

Vehicle Fueling



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Policy:	Vehicle Fueling	SOP # 103.07
Scope:	Operational and Administrative Personnel	Career/Volunteer

FUELING OF UNITS USING COUNTY FLEET CARDS

- Fleet fuel cards SHALL NOT be used to make any purchases other than fuel/DEF for the assigned vehicle.
- Volunteer staff: Each Caroline County Fire and Rescue Company has a PIN number assigned for fueling any vehicle at that station.
Any volunteer staff member may request an individual fuel PIN.
- Career staff members have been assigned individual PIN numbers
Individuals shall use personally assigned PIN when fueling any fleet vehicle.
- Fleet Fuel Cards are specific to each unit. Cards shall not be used to fuel other non-assigned vehicles.
- It is the responsibility of the unit Driver / Operator to ensure that the correct PIN number and mileage are recorded at the time of unit fueling so that an accurate monthly report can be generated.
- When making fuel purchases for supplemental fuel (i.e. gasoline for a chain saw) the card shall be used as follows.

Proper card for apparatus.
 Enter in the station or Individual PIN.
 Enter in "9999" for the mileage.



IMPORTANT

Each Card can only be used a maximum of 5 times in a single day.

(3) Wrong PINS will "lock" the card. Call Duty officer.

Problems with pay-at-the pump may "lock" card.

Two most common problems are:

Not using "9999" & Wrong mileage for the apparatus

