

DEPARTMENT OF FIRE AND RESCUE SERVICES



GENERAL ORDER



510.02

Originating From	Issue Date	Revision Date	Attachments
Logistics	12/18/2001	1/12/2009	

SUBJECT: Fueling System and Card Use

APPLICABILITY: All Personnel

POLICY:

The county fire stations have a semi-automated fuel distribution system that is maintained by Central Fleet. This system includes fuel level monitoring components and fuel distribution components.

Maintaining adequate fuel supplies in station tanks is a critical function. These fuel levels are monitored by Central Fleet. To better facilitate the flow of information from the systems located in our stations Fire and Rescue will communicate the information to Central Fleet.

The distribution of fuel will be accomplished through a magnetic swipe card system. This system will improve accountability, allow for more accurate scheduling of vehicle maintenance, and increase the number of fueling sites available for vehicles.

- 1 This fueling system requires that a separate fueling card be designated for each piece of apparatus. Consequently, the fueling card is to be used **ONLY** for the apparatus to which it is assigned. In addition, proper vehicle mileage **MUST** be entered into the system when fueling the vehicle. Card use is monitored by Central Fleet and reports are issued to Fire and Rescue when improper mileage is entered.
 - 1.1 The fuel card assigned to a specific apparatus is to be mounted in a proper card holder on the vehicle. Ensuring the presence of the fueling card is to be included on the apparatus daily and weekly checklists.
 - 1.2 Each employee is assigned a personal fuel identification card and personal identification number. This will be used in conjunction with the vehicle fuel card to obtain fuel.
 - 1.3 Instructions on use of the fuel system are located on the pump. Failure to follow the instructions results in a system error and may impact your ability to fuel the vehicle.
- 2 Each facility may submit written requests for auxiliary fueling cards to be used for equipment such as saws, mowers, etc. These requests, which must indicate whether the card is for diesel- or gasoline-powered equipment, shall be sent by a station officer to the DFRS Fleet

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Division Supervisor.

- 3 When a fuel card is lost, a Howard County Property Loss and Damage Report must be completed, signed by a station officer, and forwarded to the DFRS Fleet Division Supervisor. Cards that have been reported lost or that malfunction can be replaced, by the DFRS Fleet Division Supervisor.
- 4 The fuel inventory will be maintained by Central Fleet. Any Howard County vehicle may access fuel from any Central Fleet fuel site.
- 5 The Veeder Root fuel monitoring system is located at each fuel site. This device tracks the quantity of fuel in the system.
 - 5.1 The Veeder Root fuel print outs at Station 9 and 10 are to be checked each weekday, Monday through Friday and then faxed to Central Fleet at x3346.
 - 5.2 An entry shall be made in the station log and initialed by the sender of the fuel readings, noting that the fax was sent. This document will be placed in the Fuel Log Book located in the station.

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr".

Joseph A. Herr
Fire Chief