ADMINISTRATIVE PROCEDURES

Procedure Number: 49-3

Effective Date: 10/01/1986
Revision Date: 08/29/2019

County Administrator

SUBJECT: **AUTHORIZED FUEL ACCESS**

DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

I. STATEMENT

The following procedure applies to departments and employees with authorized fuel access utilizing County fuel stations to obtain fuel. Fleet Services is responsible for all fuel dispensed from County fuel stations and mobile fuel trucks, which include purchasing, monitoring, reporting and ensuring uninterrupted availability to County departments. County departments utilizing Tank on Back and/or department assigned mobile fuel truck are responsible for monitoring and reporting fuel dispensed as defined in this procedure.

II. DEFINITIONS

A. Authorized Fuel Access – Qualified personnel or equipment approved to access fuel system. Authorization of personnel must conform to Administrative Procedure 30-31, Driver Qualification Authorization, and submission of Fleet Services Fuel Key/Authorization form available on Fleet Services Intranet site.

B. Automotive Information Module (AIM) - Authorizes keyless access to fuel system for fueling of vehicles/equipment and provides real time data to the fuel management system such as vehicle asset #, odometer/hour meter reading, fuel quantity, and fuel type. AIM is installed on most County vehicles/equipment but is not installed on some due to compatibility issues caused by vehicle make/model or age.

C. Prokee (Fuel Key) - Composite programmable key authorizes access to fuel system for fueling of vehicles/equipment and auxiliary equipment. A Prokee is used for vehicles/equipment that do not have an AIM unit installed. Prokee is color coded for fueling of specific vehicles/equipment; auxiliary equipment; and product.
   - Black - vehicles/equipment
   - Blue - Diesel Exhaust Fluid (DEF)
   - Red – Tank on Back, auxiliary equipment

D. Tank on Back – Auxiliary fuel transfer tank mounted on department assigned work crew trucks used for mobile fueling of off-road and auxiliary equipment.

E. Auxiliary Equipment – e.g., small lawn and garden equipment, generators, gas cans.

III. PROCEDURES / RESPONSIBILITY

A. Fleet Services fuel stations provide diesel fuel, unleaded fuel and Diesel Exhaust Fluid (DEF). Product type will differ based on fuel station location. Locations and product types can be found on the Fleet Services Intranet site.

B. Financial reporting and consumption of fuel products requires that the integrity of fuel access provided be strictly adhered to by County employees:

1. Authorized personnel shall not share access information.
2. Auxiliary equipment requires use of a Prokee – no other method of fueling method is allowed.
3. Prokee use is not to deviate from the color code assignment as defined in this procedure.

C. Fleet Services is responsible for issuing Prokees or AIM unit installations for vehicles/equipment placed in service. Prokees and ignition keys must remain on same key ring. Departments are responsible for monitoring keys issued to their department.

D. Tank on Back / Mobile Fuel Truck

1. Installation of Tank on Back must be approved by the requesting department Director and Fleet Services Director.
2. Tank on Back are to be filled at County fuel stations using a red Prokee. Fleet Services will monitor all Tank on Back for reasonable consumption.
3. Fleet Services requires Tank on Back Fuel log to be submitted no later than the 3rd working day of the following month for all vehicles and equipment fueled using Tank on Back and/or mobile fuel truck.
4. It is the responsibility of the department to reconcile Tank on Back fuel consumption using a Tank on Back Fuel Log.
5. Auxiliary equipment not maintained in Fleet Services fleet management system are exempt from submitting the Tank on Back Fuel Log to Fleet Services. It is the operating department's responsibility to maintain up to date Tank on Back fuel logs to be kept with the department.
6. The Tank on Back Fuel Log form is available on Fleet Services Intranet site.

E. To add an authorized user, Department Transportation Coordinator must submit a Fuel/Key Authorization form. Form is located on Fleet Services Intranet site. By submitting Fuel/Key Authorization, Department Transportation Coordinator confirms personnel adhere to Administrative Procedure 30-31, Driver Qualification and Authorization.

F. Departments must immediately notify Fleet Services of lost or stolen Prokees. The assigned department will be responsible for fuel transactions until Fleet Services has been notified.

G. Departments must notify Fleet Services of employees no longer requiring access to the fuel system.

H. Each month Human Resources will notify Fleet Services of employees who are no longer employed by Pima County. Fleet Services will disable employees access to fuel system. It is the Department's responsibility to collect issued

Prokees and return them to Fleet Services for deactivation.

I. Any fraudulent use of the assigned Prokees, AIM units or fuel system access constitutes theft and will be reported to the appropriate law enforcement agency. In addition, fraudulent use of fuel system may result in disciplinary action up to and including dismissal.