

# ADMINISTRATIVE PROCEDURES



Procedure Number: 49-3

Effective Date: 11/01/1986

Revision Date: 09/01/2009

*C. Dubutsky*

County Administrator

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SUBJECT: **FUEL KEYS**

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DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

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## I. STATEMENT

The following procedure applies to those departments and employees who utilize the County's fueling system. The fuel system consists of three electronically coded keys. Black key identifies the vehicle; blue key identifies the driver; and the red key identifies the auxiliary equipment.

## II. PROCEDURES/RESPONSIBILITIES

- A. The Fleet Services Department will ensure that all vehicles issued by this department have a black fuel key located on the key ring of the vehicle. Thereafter, the using department will ensure that the black fuel key is kept with the vehicle key of the issued County vehicle.
- B. Departments will monitor the blue fuel keys issued to their departments. The Fleet Services Department will issue blue fuel keys only upon written authorization from the transportation coordinators or authorized signers of the requesting department. Before Fleet Services can issue a blue fuel key the employee's Employee Identification Number (EIN) will be required.
- C. Departments will immediately notify the Fleet Services Department of any lost or stolen black, blue, or red fuel keys. Departments are responsible for all fuel charges until Fleet Services receives notification regarding lost/stolen keys. The Fleet Services Department will reissue keys only upon written authorization from the using department.
- D. Departments will immediately notify the Fleet Services Department of the name of any employee who terminates employment with the County. Departments will return to the Fleet Services Department all blue fuel keys of terminated employees. In addition, departments are required to return any stray or extra unaccounted for keys.
- E. Departmental transportation coordinators must ensure staff are trained and follow the appropriate fueling procedure. In order to fuel a county vehicle or equipment two keys must be utilized; either the blue and black keys for vehicles or blue and red for auxiliary equipment. Each fueling station has a pedestal that requires information be

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data entered and keys verified before fuel can be dispensed. In addition to pump number, the actual vehicle's odometer reading must be entered without tenths. The correct odometer reading is vital for several reasons. Fleet Services is able to monitor vehicle performance by reviewing miles per gallon consumed. In addition, odometer readings are utilized to calculate asset depreciation. Incorrect odometer readings require substantial staff time to research and correct the error. Fleet Services will charge departments a \$50 administrative fee for incorrect odometer readings.

- F. Departments must use the red fuel key when fueling auxiliary equipment. The black key must never be used to fuel auxiliary equipment. Each time an employee uses a black fuel key to fuel auxiliary equipment a \$50 administrative fee will be assessed to the department.
- G. Departments must utilize the black fuel key to the vehicle it was assigned to. Fleet Services has encountered several instances where a black fuel key was utilized to fuel another County vehicle. This action also causes fuel errors that must be researched and corrected. Fleet Services will charge departments a \$50 administrative fee for utilizing the incorrect black key.
- H. Departments that have 24/7 operations or provide first response emergency services are allowed to "borrow" a black fuel key for purposes of fueling their vehicle in the event their key becomes lost, stolen, de-magnetized, etc. The individual assigned to the vehicle in question must contact Fleet Services the following business day and report the incident and provide additional information regarding vehicle key used, time of incident, etc.
- I. Human Resources will notify the Fleet Services Department on a monthly basis of all County employees who have terminated employment. Fleet Services will review said report and will lock out terminated staff. This will ensure terminated staff are not allowed to fuel vehicles.
- J. On an annual basis Fleet Services will provide departmental transportation coordinators a listing of personnel assigned blue keys. The transportation coordinators will be responsible for certifying that these personnel are still active employees and authorized to possess a blue fueling key. In addition, departmental transportation coordinators are to notify Fleet Services immediately if a current employee transfers to another department or receives a name change. Fuel keys must be re-programmed to reflect these changes.
- K. Staff assigned blue fuel keys must keep them in a secure, safe place. Staff member is personally responsible for misuse of assigned blue key.
- L. Any fraudulent use of the assigned blue, black, or red keys constitutes theft and will be reported to the appropriate law enforcement agency. In addition, fraudulent use may lead to disciplinary action up to and including termination.