



CITY POLICY

POLICY NUMBER: A1417

REFERENCE:

City Manager 1991 02 22

ADOPTED BY:

City Manager

SUPERSEDES:

NEW

PREPARED BY: Public Works Department

DATE: 1991 01 22

TITLE: FUELING CITY VEHICLES AND EQUIPMENT

Policy Statement:

1. CITY EMPLOYEES OBTAINING FUEL FOR CITY VEHICLES AND EQUIPMENT SHALL FOLLOW STANDARD SAFETY AND SECURITY PROCEDURES TO MINIMIZE THE RISK OF FIRE OR INJURY.
2. CITY EMPLOYEES RESPONSIBLE TO FUEL CITY VEHICLES AND EQUIPMENT FROM AUTOMATED SELF-SERVE SITES SHALL BE ISSUED A CONFIDENTIAL PERSONAL IDENTIFICATION NUMBER.
3. CITY EMPLOYEES SHALL OBTAIN FUEL FOR CITY VEHICLES AND EQUIPMENT AT CITY SITES IN PREFERENCE TO DESIGNATED COMMERCIAL FUEL SITES. COMMERCIAL FUEL SITES SHALL BE USED ONLY IN AREAS OF THE CITY NOT SERVICED BY CITY FUELING FACILITIES OR IN CASE OF FUEL EMERGENCY.
4. DEVIATIONS FROM THIS POLICY TO MEET SPECIAL OPERATIONAL NEEDS MAY BE ARRANGED ON APPLICATION TO PUBLIC WORKS DEPARTMENT, MOBILE EQUIPMENT SERVICES BRANCH.

The purpose of this policy is to:

Ensure personal safety and the security of City vehicles, equipment and fuel.

Ensure that fuel is issued to authorized vehicles only.

Ensure accurate recording of fuel issues for payment of accounts and for fleet management information.

Ensure long term cost efficiency for the fueling systems used by City departments.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.



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1. DEFINITIONS

- 1.01 "City Vehicle" - any vehicle which is owned, leased or rented through the Public Works Departments, Mobile Equipment Services Branch.
- 1.02 "PIN" - Personal Identification Number issued to each employee who is authorized to obtain fuel from the City's automated fuel sites.
- 1.03 "Fuel Card" - a magnetically encoded card which uniquely identifies the vehicle to which it is assigned when used with the City's automated fuel system.
- 1.04 "Sub-Contract Fuel Issue Form" or "Fuel Issue Form" - prenumbered control form which contains particulars of purchasing information when obtaining fuel, oil and related items from Commercial Fuel Sites. Such fuel purchases are based on a City negotiated Control Agreement which stipulates the terms and conditions of fuel purchases from vendor(s) for a specific period of time.

2. RESPONSIBILITIES

- 2.01 Department Heads to:
 - a) ensure the appointment of Department Vehicle Coordinator(s) and, if applicable, driver supervisors;
 - b) ensure the name, title, telephone number and signature specimen of the Department Vehicle Coordinator(s) and/or driver supervisors are provided to the Public Works Department, Mobile Equipment Services Branch; and,
 - c) ensure prompt notification of any changes of the Vehicle Coordinator to the Public Works Department, Mobile Equipment Services Branch in case of a newly appointed coordinator or acting coordinator.
- 2.02 Driver Supervisors and Vehicle Coordinators to:
 - a) ensure their staff are properly informed and trained in fueling their vehicles and equipment;
 - b) authorize the issuance of PINs to staff that require them;



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- c) review, approve and countersign the Fuel Issue Forms obtained from commercial fuel sites by their employees; and,
- d) forward all signed Fuel Issue Forms to the Public Works Department, Mobile Equipment Services Branch on a timely basis.

2.03 Drivers to:

- a) observe and adhere to procedures for obtaining fuel for City vehicles and equipment;
- b) follow safe work procedures when obtaining fuel;
- c) obtain information on fuel site locations from Department Vehicle Coordinator;
- d) provide certification of the quantity, price and type of fuel obtained at commercial fuel sites by checking and signing all required information on the Fuel Issue Forms, and to ensure it goes into the vehicle intended;
- e) promptly submit the driver copy of the Fuel Issue Form to the supervisor or Department Vehicle Coordinator;
- f) promptly report any fuel spill or fire at fueling site;
- g) ensure only the correct fuel type is issued to the vehicle or equipment;
- h) check engine oil level at every fill-up, add oil if required;
- i) preserve the security of their fuel PINs and promptly report any breach of that security;
- j) request a new PIN if theirs is lost or becomes known by others;
- k) ensure that fuel issued using a fuel card is issued only to the vehicle to which the card is assigned; and,
- l) safeguard fuel cards and promptly report any lost or damaged cards to the Public Works Department, Mobile Equipment Services Branch.



