
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC

COUNTY MANAGER: Jan Holler

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SUBJECT: FUEL CARD ADMINISTRATION

- I. PURPOSE:** To provide policy and procedures for the use of the county's fuel card system.
- II. POLICY:** The following elected officials and department heads are authorized to issue, lockout, revise or remake fuel cards to employees and elected officials.
- Douglas County Sheriff and/or designee for sheriff's personnel.
 - East Fork Fire Department Fire Chief and/or designee for fire personnel.
 - Operational Services Director and/or designee for all other employees.
- A. USE OF FUEL CARD:** It is the responsibility of each employee to ensure that the fuel card is used for official county use only. The fuel card remains the property of Douglas County and must be surrendered at the time of separation from employment. The fuel card can be used to purchase fuel for County official business.
- III. PROCEDURE:**
- A. FUEL CARD USE TRAINING:** Vehicle Maintenance and Motor Pool, Sheriff and the East Fork Fire & Paramedic departments are responsible for training their employees (upon issuance of fuel cards) on this policy and the proper procedures to obtain fuel. (Western Energetix video is available for this purpose from the Division.)
- B. FUELING METER INPUT:** Users of the County or commercial fueling sites are required to use correct meter readings at all times. Failure to input correct meter readings will result in inaccurate department billing and abnormal vehicle operating statistics. The Division will report to the appropriate departments any transactions that are entered incorrectly and that department will be responsible for assisting the Division in correcting the situation. The correct mileage or hour readings are important in maintaining accurate vehicle and equipment data for the fleet maintenance management system.

IV. DEFINITIONS:

ISSUE: (new card) A card is issued to new employees. The immediate supervisor is responsible for submitting the authorized form to the appropriate authority. See Possession Agreement - Attachment A.

LOCKOUT: When an employee leaves County employment (separation), the supervisor must notify his/her appropriate authority that a lockout is necessary. The employee's card is to be returned to the Division.

REVISIONS: Revisions are needed when a change in requirements arises for the vehicle and/or equipment; i.e., fuel quantity limits or fuel type changes, etc.

REMAKE: A remake is necessary when the fuel card will not activate the cardlock system.

V. RESPONSIBILITY FOR REVIEW: The Operational Services Director is responsible for review of this directive as needed or at least every 5 years.

6/11/03