

POLICY #37

## GUIDELINES FOR FUEL PUMP ACCESS

DATE ADOPTED: 7-28-08  
MINUTE BOOK: 36 PAGE 207

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**POLICY:** To establish a policy for accessing Fuel Pumps for County Vehicles and Equipment by County Employees.

**PROCEDURE:** All County Employees who are authorized to operate County Vehicles and/or equipment shall adhere to the following guidelines when obtaining fuel from the fuel pumps located at the Road & Bridge Department:

1. No Swapping fuel keys
  - A. DO NOT fuel another vehicle with your vehicle key.
  - B. DO NOT fuel your vehicle with a key not assigned to it.
  - C. If your key is lost, contact the Road & Bridge Department Shop for a backup key IMMEDIATELY.
2. DO NOT put fuel in containers for small equipment use with your fuel key.
  - A. Fuel cans and small equipment must be fueled using a miscellaneous gas key.
  - B. If you are running small equipment see Road & Bridge Shop for miscellaneous key.
3. All fuel put into any vehicle must be entered on that vehicle's fuel log sheet.
  - A. Cash and credit card transactions should be identified in your "NOTE" OR "COMMENT" column as "CASH."
4. Fuel log sheets must be turned in by the 10th of the following month.