Grant County Fire Protection District 3

POLICY AND PROCEDURE

---

1. NUMBER: 4.4.04

2. SUBJECT: ***Fueling Procedures***

3. POLICY: The vehicles owned by Grant County Fire District 3, and vehicles owned by The City of Quincy under contract with Grant County Fire District 3 shall be fueled as needed. The District shall have in place a one card/pin fueling system. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of the Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. The District shall maintain an inventory of all fueling cards by card number and vehicles/driver they are assigned to.

   B. The District shall issue a fuel card/pin to approved drivers who are qualified and willing to participate. The District shall maintain an inventory of all fuel card/pin by card number/pin and assigned driver name.

   C. Drivers Qualifications:

      1. Twenty-one years of age. If less than 21, approval by District Fire Chief shall be required.
      2. Have in their possession a current Washington State Driver's License.
      3. Successfully completed the District's Emergency Driving requirements.
      4. Has maintained his documented driving hours to stay current with District's Emergency Driving Requirements.

D. Drivers shall sign a form indicating the following:

1. What fuel card number/pin was issued.
2. They had an opportunity to review and understand this Policy & Procedure.
3. Upon departure from the District, they will return fuel card.
4. Improper use of fuel card/pin, or failure to follow established procedures, may result in disciplinary action up to and including termination of employment.

E. Fuel Card Use:

1. Driver shall insert driver's card in card reader and enter personnel identification number.
2. Driver shall enter vehicle number and odometer reading.
3. Driver shall fill out fuel log completely, located in each vehicle, which shall include date, time, gallons pumped, mileage on odometer, and driver's printed name.

F. The District shall do the following:

1. Collect all fuel logs monthly.
2. Check fuel logs against monthly fuel statement from vendor.
3. Upon departure of a driver from the District, the District will cancel all access to the fueling system for that driver.

See Appendix 04_04_04