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3. PROCEDURES

3.01 Obtaining a Personal Identification Number (PIN)

- a) Each employee who needs to obtain fuel from the automated self-serve City fuel sites is issued a confidential PIN for security and identification purposes. The combination of the employee's payroll number and the PIN will ensure that the employee is authorized to obtain fuel.
- b) Employees may obtain PINs from the Public Works Department, Mobile Equipment Services Branch. Because PINs are confidential, they may only be obtained in person by presenting valid City photo ID, or they may be mailed directly to the employee in a security envelope.
- c) Applications for a PIN must be authorized by the employee's supervisor or the Department Vehicle Coordinator.
- d) Personnel terminating their employment with the City will have their PINs automatically deactivated from the system by Public Works Department, Mobile Equipment Services Branch.

3.02 Obtaining a Fuel Card

- a) Fuel cards are normally provided with each vehicle when it goes into service.
- b) If a card is lost or damaged, report the loss promptly to Public Works Department, Mobile Equipment Services Branch and a replacement will be issued. Return the damaged card to the section when picking up the replacement.

3.03 Obtaining Fuel from Automated Self-Serve Sites

- a) Drive vehicle adjacent to fuel dispenser supplying the correct fuel type. If in doubt, contact the nearest vehicle service centre for confirmation of correct fuel type.
- b) Follow the instructions on the automated fuel card reader. A Personal Identification Number (PIN) and fuel card is required to obtain fuel. See Section 3.01 for procedures to obtain a PIN. The card should be attached to the vehicle key ring.



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- c) Turn off all engines and extinguish all smoking material while fueling.
- d) Do not tamper with or jam the nozzle in the "on" position while fueling. Take appropriate measures to prevent fuel spills - avoid overfilling.
- e) Replace the fuel nozzle on the dispenser when transaction is complete.
- f) Check engine oil level and tire pressures periodically; check other fluid levels if applicable. Obtain lubricants or windshield washer fluid from the dispensers on-site or from the nearest vehicle service centre.
- g) Notify the Public Works Department, Mobile Equipment Services Branch of any problems or of any abnormal conditions at the fuel site.

3.04 Obtaining Fuel from Attended City Sites

- a) Drive vehicle adjacent to fuel dispenser supplying the correct fuel type. If in doubt, ask the attendant for confirmation of correct fuel type.
- b) Assist attendant in pumping fuel, checking oil, cleaning windshields, checking tire pressures, adding oil and any other services required.
- c) Fill out fuel issue sheet legibly and accurately recording Unit Number, Department, fuel type and litres, add oil type and litres, odometer reading, and payroll number.
- d) Sign the issue sheet to certify that all information is correct.

3.05 Obtaining Fuel from Designated Commercial Fuel Sites

- a) A "Sub-Contract Fuel Issue Form" must be completed and signed by the driver for each fuel issue. Blank copies of the Fuel Issue Form are available at the designated commercial sites.
- b) The vendor is to fill out his portion of the form completely prior to the driver signing. The vendor enters:



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| i) date | vi) litres of oil |
| ii) fuel type | vii) total cost of oil |
| iii) pump price per litre charges | viii) all miscellaneous charges |
| iv) litres dispensed | ix) total cost of purchase |
| v) total cost of fuel | |

- c) The driver is to check over the vendors' information and add his/her:

- i) unit number
- ii) odometer reading
- iii) payroll number

If any information is wrong, the driver is to correct it and initial beside the correction prior to signing. The driver is to sign the form confirming that all information is correct.

- d) The driver is to keep the white copy of the form and submit it to his supervisor or vehicle coordinator by the next working day.
- e) The supervisor or vehicle coordinator is to review the form and sign it confirming that the vehicle is a valid City unit, that the driver was authorized to obtain fuel, that the form is complete and legible, and that the type, quantity, and amount of the purchase is reasonable.
- f) The supervisor or vehicle coordinator is to forward all signed forms to the Public Works Department, Financial Services Section, weekly.

3.06 In Case of Fire at City Fuel Sites

- a) Stop fueling and shut off the pump if safe to do so. Lift the lever at the side of the dispenser to shut off the pump.
- b) Extinguish the fire if safe to do so. Use the fire extinguisher inside the break-glass cabinet on-site.
- c) Call the Fire Department in all cases of fire, whether you were able to extinguish it or not.



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- d) Call the Public Works Department, Mobile Equipment Services Branch at the phone number posted on-site.

3.07 In Case of Fuel Spill at City Fuel Sites

- a) Stop fueling and shut off pump if safe to do so. Lift the lever at the side of the dispenser to shut off the pump.
- b) Prevent any sources of ignition and keep away from the vicinity of the spill.
- c) Do not start any vehicles in the vicinity.
- d) If the quantity spilled is greater than 5 litres, call the Fire Department. Spread absorbent material over the spill from the container on-site. Wait for arrival of fire officials. Call the Public Works Department, Mobile Equipment Services Branch at the phone number posted on-site.
- e) If the quantity spilled is 5 litres or less, spread absorbent material over the spill from the container on-site. Call the Public Works Department, Mobile Equipment Services Branch and wait for arrival of clean up crew.