaws, and cutoff saws.

C. FLEET MANAGEMENT DIVISION

The Fleet Management Division will:

- order and issue plastic fuel cards.
- monitor fuel card usage and report any violations.
- procure and forward PINs to the designated person(s) in each division via email.
- provide fuel usage reports to divisions when requested.
- add and remove units and users from the fuel system as requested by the division.
- set fuel limits for all units and users.
- document and retain the following information for new and re-issued fuel cards: the name of the person requesting the card, the date the card was picked up and the name of the person picking up the card.

IV. PENALTIES

- A. Anyone who is found in violation of these regulations will be reported to their Department Director.
- B. Improper use of the City fueling system will result in disciplinary action consistent with City policy, including termination and /or prosecution.