



## POLICY No. 2013-03 USE OF COUNTY FUEL CARDS

**Originating Department** PW-FLE-01-2013

**SMT Approval:** 2013-01-24

**Council in Committee:** 2013-02-05

**Recommendation #:** 7

**Council Approval:** 2013-02-11

**Resolution #:** 38-13

**Revision History:**

[Click here for revision history](#)

### 1. PURPOSE:

To establish guidelines for the issuance and use of County fuel cards for use at County fuel depots.

### 2. BACKGROUND:

The County currently operates and maintains five (5) fuel depots which have three (3) types of fuel available; gasoline, clear diesel and marked diesel. All fuel depots are of the 'self-serve' type and the dispensing of these fuels is monitored and controlled by a computerized fuel system. This system logs the depot location, the employee who has dispensed the fuel, the unit number and the odometer or hour meter of the vehicle or equipment that is using the fuel, the quantity and type of fuel dispensed.

The information obtained by the fuel system is downloaded into the County's vehicle and equipment maintenance management system on a weekly basis. This information enables Fleet and Equipment Operations Division staff to monitor vehicle and equipment usage, fuel consumption and ensure preventative maintenance schedules are performed in a timely manner.

The fuel card will replace the employee's current identification card as the method to access the fuel system and will include a photo, employee number and division.

### 3. POLICY OBJECTIVES:

- Maintain the integrity of the information gathered by the fuel system
- Assist Fleet and Equipment Operations Division staff to schedule preventative maintenance in a timely manner
- Control and monitor fuel usage
- Control employee access to County fuel depots
- Improve the security of the fuel system

#### **4. SCOPE:**

This policy applies to all full time, part time and temporary County employees that require access to the County fuel system as determined by the Corporate Fuel Card Requirement matrix.

Volunteer fire fighters will not be issued fuel cards. Fuel cards will be assigned to fire vehicles and will be kept in the vehicle for fuelling purposes.

#### **5. POLICY:**

- 5.1** Staff requiring access to the Haldimand County fuel system will be determined by the Corporate Fuel Card Requirement matrix which is managed by the Manager of Fleet and Equipment Operations.
- 5.2** Authorized staff shall complete the 'Fuel Attendant' training course before access to the County fuel system is granted.
- 5.3** All staff shall comply with the current Standard Operating Procedure, Fueling at Haldimand County Fuel Depots.
- 5.4** Fuel cards shall remain the property of Haldimand County.
- 5.5** Fuel cards are to be used only by the staff member to whom it was issued. Sharing of fuel cards is strictly forbidden, even if that person is authorized to access the County fuel system.
- 5.6** Fuel cards are to be used to fuel County vehicles and equipment only.
- 5.7** Any rented vehicles and equipment requiring fuel at County fuel depots shall be setup in the fuel system and must be authorized by the Manager of Fleet and Equipment Operations or designate.
- 5.8** All fuel cards shall be returned to Human Resources upon cessation of employment with the Corporation.
- 5.9** If the fuel card is lost or damaged, it shall be returned to Human Resources for replacement.
- 5.10** Upon receiving the fuel card, the employee is required to review and sign the Corporate Fuel Card Agreement (Attached).
- 5.11** Any actions contrary to this policy will result in disciplinary action, up to and including dismissal.

#### **6. RESPONSIBILITIES:**

- 6.1** The Human Resources Division will produce the photo ID card for the staff identified as requiring access to the fuel system (as per matrix). Human Resources will then forward the printed cards to the Fleet and Equipment Operations Division.

- 6.2 The Fleet and Equipment Operations Division will set up access to the system based on the physical proximity cards.
- 6.3 The Fleet and Equipment Operations Division will notify the staff person's Non-Union Supervisor when the fuel card is ready for use and sign off.
- 6.4 Upon notification from Human Resources, the Fleet and Equipment Operations Division will disable access to the fuel system for employees who transfer to another position not requiring access to the fuel system, for employees leaving the employ of the County, or for employees who have lost or damaged their fuel card.
- 6.5 It is the responsibility of users, Managers and Non-Union Supervisors to ensure that all fuel cards are used in accordance with this policy and that all fuel cards are returned to Human Resources when required.

REVISION HISTORY					
REPORT	CIC		COUNCIL		DETAILS
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	
	Date	Rec#	Date	Res#	



## Corporate Fuel Card Agreement

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I, \_\_\_\_\_, hereby acknowledge receipt of Haldimand  
(please print)

County Corporate Fuel Card Number \_\_\_\_\_ and acknowledge that I have read and understand Haldimand County Policy No. 2013 – 03 Use of County Fuel Cards and Standard Operating Procedure FLE 01-12. It is agreed that:

1. This card is to be utilized solely for Corporate purposes, and that personal use of same, is strictly prohibited.
2. Lost or stolen cards are to be reported immediately to Human Resources.
3. No person other than the bearer shall be authorized to use said card and any PIN number (if applicable) shall not be shared with anyone.
4. The card shall be returned immediately to Human Resources at the Cayuga Administration Building should I leave the employ of the Corporation or assume duties within the Corporation which do not require the use of said card.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness