

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Gasoline and Diesel Refueling
Effective: June 1, 2005
Reviewed: March 2005, June 2008, December 2012
Revision: 3
Pages: 2

I. PURPOSE:

To provide a policy governing the refueling of Leon County EMS vehicles

II. GUIDELINE:

To assure fleet readiness by assuring appropriate levels of fuel are maintained in all Leon County EMS vehicles.

III. PROCEDURE:

General Information

- All vehicle fuel levels will be maintained at no less than ½ total fuel volumes. All units will have a full fuel level before leaving headquarters. Units based at County stations will be maintained at a full level at their post.
- The employee fueling the vehicle is responsible for placing the correct fuel in the vehicle. Placing the incorrect fuel in the vehicle may result in disciplinary action.
- Only County owned vehicles (emergency or non-emergency) may be refueled using the County system.
- Do not fill tanks to the point of overflowing.
- Smoking and use of cellular / mobile phones during the refueling process are prohibited.
- Follow all posted safety directions

County fuel depots

- Routine refueling will occur at the County owned fuel depots at public works and the Sheriff's Office.
- Follow the directions on the fuel key reader located at these locations.

TFD fuel depot

- Routine use of TFD or City fuel depot is not permitted. They will only be used in extremely necessary situations. Prior to use supervisor approval must be obtained.
- Only County units can use the TFD fuel depots located at the County Fire Stations.
- Complete the fuel log located at the County Fire Station and an incident report indicating the reason for fuel acquisition at TFD or City depot, the amount of fuel obtained and the name of the supervisor who approved the acquisition.
- Refuel the vehicle by following the directions.

P-Card Use

- Each Paramedic is issued a county Purchasing or "P-Card." Any time that a County vehicle is traveling out of town the paramedic should use the P-card to refuel. Fuel can be obtained at any station that accepts the Visa P-card.
- Fuel vehicle and follow any specific instructions provided by attendant.
- Sign credit card receipt for purchases. Be sure to verify dollar amount and gasoline volume charged to the County account.
- Retain receipt and provide it to the EMS staff assistant at HQ for processing as soon as possible after the transport/
- Failure of any individual to turn in receipts for purchases may result in disciplinary action and may result in payroll deduction of amount charged.