



Physical Plant Policy & Procedure #15

TITLE: **VEHICLE FUELING PROCEDURE**

OBJECTIVE AND PURPOSE: This policy will detail the steps taken to provide fuel for University vehicles from the fuel dispensing site at the Campus Operations Building. (The fuel dispensing location is the southeast corner of the Campus Operations Building No. 69)

RESPONSIBILITY: **ACTION**

UNIVERSITY PERSONNEL

- ◆ Only University or other state authorized vehicles may obtain either unleaded gasoline, diesel fuel or alternative fuel at the distribution site by driving and parking at the fueling dispensing site. The driver must notify the Transportation Supervisor in the adjacent Transportation shop of his/her need for fuel. Please note that this is not a “self service” operation.

TRANSPORTATION SUPERVISOR

- ◆ The Transportation Supervisor or other authorized staff shall dispense the appropriate fuel into the vehicle.
- ◆ Proper care must be exercised to insure that the right fuel is used in the vehicles and equipment (i.e., gasoline in gas engines, diesel in diesel engines and mixed fuel in hand operated equipment).
- ◆ For billing purposes, the Transportation Supervisor maintains a daily fuel disbursement report, which is a record of all fuel distribution on a daily basis by vehicle. This report is forwarded to Physical Plant Operations office on a daily basis for use in billing.

PHYSICAL PLANT OPERATIONS OFFICE

- ◆ Departments other than Physical Plant are billed for their fuel use, as identified on the daily fuel disbursement report, at minimum on a monthly basis.

ATTACHMENTS

- ◆ ***Daily Gas & Oil Disbursal – Attachment “A”***
- ◆ ***Daily Diesel & Oil Disbursal – Attachment “B”***
- ◆ ***Daily Alternative Fuel & Oil Disbursal – Attachment “C”***

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APPROVED:	Vice President	Associate V.P.	Director