

Town of Richmond

Fuel Usage Policy

I. Purpose

The purpose of this policy is to ensure that town employees and other users authorized by the Town of Richmond to use town fuel facilities and/or fuel town vehicles, or other vehicles as specified herein, provide adequate documentation to track fuel usage and use town resources appropriately.

II. Background

The Town of Richmond uses a fleet card program to fuel gasoline vehicles at private filling stations and purchases diesel fuel in bulk for dispensing on-premises at the Highway Garage. A private vendor currently provides the fleet card program with electronic tracking of vehicle use of fuel. For diesel vehicles, town-owned vehicles and equipment use the Highway Garage fuel dispensing facilities as well as the Fire Department and Richmond Rescue, which is an independent agency. Those filling diesel tanks manually track fuel usage at the town pump.

III. Fleet Card Policy

A. Administrator and Coordinators

The Town Manager administers the fleet card program on behalf of the town. The Finance Director may assume these responsibilities at the Town Manager's request. The Town Manager will review monthly billing and usage reports provided by the fleet card service as well as fuel receipts and reports submitted by Department Heads with receipts collected from employees.

B. Scope of Use, Procedure

Fleet cards will be assigned to each vehicle the town owns that requires filling of gasoline at a commercial filling station. In the case of fuel cans for equipment, there will be a fuel card designated solely for fuel cans within the department. Vehicles must use the card assigned to the vehicle. Department Heads will track personnel assigned to those vehicles or fuel cans, and those assigned to the vehicles or fuel cans will be responsible for use of the fleet card.

Fleet cards are to be used only for fueling town vehicles or fuel cans; use of the card for personal vehicles or other personal purposes is forbidden. Proper use of the fleet card tracking, currently vehicle mileage, will be mandatory with the use of the fleet card. Additionally, unless otherwise provided for in agreements outside of this policy, town

vehicles are not to be used for personal purposes thereby using gasoline purchased with the fleet card.

C. Transaction Receipts

Fuel transaction receipts are to be requested and obtained at all available filling stations, initialed by the employee and remitted to the Town Manager weekly. In the event that a fuel transaction receipt is unavailable, a signed note must be submitted with the transaction information including vehicle, date, gallons, price per gallon, total cost and location of filling station. In the case of fuel cans for equipment, the slip must indicate number of cans filled and gallons filled. Employees must submit all transaction receipts to the Department Head, who will review them and ensure adequate explanations for the fuel use exist.

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Department Heads will compile transaction receipts and submit them to the Town Manager along with any necessary explanations or supporting documentation on a monthly basis.

D. Penalties

If a fleet card is used in violation of this policy, the responsible card user shall report the violation the next business day to the Department Head, who will then report to the Town Manager on the same day. When appropriate, as in an emergency, the card user will reimburse the Town for prohibited fuel use. Failure to report a violation may result in disciplinary action according to the Personnel Policy.

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An emergency is defined as a use of the card beyond those permitted by this policy and where management is unavailable to provide an approval.

If it is found that an employee is abusing the fleet card for personal expenses, the employee may be disciplined according to the Personnel Policy.

IV Use of Town Fuel Dispensing Facilities

A. Administrator and Coordinators

The Town Manager is responsible for ensuring that the dispensing of fuel is accurately tracked. The Highway Foreman is responsible for properly functioning fuel dispensing facilities and reporting results to the Town Manager. Individual town employees are responsible for proper logging of fuel dispensing. Other agencies are similarly bound by this policy for fuel dispensing and logging their use.

B. Scope of Use

Diesel vehicles and equipment owned by the Town of Richmond are eligible to use the Town's fuel dispensing facilities. Other agencies may be allowed, by way of agreement with the Selectboard, to use these facilities also. By using these facilities, all are bound by this policy.

C. Tracking of Fuel, Transaction Receipts Procedure

The Town will provide metered filling facilities. The Highway Foreman will provide receipt books to track the amount of fuel dispensed by vehicle. Each vehicle will log the amount of fuel it takes by vehicle identification, date, operator, mileage or hours, and the meter reading immediately before and immediately after fueling. These transaction receipts will be remitted to the Highway Foreman with a copy retained by the fueling department or agency. The Highway Foreman will compile these transaction receipts monthly and submit them to the Town Manager. The Highway Foreman will be responsible for checking meter readings and ensuring the proper operation of the fuel pump and meter.

D. Reimbursement of Fuel Costs

The Town Manager will bill outside agencies and other departments for fuel costs based on consumption recorded in fuel logs. Fuel cost will be billed according to the average monthly cost of fuel during the month that the fuel dispensing occurred unless it can be accurately determined what the per-gallon charge of the fuel is, in which case it will be billed as such with supporting documentation.

E. Penalties

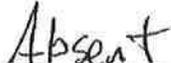
Failure to follow this policy may result in disciplinary action for town employees, according to the Personnel Policy and may result in suspension of fuel filling privileges for outside agencies.

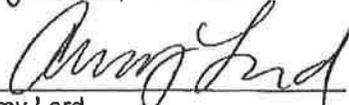
DATED AT RICHMOND, VERMONT, THIS 21 DAY OF May, 2012

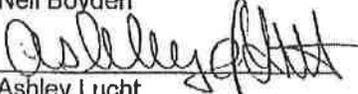
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